



Student's Name _____
Name of School or Program _____

EWU I.D. _____
Country _____

Fall _____
Year

Winter _____
Year

Spring _____
Year

Summer _____
Year

Read the Terms and Conditions Carefully

Be certain you understand each condition. Sign, date and return this form with all application materials to the EWU Study Abroad Office (SAO).

Student Conduct Code

I agree to abide by the EWU Student Conduct Code (SAC 172-121-040) during my entire Study Abroad program. I also agree to abide by all applicable laws of the country in which I will be studying.

Contact While Abroad

I agree to adhere to the following policies:

- *Contact the Study Abroad Office (SAO), within two days of my arrival overseas, to announce my safe arrival*
- *Provide my phone number and address while abroad*
- *Periodically maintain correspondence with the Study Abroad Office through the duration of my program*
- *Provide itinerary to the SAO for any travel more than 100 miles outside of my host city and/or any travel outside of my host country during my Study Abroad*
- *If a major event occurs in or around the county of travel, such as a natural disaster, political unrest, terrorist threats/attack, etc., I will maintain a daily check-in with the SAO until it is determined the situation has been resolved.*

State Department Registration

- *I will register with the US Department of State using the instructions provided by the SAO.*

Travel to Countries with Travel Warnings or Alerts

- *Travel to a country with a current travel warning or alert requires additional steps with the SAO that include reviewing the Department of State's Travel Alert or Warning.*
- *If travel to such a country is approved, I will check in with the SAO as required by the SAO*

Program/Host Institution Information

Before departing abroad, I will provide the SAO with copies of all correspondence

- *Acceptance letter*
- *Course options*
- *Housing information*
- *School/Program contact*

EWU Enrolled Course

- *I will enroll in the Study Abroad place holder course at EWU for each quarter I am abroad.*
- *I am aware there is an enrollment fee for this course.*

Course Credit Approval Forms

Prior to my departure,

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- I will complete the necessary Course Credit Approval (CCA) form(s)
- Obtain appropriate faculty signature(s)
- Provide syllabus or course descriptions written in English to both the academic department and SAO

Should my course(s) change while abroad, I will

- Immediately notify the SAO of the new course(s)
- Provide a course description to the SAO and the academic department

Failure to adhere to the CCA process, may mean the credits earned abroad will not be accepted at EWU.

Financial Aid

- I must complete at least a minimum amount of credits required in order to receive financial aid for each quarter abroad
- I will submit all costs of my program abroad, prior to departure, including required documentation to the SAO to complete my budget sheet
- The cost specified on my budget sheet is not a guarantee of the monetary amount I will receive
- My aid cannot be dispersed early even if my departure is prior to the beginning of the quarter for which I am receiving aid
- I understand I may have to repay any financial aid I received if I withdraw or do not complete my study abroad program

Grades

- Courses taken abroad for my major, minor or GEGR's are required to be done for a numeric grade

Transcripts

- Official transcripts of work abroad will be sent to the Study Abroad Office in a sealed envelope on the host school's letterhead
- Grades will be reflected on my EWU transcript, once converted—which may take up to 6 months
- I will order two copies of my official transcript, should I want one of my own. In the event that obtaining a personal copy was not possible, I understand that I must make the SAO aware that I would like my original transcript returned from the SAO at the completion of my Study Abroad. If there is only one copy of my official transcript, I am aware that it will end up on file with the Registrar's Office permanently and unless I have made arrangements with the SAO, I will not be able to access my transcript from overseas.
- If the Study Abroad Office does not receive the official sealed transcripts within six months, a 0.0 will be entered on my transcript for the classes listed on the approved CCA.

Study Abroad Insurance

- I understand that there is mandatory insurance coverage required by the university when participating in the Study Abroad program. The only possibility that the required coverage may be waived is if prior to my departure, I submit to the SAO equivalent proof of coverage through another insurance provider.

Passport/Visa

- I am responsible for determining the passport and/or visa requirements for the country in which I will be studying
- I will apply for all necessary documents
- I will provide a copy of my documents to the SAO prior to departure



Study Abroad Orientation

- *I will participate in any orientation programs provided by the SAO (e.g., Pre-Departure Orientation) and/or the program/host institution*
- *I will be responsible for all information presented therein*

Academic Journal/ Blog Abroad

- *I will maintain an academic journal or blog while abroad.*
- *Requirements will be given as part of the study abroad orientation*
- *The information created will not be graded but will be submitted to the SAO upon return to the U.S.*

Return Check-In

- *I will participate in any re-entry orientation programs provided by the SAO*
- *Upon return to the U.S., I will email the SAO within two days of landing in the U.S.*
- *I will also check in personally with the SAO within two weeks of my return to campus*
- *Alternate arrangements will be made ahead of time, if this is not feasible*

Program Duration

- *Should I decide to extend my stay, I must submit a request by email to the SAO at least two months prior to the end of the quarter*
- *An extension may only be granted if it is acceptable to EWU, the host program, and it does not violate the passport and/or visa rules of my travel country*
- *Study abroad credits may not exceed 25% of my undergraduate study*

Cancellation Procedures by the Student

- *I will inform the SAO and the program/host institution in writing of my decision to cancel, prior to my departure date*

Payment of Program Fees if you Cancel Your Program

EWU Programs:

- *I will be obligated to pay the Concurrent Enrollment Fee and the mandatory insurance fee if I do not withdraw from the program by the 10th day of the beginning quarter I am scheduled to be abroad.*

Host School/Programs:

- *I may be obligated to pay full or partial enrollment fees at the discretion of my program abroad upon cancellation of my placement*

Outstanding Debts

- *Debts owed to my host institution or EWU will result in withholding of my EWU transcript until all debts are paid in full*
- *Until payment is made I may be unable to register for classes*

Grade Appeals

- *Appeals must be made within 10 days of the initial posting of the grade with the chair of the appropriate department.*

Termination/Modification of Program

- *EWU and the program/host institution reserve the right to modify, change, alter and/or cancel the program, classes, schedules and/or itineraries based on unforeseen circumstances such as health, safety, political and/or economic risks at the study site(s)*

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- *Travel arrangement costs, including plane and/or train tickets, may be non-refundable due to termination/modification of the program*
- *My placement may be terminated early by EWU or the program/host institution if I fail to remain enrolled full-time at the host institution, fail to maintain minimum academic standards as defined by my home and/or host institution, or am found in violation of the laws and regulations of the host country or institution*

Benefits & Services of Study Abroad Program

- *EWU is not liable to the student for benefits and services provided by the study abroad program*
- *I will seek to obtain information and/or correct any inadequacies of my study abroad program*

Termination from the Study Abroad Program

- *I understand that in the event I am sent home early from the program for any reason or in the event that the university pulls me from the program for any reason, that I am responsible for all financial costs incurred as the result of my behavior, including immediate travel home from my travel country*

By signing this form, I certify that I am age 18 or over and understand its contents and agree to its terms.

Signature _____

Date _____