

Study Abroad Office Student Agreement

Domestic Faculty Directed Programs

I have applied to participate in a program (the Program) offered by the Arizona State University (ASU) Study Abroad Office (SAO). I understand that my participation in the Program is voluntary.

In consideration for being allowed to participate in the Program, I agree and represent as follows:

1. I understand that, as a participant in the Program, I am subject to the rules and requirements of the Program, as well as to the rules and requirements of ASU and of any cooperating university and/or institution associated with the Program. I agree to fulfill these requirements and comply with these rules in all respects and will be subject to immediate dismissal from the Program if I do not do so.
2. I am responsible for knowing and abiding by the regulations and policies of the Program as they are outlined by the Program, as well as in the following:
 - a. *Study Abroad Payment and Withdrawal Policies* ([see this example](#))
 - b. Study Abroad Program Orientation and/or Handbook
 - c. [Drug and Alcohol Safety Responsibilities](#)
 - d. [ABOR Student Code of Conduct](#)
 - e. [ASU Academic Integrity Policy](#)
3. I will participate in all mandatory pre-departure orientations. More specific information will be provided by my Program director or SAO International Coordinator.
4. I give consent for the SAO to have full access to any and all records about me held by ASU, including but not limited to disciplinary records. I understand that information from these records may be disclosed to my Program director, Program provider and/or host institution, at the discretion of the SAO. I understand that the SAO will complete a disciplinary/conduct check with the Dean of Students Office prior to my departure and that information obtained will be used to determine eligibility and/or may result in my removal from the Program.
5. I will ensure that the SAO has access to my current contact information for the duration of the Program and until my academic records from the Program are posted at ASU. To that end, I will:
 - a. Maintain my permanent contact information through MyASU, making updates as necessary.
 - b. Provide my on-site contact details (address, email, and phone numbers) through my Applicant Home Page on the SAO website.
6. At least 60 days prior to my scheduled departure, I will report in writing to the SAO or the Disability Resource Center any physical or mental condition I have that may require special medical attention or accommodation during the Program.
7. I must maintain enrollment in the minimum number of ASU credits required by the Program. If I withdraw from any Program course(s), leaving me with fewer than the required number of credits, I will be violating the terms of participation in the Program and may be dismissed from the Program.
8. I understand that all academic work done by ASU students under the auspices of a host institution will be regarded by ASU as ASU resident credit, rather than transfer credit, and cannot be used for degree purposes at the host institution. My official record of participation in the Program will be my ASU transcript, listing the ASU credits and grades I earned for ASU courses offered as part of the Program.
9. I acknowledge that the SAO reserves the right to decline to accept or retain me in the Program at any time, including before the Program officially begins, if the SAO determines that my actions or general

behavior impede the operation of the Program or adversely affect the rights or welfare of any person

(including myself). Similarly, I understand that, in the sole discretion of ASU's employees, agents or representatives, I may be dismissed from the Program if it is determined that my continued presence in the Program would be disruptive or an interference to the Program's continuation (including if I stop attending classes). If dismissed from the Program, I understand that:

- a. I will not be permitted to participate in any Program activity and will no longer be entitled to any Program benefits, including travel, meals and lodging.
- b. No refund will be guaranteed for any part of the Program not completed or for any accommodation or Program service(s) not used.
- c. I may be referred to the local authorities or appropriate University officials for further disciplinary or other action.
- d. I will not be entitled to any hearing regarding termination while abroad. The appeal of such termination requires my return to the ASU campus and is processed through my ASU Academic Dean for academic topics and through the Dean of Student Life for code of conduct topics. I may then be subject to action under the [ABOR Student Code of Conduct](#) procedures.
- e. I may not be eligible for participation in any future ASU SAO program.

- 10.** I understand that ASU reserves the right, at its sole discretion, to make alterations in the Program calendar as it may deem necessary or desirable, with or without notice, or to cancel the Program or any aspect of it prior to departure and to cancel the Program or any aspect of it after departure, requiring that all participants leave the Program location if ASU determines or believes that any person is or will be in danger if the Program or any aspect of it is continued.
- a. ASU is not responsible for financial penalty or loss I may incur as a result of any such cancellation, operational, or itinerary change, regardless of whether ASU makes a flight arrangement.
 - b. ASU may substitute hotels or accommodations or housing of a similar category at any time, with or without notice. For programs in which housing is included in the program fee, specific room and housing assignments are within the sole discretion of ASU.

The SAO strongly advises me to purchase fully refundable airline tickets and/or trip cancellation insurance to safeguard against losses or penalties resulting from any of the above scenarios.

- 11.** SAO does NOT provide insurance coverage to participants in domestic Faculty Directed programs. It is my responsibility to ensure that I will be covered for the duration of my Program by a policy of comprehensive health and accident insurance that provides coverage for injuries and illnesses I may sustain or experience while participating in the Program. If I have coverage through my parents' provider, or my own, I am advised to contact the provider to verify what coverage it provides while I am at the Program location. I may be expected to provide proof of insurance coverage as a condition of participation in the Program.
- 12.** The Program allows for free time, which may be spent as I wish. For example, I may use this time to travel, sightsee, or participate in activities or events in which I have a personal interest. I understand that I retain full responsibility for making any such arrangements and for all costs, transportation, lodging, food and any other expense that may be associated with non-Program activities.
- 13.** I am aware that I am subject to the laws of the state(s) in which I will be living or traveling during my participation in the Program and I agree to abide by those laws.
- 14.** I am aware of and understand the risks and dangers of travel to, in, and around the Program location(s), including but not limited to the dangers to my own health and personal safety posed by the use of public transportation, and by civil unrest, political instability, terrorism, crime, violence and disease. By my participation in this Program, I assume, knowingly and voluntarily, each of these risks and all of the other risks that could arise out of or occur during my travel to, from, in, or around the Program location(s).
- 15.** I hereby release the State of Arizona, the Arizona Board of Regents and Arizona State University (ASU) (including their officers, agents, faculty, staff, employees, representatives and successors), from all responsibility and liability for any delays, delayed or changed departure or arrival times, fare changes, dishonors of hotel, airline or vehicle rental reservations, missed carrier connections, sickness, disease,

injuries (including death), losses, damages, weather, strikes, acts of nature, circumstances beyond the

control of ASU, force majeure, war (declared or undeclared), quarantine, civil unrest, public health risks, criminal activity, terrorism, expense, accident, injuries, damage to property, bankruptcies of airlines or other carriers or service providers, inconveniences, cessation of operations, mechanical defects, any failure or negligence in connection with any accommodations, restaurant, transportation, or other service or for any substitution of hotels or of common carriers beyond ASU's control, with or without notice, or for any additional expense occasioned by any of these events. If due to weather, flight schedules, or other uncontrollable factors I am required to spend additional nights, ASU will not be responsible for my hotel, transfers, meal costs, or other expenses. My baggage and personal property are transported at my risk entirely; I agree that the State of Arizona, the Arizona Board of Regents and ASU shall not be responsible for loss or damage to my baggage or personal effects.

I hereby acknowledge that I have read, understand and will abide by each of the terms and conditions of this *Study Abroad Office Student Agreement* and that I have had the opportunity to consult with the advisor, counselor or attorney of my choice before signing this *Study Abroad Office Student Agreement*.