

Center for Global Education and Experience POLICIES FOR AUGSBURG CGEE SEMESTER AND SUMMER PROGRAMS

Application Process

In addition to completing the application form, the student needs to submit the following to the Center for Global Education and Experience:

- Signed authorization from the Study Abroad Adviser at the home school stating that the student has been approved for study abroad and is not on academic or disciplinary probation.
- An unofficial copy of the student's transcript.
- Applications are accepted on a rolling admissions basis. The final application deadlines are April 1 for Fall and Summer Terms, and October 15 for Spring Term.

Eligibility Requirements

- Students must meet the following criteria to be eligible for the programs:
- Have a minimum grade point average of 2.5 (on a 4-point scale) at the time of application. Students with lower averages should consult the Program Manager at the Center for Global Education and Experience before completing an application.
- Be in sophomore, junior, or senior standing (others accepted on a space-available basis).

Student Participation Requirements

Following formal acceptance into the program, the student must submit:

- A medical information form (after acceptance).
- A copy of the front pages of his or her passport.
- A signed release of liability form required of all participants in Augsburg semester abroad programs.
- A behavioral contract committing to certain standards of conduct while abroad.

Statement Regarding Program Changes

The Center for Global Education and Experience reserves the right to change the group's itinerary depending on conditions in the region.

Augsburg University with the Center for Global Education and Experience may determine that circumstances within a foreign country require cancellation of the program.

The student must provide the Center for Global Education and Experience with advanced written notice if she/he decides to leave the program.

Payment of Fees and Withdrawal/Cancellation Policy

The following fee schedule and cancellation/refund policy apply to the CGEE's semester and summer abroad programs:

- If the student is selected for the program, he/she will need to pay a \$350 non-refundable deposit within three weeks of student confirmation. This deposit guarantees space on the program, and will be applied toward the total program fee.
- The full balance of the comprehensive fee is due January 1 (Spring Term), May 1 (Summer Term) and August 1 (Fall Term).

Refund Policy

If the Center for Global Education and Experience receives cancellation (by telephone or letter) after May 15 (for Fall or Summer Term), or December 1 (for Spring Term) and before the first day of the program, the student will receive a refund of any paid portion of the comprehensive fee, not including the \$350 deposit.

After the first day of the program no refund is available. However, if the student cancels before the seventh day of the program he/she may receive a refund for any "recoverable" monies used to cover the family homestay, language school fees, or group travel expenses. No other refunds are possible, since the budget for expenses is calculated based on an enrollment count that includes the student.

If the student cancels after the seventh day of the program, there is no refund available of any fees.

Release of Information

Under the Family Educational Rights and Privacy Act of 1974, we provide certain directory information about students enrolled for study abroad. This information includes name, home address and telephone number, home school, major, program and dates of attendance. We make this information available before departure to other students enrolled in your program. You may elect to withhold any or all of this directory information by notifying our office in writing no later than October 15 for spring program applicants or April 1 for fall or summer program applicants.

Exceptions to the above requirements may be granted at the discretion of the Program at the Center for Global Education and Experience.

I understand the University and/or CGEE may notify the person or persons that I have listed as an emergency contact in the event that I become seriously ill or am involved in an emergency situation during the Program. In the event that I am unable to make my own medical decisions, the University and/or CGEE representative may have to make those on my behalf.

Early Departure/Expulsion

(from Agreement and Release of Liability form)

I agree that if I leave the course prior to its completion due to my own circumstances that: a.) I will provide the program advance written notice of my intention to leave the program; b.) I am responsible for my own care and safety, as Augsburg University and/or CGEE will have no liability for my care and safety after I leave the Program or if the Program is cancelled; c.) I accept all responsibility for loss or additional expenses, including, but not limited to transportation and return travel, lodging, meals, personal and other program related expenses, or any other services to me in connection with my early departure.

I further agree to abide by all applicable rules and regulations of the University, CGEE, and its staff, representatives or designees, all instructions of its staff, representatives or designees while participating in the program and the laws of the governmental jurisdictions at the place or places of program offering. I understand that noncompliance may result in expulsion from the Program and forfeiture of Program fees. I agree that if I violate any applicable rule, regulation, instruction or law at any time during the Program I may be sent home immediately at my own expense. I agree to reimburse the University and CGEE for any and all costs associated with sending me home. I agree to indemnify and hold harmless the Released Parties from all claims or losses resulting from my failure to abide by such rules, instructions and laws. I further agree that the University, CGEE, and/or their respective staff, faculty, representatives or designees may send me home at any time during the program if they determine that my continued participation in the Program will adversely affect my health, safety or welfare or the health, safety, welfare or enjoyment of other Program participants.