

EDUCATION ABROAD PARTICIPATION AGREEMENT

Congratulations on your decision to participate in an education abroad experience. Please complete this 3-part *Participation Agreement* to formalize your commitment to engage in an aspect of education abroad for a semester or summer session in accordance with Florida A&M University's education abroad guidelines. This document must be signed before you are approved to participate in a university approved education abroad experience and before the Transient Application is submitted. The Enrollment Fee of \$250 will be charged to your Student Account and is only refundable if you withdraw from the program six weeks before the program start date. **Please note that your signature and as requested, your initials, are required in each section of this agreement:**

1. **Personal Contact and Program Information**
2. **FERPA RELEASE and Emergency Contacts**
3. **Conditions of Participation for in Education Abroad**

Section 1: Personal Contact and Program Information

Complete Name _____ Email Address _____

Student ID# _____ Cell Phone # _____ Birthdate ____/____/____

Major _____ Minor _____ Department _____

Primary Local Address _____ City _____ State _____ Zip _____

Type of Education Abroad Program: Study Abroad: Internship Service Learning (Sponsor _____)

Faculty-Led Spring Break Abroad: Name of Faculty Coordinator _____ Destination _____

Program Start Date ____/____/____ Program End Date ____/____/____ Name of Faculty-Led Course _____

Education Abroad Program Information:

Program Provider _____ Name of Contact Person _____ Phone _____

Program Emergency Program Contact _____ Phone _____ Email Address _____

Name of Host Institution (Providing Instruction) _____ Location _____

Program Fee Total: _____ Outline below how you plan to pay for this education abroad program?

(Must complete the (1) Office of *Financial Aid Florida A&M University Consortium Agreement* and (2) *Affiliated Education Abroad Program Financial Responsibility Statement* available at <http://www.famu.edu/index.cfm?oied&DepartmentForms>.

Passport Information: For most countries, your passport must be valid for six months past the education abroad program end date.

Passport # _____ Expiration Date _____ Country of Citizenship _____

Signature for Section 1 _____

Section 2: FERPA Release

In accordance with FERPA, the University will disclose to parents' or guardians' information from the academic records of a student provided the University has on file written consent of that student to do so. By your signature, you authorize the release of Education Abroad program and financial information to the person(s) indicated below.

Student name (print) _____ **Student Signature:** _____ **Date:** _____

Contacts: Please provide 1 or 2 emergency contacts (ideally your parents/guardians) who you want to receive pertinent education abroad information from the Office of International Education & Development. **(Print legibly!)**

(1) Name _____ Relationship _____ Cell Phone _____

Email _____ Address _____

City _____ State _____ Zip code _____ Work Phone No. _____

(2) Name _____ Relationship _____ Cell Phone _____

Email _____ Address _____

City _____ State _____ Zip code _____ Work Phone No. _____

Section 3. Conditions for Participating in Education Abroad

Students who decide to engage in an education abroad experience are expected to adhere to the Florida A&M University Student Code of Conduct and the terms set forth in this document. The Student Code of Conduct (“Code”) applies the principles and freedoms found in University Regulation 2.013, Due Process, Other Rights, and Responsibilities, by promoting responsible freedom for all students. This Code seeks to apply the principle of responsible freedom as it guides the conduct of Florida A&M University (“University”) students. The responsibility to know and abide by the Code ultimately lies with the student. The Student Code of Conduct supersedes all other means of disciplining or removing students for behaviors prohibited by the University. For a copy of the FAMU Student Code of Conduct, go to <http://www.famu.edu/officeofstudentconduct/Regulation%20012%20Student%20Code%20of%20Conduct.pdf>.

1. I understand that I am responsible for my own actions and behavior while participating in this education abroad activity.
2. I agree to assume responsibility for each stage of my personal preparation for education abroad, including the completion of the required application components and forms; participation in the mandatory pre-departure orientation sessions coordinated by the Office of International Education & Development; providing documentation of international travel and health insurance; and the payment of the required **university and study abroad provider program fees** in accordance with the university payment of fees schedule. Initial _____
3. I understand that it is my responsibility to obtain my U.S. Passport and if required, a visa. Without the required travel documents, I will not be permitted to participate in education abroad.
4. **For Semester Programs:** I am required to enroll in at least the minimum required credit hours for a semester to be classified as a full-time student and that all classes will be identified on the FAMU Transient Form.
5. I understand that I am obligated to comply with local laws and customs while abroad. I acknowledge that conduct considered unacceptable to Florida A&M University includes, but is not limited to, excessive consumption of alcohol; loud and/or abusive behavior; sexual harassment; criminal conduct of any kind, including the purchase, sale, possession or use of drugs other than prescribed medication for legal medicinal purposes. I agree that failure to comply with these expectations may lead to my immediate dismissal from the program abroad. I agree to notify the FAMU Office of International Education & Development if I have any disciplinary or legal issues.
6. I agree to abide by the academic calendar, codes of conduct, academic policies, and program rules as established by my education abroad program sponsor or the host university for the Program. I understand that FAMU will support academic and disciplinary sanctions made by my program sponsor or host university, in so far as these actions meet the conditions established in writing by the program sponsor. I understand that if I am dismissed from the program for “cause” I will receive no refund and may not be eligible for credit for completed education abroad coursework. I also acknowledge that I am responsible for any costs incurred by early dismissal.
7. I understand that if, after accepting enrollment placement abroad by signing below, that if I voluntarily withdraw from the program, I am responsible for any non-refundable deposits and/or non-recoverable program costs as determined by Florida A&M University and the program provider at the time of my withdrawal. Initial _____
8. I agree to notify the Office of International Education should my GPA decline or should disciplinary action be imposed upon me between the date of acceptance and the start of the education abroad program. I am aware that my academic and disciplinary records may be reviewed prior to departure and that if my record indicates a significant decline in my GPA or disciplinary sanction prior to departure, I may be withdrawn from the program. I understand I must meet the eligibility criteria of both FAMU and the education abroad program. Initial _____
9. I understand that the Education Abroad Coordinator may withdraw me from education abroad programs for a violation of these conditions of participation or for conduct that brings Florida A&M University and/or the education abroad provider into disrepute.
10. I **will/will not consent** (circle one) to providing relevant printed information and a photographic record of my education abroad experience for the promotion of education abroad.

By signing below, I understand and consent to the terms of this Education Abroad Agreement:

Student name (print) _____ Student Signature: _____ Date: _____

If participant is under the age of 18, this form must be signed by a parent or guardian.

Signature of Parent or Guardian: _____ Date: _____

Office of International Education & Development

Received by _____ Professional Title _____ Date ____/____/____

Charge for Enrollment Fee Submitted to Students Accounts Date ____/____/____