

**DO NOT submit pp. 1 through 3 with your application. Retain them for your records.**

**SPAIN/ITALY/GERMANY  
SUMMER STUDY ABROAD APPLICATION  
Summer A 2017**

**GENERAL INSTRUCTIONS/REQUIREMENTS**

1. You will be charged a program fee to participate in this program.
    - a. Program fees vary and range from \$3,500 to \$5,000 depending on the length, destination, number of participants, number of faculty, and field excursions on any given program.
    - b. Program fees typically include lodging, in-country transportation, some meals, international emergency insurance, required field trips and cultural activities, a 15% administrative charge, and all faculty costs, including travel, lodging, and per diem.
    - c. Tuition for courses offered in this program is 50% of regular semester tuition. Program fees do not include tuition.
    - d. Program fees, once charged to student accounts, must be paid within 30 days.
  2. The deadline to submit this application for the Spain/Italy/Germany Summer 2017 program is **December 1<sup>st</sup>, 2016**.
  3. Applications must be completely filled out **DIRECTLY** on this form and all required supplemental items must be submitted as instructed for an application to be considered. The following items must be turned in by all applicants at the time of application and before Thursday, December 1<sup>st</sup>, 2016:
    - Completed, typed, printed copy of the application form (see pp.4 and 5)
    - Completed and signed copy of the Acceptance and Release Statement, which also covers acceptance of the Cancellation Policy and the Statement of Student Responsibility (see pg. 8)
    - Completed and signed copy of the Student Code of Conduct (see pg. 9)
    - Copy of the receipt for the **\$100 application fee** obtained from the Cashier's Office (see item 6a, pg. 2)
    - Copy of the receipt for the **\$500 deposit** obtained from the Cashier's Office (see item 6b, pg. 2)
- The following must be turned in by all applicants by the dates indicated, but not necessarily with the items in the initial application listed above:**
- One clear copy of your passport (main page only). If you do not have a passport, **APPLY FOR ONE IMMEDIATELY**. You are required to submit a copy of your passport to the Study Abroad Office at least 6 weeks prior to the last day of classes in the spring 2017 term. **Check your passport expiration date: IT MUST BE VALID FOR AT LEAST 6 MONTHS AFTER THE DATE OF YOUR PLANNED RETURN TO THE U.S.**
  - A clear copy of your international flight itinerary must be submitted to the Study Abroad Office (SAO) no later than the last day of classes in the spring 2017 term.
  - Completed and duly signed health form must be turned in at least a month before the last day of classes in the Spring 2017 term. (see pg. 3 and the Health Form available at the SAO)
4. You must have a **2.5 cumulative GPA** or higher to be eligible to participate in ERAU SSA programs. Exceptions may be made at the Professors' or the SAO's discretion.
  5. You must be in **good judicial standing** with the university to participate in ERAU summer study abroad programs. This means that you cannot currently be on probation with the University.

6. **Pay application fee/deposit(s) to the Cashier's Office prior to submitting your application.**

- a. There is a \$100 application fee, which is non-refundable *once your application is accepted* by the program. Include the receipt with your application at the time of submission.
- b. There is a \$500 deposit that will be applied to the program fee. Include the receipt with your application at the time of submission.
- c. In the event that Embry-Riddle must cancel the program, the entire deposit and application fee will be refunded to you.

7. If you have any questions, please contact the SAO at [obrienk3@erau.edu](mailto:obrienk3@erau.edu). After completing the application, submit it with all supporting documents to the SAO:

**Prescott: SAO, Building 58, Room 105**

## **ADMISSION POLICY AND PROCEDURES**

ERAU's summer abroad programs draw substantial interest every year. The international nature of our programs requires that qualified, motivated, and responsible students participate to ensure both a smooth-running program and students' safety. The following procedures and considerations will be taken when admitting applicants to all our programs:

1. Only students who submit their applications and initial fees on or before the deadline (Dec. 1<sup>st</sup>) will be considered.
2. Students with higher GPAs will usually be given higher priority. Students with cumulative GPAs under 2.5 will be considered on a case by case basis. Priority will be given to students who may not have another opportunity to participate due to their class status and impending graduation.
3. All applications will be reviewed by both the SAO & the Professor(s) who will be leading the programs. Professors will have the final word on who is to be admitted. Furthermore, Professors may require supplemental information from applicants to evaluate applications.
4. Students from other universities may be allowed to participate in ERAU summer programs. However, they must apply for non-degree admission into ERAU and be considered ERAU students to do so. Application fees to ERAU will be waived as long as the student participates in an international summer program. Family members of ERAU students may be considered on a case-by-case basis. If allowed to participate, program fees must be paid in advance at a date to be determined by the SAO.
5. Participants who do not need the credits offered by the program and who graduate before the program starts must pay the program fees and costs BEFORE the program starts at a date to be determined by the SAO.

## **PASSPORT AND VISAS**

American citizens traveling abroad must have a valid, current passport. **The expiration date should exceed your return date by at least six (6) months.** Students who do not already have a passport should apply for one immediately. The process takes about 6 weeks; however, in peak travel seasons it may take twice as long. Apply early to ensure receipt of your passport in case it is needed for a visa application. It is your responsibility to track the status of your passport application at all times. **A copy of your passport must be furnished to the SAO before you leave for the program!**

Passport application forms for both new applicants and renewals are available by going online to [www.state.gov](http://www.state.gov) and downloading the appropriate forms. In most cases you can apply for your passport in any main U.S. Post Office.

It is each student's responsibility to check with the appropriate authorities to determine if a visa or other documentation is required to enter and/or remain in a country outside the U.S. and obtain required documentation.

Non-U.S. citizens must check with the appropriate authorities to determine if a visa or other documentation is required to enter another country from the U.S. The SAO will furnish a letter to confirm participation in a study abroad program if needed, although it is each student's responsibility to obtain any appropriate visas. For assistance, please see the International Student Services office on your campus.

## CANCELLATION POLICY

**THIS IS IMPORTANT!! PLEASE READ THIS SECTION CAREFULLY!!**

**Deposit fee(s) will only be refunded if a withdrawal from the program is made prior January 18<sup>th</sup>, 2017. If cancellation occurs after this date it will not be possible to refund deposit monies for any expenses that have already been incurred on your behalf and you will be charged a cancellation fee of *at least* \$1500. The \$100 application fee is not refundable.**

Should an accident, illness, or emergency prevent your participation in the program, **notify the SAO immediately**. Appropriate documentation will be required to support your reasons for withdrawing and **all cancellations must be made in writing**. Every effort will be made to recoup as much of the program cost as possible; however, you will be liable for any charges incurred on your behalf that have affected the entire program at the time of your cancellation, as well as any pending expenses that cannot be avoided in the period following cancellation. This includes any cancellation penalties incurred by Embry-Riddle Aeronautical University through agencies hired by ERAU to plan and/or implement these programs. Please keep in mind that many program costs are divided by the number of participants. If you cancel after the deadline, you will be liable for your portion of these expenses.

**Lack of financial aid and/or other funding to pay for the trip is not a valid excuse for late cancellation.** To avoid problems and financial complications, please ensure that you will have funds available – with or without financial aid or potential grants – before you commit to participating in a program.

**A minimum fee of \$1,500 (which includes the \$500.00 deposit) will be applied if you cancel your participation after January 18<sup>th</sup>, 2017. Cancellation fees may be higher** depending on the program and relevant non-reimbursable costs including Professor and / or assistant costs that are equally divided among all participants.

## HEALTH EXAM

You must have a medical/health exam from either by the Wellness Center or by your primary health care provider. Please refer to the Health Form on the ERAU study abroad website for information that must be provided.

You **MUST** complete those parts of the form with information that is to be provided by you **BEFORE** you go to the Wellness Center for your appointment.

**You will be charged \$30.00 by the Wellness Center if you miss a scheduled appointment.**

ERAU STUDENT ID #: \_\_\_\_\_

**SPAIN/ITALY/GERMANY\***  
**Study Abroad**  
**Summer A 2017 Program Application**  
**May 11 to June 13**

Your name, as it appears on your passport or birth certificate.

Last

First

Middle

Gender:  Male  Female

Date of Birth (mm/dd/yyyy): / /

Place of Birth:

Country of Citizenship:

Passport Number:

*(If you don't have one yet, please apply for it ASAP and give us a copy)*

Issue Date (mm/dd/yyyy): / /

Place of Issue:

Expiration Date (mm/dd/yyyy): / /

Degree Program:

Advisor Name:

Current Cumulative Grade Point Average:

Current academic year:

 Fresh  Soph  Jr  Sr  Grad

ERAU E-mail (required):

Local address:

Permanent or parental address:

Street

Street

City

City

State

Zip Code

State

Zip Code

Country

Country

Best contact number:

Best contact number:

Home

Home

Cell

Cell

- I have read and understand the **Cancellation Policy**. \_\_\_\_\_ (See pg. 3. Student initial here.)
- I have read and understand the **Statement of Student Responsibility**. \_\_\_\_\_ (See pg. 5. Student initial here.)
- I have read and understand the **Student Code of Conduct**. \_\_\_\_\_ (See pg. 9. Student initial here.)

\* Programs have been proposed, but not all may be offered. Dates may vary slightly. Upon admission, you will be informed in a timely manner about the status of the program.

## **EMERGENCY CONTACT INFO**

**In case of emergency, list the names of two different contacts:**

**Name 1: Relationship:**

**Telephone Number(s):**

**Name 2: Relationship:**

**Telephone Number(s):**

The course offered through this program is:

- BA 399 Doing Business in Europe**
  - check if it is required for graduation

## STATEMENT OF STUDENT RESPONSIBILITY

### Student Conduct

In all Embry-Riddle Aeronautical University sponsored programs abroad, students are expected to behave in a mature, responsible manner, and at all times abide by university regulations and the policies embodied in the Embry-Riddle Aeronautical University Student Standards of Conduct as well as the laws of the host country. Directors and/or faculty leaders have the authority to dismiss a student from the program at any time, who is following a course of action or behavior harmful to the student, to others, or to the program, including violation of Embry-Riddle Aeronautical University rules and regulations. In such a case, the student will be asked to leave the host University (or other study abroad destination) including program housing and will not be permitted to attend classes. No refunds will be due from Embry-Riddle Aeronautical University, and return transportation costs in such circumstances are the responsibility of individual student.

Embry-Riddle Aeronautical University does not condone and strives to prohibit the unlawful possession, use, distribution, or manufacture of illicit drugs and alcohol by students on its property or as part of any of its activities.

### Student Liability

It is understood and agreed that Embry-Riddle Aeronautical University, cooperating organizations, or individual faculty leaders and directors do not assume liability for any injury, loss, damage, accident, delay, irregularity or additional expense arising from the use of any vehicle or services, or from strikes, weather, quarantines, sickness, government restrictions or regulations, or from any act or omission of any railroad, motor coach, airline, or other transportation company, or for any cause whatsoever. Nor is any responsibility assumed for loss or damage to a participant's baggage or personal possessions. All such losses or expenses will be borne by the participant.

## ACCEPTANCE AND RELEASE AGREEMENT

I understand that I am ultimately responsible for my own behavior during this Summer Study Abroad Program, and am aware that any unruly and disturbing behavior, or acts in violation of Embry-Riddle Aeronautical University's (ERAU) Student Standards of Conduct, may be grounds for immediate expulsion from the program.

### Financial Responsibility

I understand that I am financially responsible for providing my transportation, meals, inoculations, visa fees (if applicable), and any other miscellaneous costs involved in studying abroad. I understand that my application is not complete until I pay the application fee and deposit(s) to the Cashier's Office. Should I decide to withdraw from participation in a summer study abroad program, I understand that I must notify the Study Abroad/International Programs office in writing and that my \$100.00 application fee will not be refunded. Furthermore, I will be charged for any deposits and/or advanced payments made on my behalf by ERAU with a minimum \$1,500 charge if I withdraw after the published deadline. I understand that I may incur additional financial penalties depending on the date of my notification of withdrawal and on my program's costs.

### Assumption of Risk

I understand that participating in the Program entails inherent risks in the various activities in which I will participate during this program. I have been given the chance to ask questions concerning the Program. All such questions have been answered to my satisfaction. Having read this form, I am fully aware of the risks and hazards associated with the Program, and hereby elect to voluntarily participate in the Program. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me as a result of participating in the Program, unless it is caused by the gross negligence or willful misconduct of ERAU, its officers, trustees, agents, employees or volunteers (the "Releasees").

## **Liability Release**

In consideration for ERAU allowing me to participate in the Program, I agree I will not sue the Releasees. I release the Releasees from any and all liabilities, claims, demands, actions, causes of actions, costs and expenses of any nature, whatsoever, arising out of any loss, damage, or injury, including death, that may be sustained by me or to any property belonging to me, arising from the Program and its activities or while upon the premises where the Program is being conducted, excepting those claims arising from the gross negligence or willful misconduct of the Releasees.

## **Indemnification**

I agree to indemnify and hold harmless the Releasees from and against any loss liability, damage or costs, including court costs and attorneys' fees, that Releasees may incur arising from my involvement in the Program, excepting those claims arising from the gross negligence or willful misconduct of the Releasees.

## **Statement of Physical Fitness**

I am physically fit and in a condition that will allow me to participate fully in the Program. I maintain medical insurance that covers me for accidents and illnesses while I am participating in this Program. Releasees are relying on my warranty of my physical condition. I understand the Releasees have not made, nor will make, any investigation into my physical fitness or ability to participate in the Program and Releasees are relying on my warranty of my physical condition. I assume full responsibility for payment of medical expenses not covered by insurance incurred as a result of my participation in the Program.

## **Emergency Medical Treatment**

I grant the Releasees permission to authorize emergency medical treatment as they deem appropriate, and agree that such action by the Releasees shall be subject to the terms of this Agreement. I understand and agree that the Releasees assume no responsibility for any injury or damage that might arise out of or in connection with such authorized emergency medical treatment.

## **Program Changes**

I understand that ERAU reserves the right to make cancellations, changes or substitutions in the Program in cases of emergency or changed conditions, or in the best interest of the group. Should ERAU cancel the Program, full refunds will be made unless the cancellation is due to political, natural, technological or other problems beyond its control in which case ERAU will be able to refund only uncommitted and recoverable funds.

## **Behavior Expectations**

1. I understand that all students are subject to ERAU regulations and program guidelines and the laws of the host country. In the event I violate any of these, or I sustain academic failure, or I exhibit behavior that is considered by ERAU to be detrimental to myself, other students, or to the Program, ERAU shall have the right to dismiss me from the program while retaining all tuition and fees. I understand that I shall be responsible for any extra expense I may incur as a result of this dismissal.
2. I understand that I, as a participant in this program, will be viewed as an ambassador of ERAU and the United States and by signing this agreement pledge to deport myself in a manner that reflects favorably on both.
3. It is my express intent that this Agreement shall bind the members of my family and spouse (if any), my estate, heirs, administrators, assigns or personal representatives. I agree that this Agreement and any claim arising from my participation in the Program shall be construed in accordance with the laws of Florida (for Daytona Beach campus students) or Arizona (for Prescott campus students), without regard to its conflict of law provision. The courts in Volusia County, Florida and Yavapai County, Arizona shall be the forums for any lawsuits arising from the Program or incident to this Agreement. The terms of this Agreement shall be severable, such that if a court of competent jurisdiction holds any term to be illegal or unenforceable, the validity of the remaining portions shall not be affected thereby.

## **RELEASE STATEMENT SIGNATURE PAGE (for SAO)**

In recognition of the facts stated in the Acceptance and Release Statement, I acknowledge that certain risks are inherent in the various activities in which I will participate during this program. I understand that ERAU as well as its faculty and staff have no control over these risks, and are not responsible for my personal welfare beyond ordinary precautions taken for the safety of students. I therefore agree to assume all responsibility for any and all claims for damages including medical expenses, personal injury or death, disability, loss of wages, loss of earning capacity, and property damages which I may incur or may be incurred against me during my participation in this program.

In signing this Agreement, I acknowledge that I have read this Acceptance and Release Agreement, the Statement of Student Responsibility, the Cancellation Policy, and any attachments thereto, that I understand the terms and information in each, and that I agree to be bound by their terms. I further acknowledge that I sign this Agreement voluntarily.

I understand that I must check with the appropriate authorities to determine if a visa or other documentation is required to enter another country from the U.S. I also understand that no refunds will be given to a student due to a lack of proper documentation to enter the country of destination or the U.S. upon return.

U.S. Citizen [            ]            Non-U.S. Citizen [            ]  
(Initial the statement that applies to you.)

I have read the above and have willingly signed this document with full understanding of its purpose.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student signature \_\_\_\_\_

*Parent or Guardian Signature required if student is under the age of 18 years.*

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**You should retain copies of all pages of the completed application for your records.**



## Embry-Riddle Aeronautical University / Summer Study Abroad Spain/Italy/Germany 2017

### Student Code of Conduct (for SAO and Faculty files)

While in the Summer Study Abroad (SSA) program, I will abide by Embry-Riddle Aeronautical University (ERAU) standards of student conduct, including those regarding use of drugs and alcohol. Abusing alcohol or drugs will NOT be tolerated and can result in immediate withdrawal from the program with no right to any refund. Violations may result in probation or expulsion from ERAU.

I understand that drug use or possession is a serious criminal offense. There are grave legal and judicial ramifications for drug use or possession, including heavy fines and years in prison. In practice, police can keep violators in custody for days if found with even small quantities of cannabis to prevent networked-trafficking.

As a participant in the SSA program in England in 2017, I understand that I must comply with standards of conduct articulated in the ERAU Student Handbook, the SSA application, and the Spain/Italy/Germany 2017 guidebook, as well as the following guidelines in my behavior and interactions with my classmates, faculty, hosts different locations, and local people. I understand that:

- I will be subject to the laws or customs of any country I visit or pass through as well as to applicable rules of ERAU, all lodgings we stay in, and other destinations we will visit.
- ERAU and its representatives are not responsible for violation of any law by any student;
- ERAU does not assure that U.S. standards of due process of law apply in any of the countries we visit, nor can ERAU provide or pay for legal representation.
- Neither orientations and briefings, the Spain/Italy/Germany 2017 guidebook, nor any other planning or advising can cover all situations that may arise during the program.

As a participant in the Spain/Italy/Germany summer 2017 program, I will:

- Respect my instructors, classmates, and hosts by following the rules of the Summer Study Abroad program during the entire period of the program and at all locations of the program, including the hotel, the school, and any field trip destinations.
- Seek to understand, respect, and accommodate local customs, diets, dress, and schedules, and avoid giving unnecessary offense.
- NOT engage in rude, inconsiderate, or offensive behavior with my instructors, classmates, and hosts.
- Be realistic in my expectations of myself, of others in the group, and local people.
- Keep my hotel room, classrooms, laboratories, and other work areas neat and orderly and in good repair.
- Inform faculty of my schedule and travel plans.
- Be on time for classes, departures, and other scheduled events.
- NOT participate in any political demonstrations or marches.

I understand that, due to the nature of SSA programs, students who have been accused of serious violations of ERAU standards of conduct or local laws may face immediate expulsion from the program, which may in turn may indicate expulsion from the hotel or the host school or immediate return to the United States. Such expulsion does not constitute a finding of "in violation" of the Student Standards of Conduct. Adjudication of student conduct violations, which provides accused students components of fundamental fairness, may be initiated after the student and faculty member have returned to the ERAU Prescott Campus.

My signature below certifies that I have read and understand these guidelines.

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Student / Participant Signature

Date

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Student / Participant Printed Name