**Please read this agreement. If you agree with the provisions and wish to participate in the University of Delaware School of Public Policy and Administration Study Abroad Program, please initial each page and fill in the blanks and sign the last page. Return this agreement with your $250 program fee check, payable to the University of Delaware, by the date specified in your acceptance notification. Thank you for your interest in the University of Delaware School of Public Policy and Administration Study Abroad Program.**

The 2019-202 SPPA International Study Abroad program to

 from offers a number of

DESTINATION DATES

important educational opportunities. Students chosen to participate will be asked to commit to an intensive professional experience that requires your full participation.

Please read the information below. If you accept the conditions, initial at the bottom of each page where indicated and sign and date the agreement on page 3. Return the original of this agreement along with your signed UD waiver form and your deposit check in the amount of $250 (payable to University of Delaware) as directed in your acceptance notification. All items should be in an addressed, sealed envelope.

1. All students may: (1) apply for up to 2 trips in an academic year and (2) participate in 1 trip in an academic year (exceptions may be made if space is available).
2. Graduate students may receive funding for 1 study abroad trip during a SPPA graduate degree matriculation. Exceptions may be made by the SPPA Director and will be announced if they impact an entire category of student.
3. Graduate students must: be matriculated in a SPPA degree program, have successfully completed a minimum of 9 credit hours within the degree program, and be in good academic standing at the time of the trip’s departure. In some situations, the Study Program Director may consult the SPPA Director for a waiver for newly matriculated graduate students.
4. Students whose status changes during the time between acceptance and departure may be removed from the Study Abroad group. If a student is removed from the program after airline tickets are purchased, every effort will be made to find a replacement traveler. If this is not possible, the student who has lost eligibility will be responsible for repaying any funds expended on his/her behalf.
5. Undergraduate students may apply for programs where undergraduate participation is permitted. Undergraduates must be juniors or seniors in either the BA program in Public Policy or the BS Program in Organizational and Community Leadership and must enroll in UAPP300 Public Policy Experience or another acceptable course in addition to any course required for the program.
6. All SPPA undergraduate students accepted for an International Study Abroad trip must register (and pay) for the course required by the Faculty Director by the published registration deadlines. Failure to (1) register and pay for the course, (2) attend classes and (3) complete assignments will result in the student being removed from the program and being required to reimburse SPPA for any charges incurred on his/her behalf.
7. All SPPA graduate students who receive a program acceptance which specifies a course requirement as a condition of participation must register (and pay, if a tuition bill results) for the required course by the published registration deadlines. Failure to (1) register and pay for the course, (2) attend classes and (3) complete assignments will result in the student being removed from the program and being required to reimburse SPPA for any charges incurred on his/her behalf and forfeiture and repayment to SPPA of any scholarship funds expended or issued on the student’s behalf.
8. Students are responsible for obtaining necessary passport and/or visa documents and for ensuring that they will be valid for the amount of time necessary (usually 6 months past your scheduled return date).
9. Students must adhere to all deadlines including, but not limited to, payment deadlines for airfare and deposits. Students who fail to make payments or submit forms as required without prior arrangement may be fined or dropped from the program and will be liable for any expenditures made on their behalf.
10. All students must purchase GeoBlue International Health Insurance to cover them abroad, at a cost of $13.20/week, following instructions provided by the Institute for Global Studies. Failure to purchase this insurance (or, in rare circumstances, obtain a waiver from the Program Coordinator) will result in the revocation of acceptance, the loss of any scholarship assistance which has been awarded, and the forfeiture of the program fee. Additionally, students who fail to adhere to this requirement will need to repay any expenditures already made on the student’s behalf.
11. Students must check the health recommendations and warnings issued by the US government for their destination: <https://wwwnc.cdc.gov/travel/destinations/list>. If a student’s health situation indicates the need for any immunizations, the student is responsible for obtaining those immunizations. Such expenses, unless required for the entire group, are not “match-able” costs.
12. Students are expected to travel between the departure airport and destination as a group unless otherwise informed. If group travel is arranged to/from the airport/s, students desiring to make other arrangements will not be reimbursed for any funds expended on their behalf as part of group arrangements and must notify the Faculty Program Leader of their travel plans and provide a contact telephone number.
13. All students must sign the University’s required travel waiver and return the form with their deposit check and this signed agreement as directed in the acceptance notice.
14. All students must complete the required Health Information and Emergency Contact forms. These items must be submitted as directed not later than 4 weeks prior to departure. These forms must be submitted in **separate sealed envelopes with the student’s name and the name of the form on the outside**. All forms will be destroyed upon the conclusion of the program. Failure to submit the forms properly and as directed may result in a fine.
15. Students will be required to sign (or personally e-mail) separate agreements before any expenditures (including the purchase of airline tickets) are made on their behalf. Failure to do so or to do so in a timely manner may result in the student being unable to participate in a particular activity or to participate in the program or the imposition of a fine. If the late signature results in an additional charge, that charge will be borne by the student and will not be eligible for reimbursement or matching cost. These agreements will confirm the student understands that once a ticket is purchased, or expenditure is made on his/her behalf, he/she is liable for the cost of the expenditure even if he/she does not participate in the trip for any reason.
16. Students are required to attend any meetings scheduled for the group in advance of the trip.
17. Students are required to participate in assembling and presenting a post-trip presentation about the trip. This will be part of a program involving all students who had an SPPA International Study Abroad experience during the current year and will be open to all SPPA students, faculty and staff.
18. All students are required to observe the laws of the host country, to act and dress professionally, to actively participate in all scheduled events and to be punctual for trip functions.
19. Students who break local laws will be individually responsible for their actions. The Faculty Program Director/s will notify appropriate University and School officials who will determine what, if any, disciplinary action will be taken.
20. If a student becomes ill or has a personal emergency, s/he must contact the Faculty Program Director/s immediately, regardless of the time of day. No student should leave the group without notifying the Faculty Program Director/s.
21. Students who have received financial assistance are responsible for keeping all necessary financial records (information will be provided at a pre-trip meeting) and following all reporting requirements as outlined in the Scholarship Guidelines. Failure to do so will result in the loss of scholarship support and in a bill for repayment of any funds expended on your behalf.

I, , have received and read the 2019-20

PRINT NAME

SPPA International Study Abroad Agreement. I agree to adhere to all policies and deadlines, to complete and return all required forms by the stated deadline, to meet with School staff as directed (if required), to function in a professional manner and to actively and fully participate in all preliminary group meetings as well as programs, exercises and activities during the trip and in the post-trip presentation.

I understand that failure to meet these requirements may result in dismissal from the trip and/or disciplinary action that may impact my status in my degree program. I understand that any expenses resulting from that dismissal will be my responsibility.

SIGNATURE DATE

STUDY TRAVEL PROGRAM DIRECTOR or COORDINATOR DATE