

Colgate University Office of Off-Campus Study

Approved Program Participant Agreement

Please review this legal agreement carefully to ensure that you understand what you are signing.

Name: {NAME}

Date: {CURRENT DATE}

Off-Campus Program: {PROGRAM NAME}

Term: {TERM} **Year:** {YEAR}

Colgate University Approved Program

I have been admitted to participate in the above-named academic program approved by Colgate University (Colgate) for the named semester for transfer credit toward my degree. The approved program is located in the international or domestic (US) destination named above. I acknowledge receipt of the admissions letter and other academic and informational materials detailing this approved program. I agree to follow all rules, standards and regulations of this approved program that I am subject to at Colgate (including the Student Handbook), as well as by my matriculation as a full-time student, those policies in force at my host institution, laws of the host US state or city or sovereign country. I understand that I must enroll in a full course load as defined in the materials and by the Colgate University Registrar.

Approved Program Costs

I have reviewed the Approved Program Cost Estimate sample available to me on the Off-Campus Study website and understand that I will be required to pay Colgate's full tuition for the semester, regardless of the cost of the approved program. In addition, I understand that Colgate will be billed directly by the approved program and that Colgate will charge me for my housing based on the approved program charges and pay the costs associated on my behalf.

I understand that some locations where approved programs occur may have a higher cost of living than Hamilton, New York, and that I should explore costs associated with the off-campus study location to create a budget.

Students who receive financial aid from Colgate may receive additional financial assistance in order to meet the additional costs of off-campus study programs. I understand that this financial assistance is available for students to participate in:

- One Colgate Study Group or Approved Program
- And one Colgate-directed Extended Study program

Students who are not currently receiving aid from Colgate should consult the Office of Financial Aid to learn about their eligibility for loans to meet the extra cost of off-campus study.

Housing Arrangements

I understand that Colgate policy requires all students to reside within the approved program's arranged housing and that independent housing is not an option.

I understand that Colgate is not responsible for any aspect of the arrangements made by the approved program provider. I acknowledge that there could be differences in standards in housing, even within the same approved program.

Students registered through the **Office of Student Disability Services** (OSDS) who are eligible for

on-campus accommodations may be eligible for accommodations abroad when these arrangements are available off campus. Students must make any related requests directly with the approved program provider organization.

I recognize that Colgate University has no authority over other organizations to make these arrangements when students select an approved program. Americans with Disabilities Act (ADA) accommodations require additional planning time and may not be available at all locations. I understand that I may request accommodations under the ADA only if I receive housing accommodations through the OSDS on the Colgate University campus, to be eligible to request ADA accommodations for off-campus study programs.

Rules and Regulations of Approved Programs

I understand and agree that Colgate University and its employees and agents shall have the right to enforce appropriate standards of conduct and that Colgate may, at any time, terminate my participation in an approved program in the event of any failure to comply with the standards of Conduct of the approved program in which I have decided to participate.

While studying off campus, I agree to represent Colgate as an ambassador to the approved program provider by exhibiting positive behavior, treating people of the approved program provider and host community with respect and I also agree to abide by Colgate University's academic and transfer credit rules as well as Off-Campus Study (OCS) policies and conduct rules. I shall abide by the rules of the host organization/university. In addition, I have read the Off-Campus Study policies and agree to abide by all rules outlined in that document (see below) and the rules of the Colgate' student handbook. I agree that my continued participation in this approved program will depend on my participating in mandatory meetings in the semester preceding departure and that I agree to continue to be in good academic and disciplinary standing before departure and while attending my approved program. I understand that failure to maintain good academic and disciplinary standing could result in my dismissal from the approved program.

Responsibility for Immigration and other Documents

If I am admitted to an international approved program, I understand that it is my responsibility to have a valid passport which must be valid for at least six months past the approved program end date. I understand that my host country may require me to obtain a student visa in order to enter that host country prior to departing for my academic program and that I am responsible for obtaining this document. I agree that I am responsible for following the directions provided by the approved program to obtain this and any other formal documents and that Colgate University cannot be responsible for delays, changes to requirements, or denials made by the foreign government nor does Colgate have any control over visa issuance. Colgate University has no ability to issue visa documents on behalf of another government.

Furthermore, I understand that there could be requirements for COVID-19, like being vaccinated, that might remain in effect in other locations even after these requirements have expired in the United States. If COVID-19 rules remain in effect, I agree to comply with them and understand that Colgate University has no control over the border requirements of any other country. I understand that if I have a medical or religious vaccine exemption that is recognized by the United States, it may not be recognized by a foreign government.

Courses Approved for Transfer credit

I agree to enroll in a full load of courses, as defined by Colgate University, while studying on this approved program. I also agree to undertake coursework that is approved by Colgate University for transfer credit toward my degree or my major or minor. I further agree to follow the instructions of the Office of the Registrar in completing course equivalency and transfer credit forms as soon as I know

the courses in which I will be enrolled by no later than the add/drop dates of my program. I understand that these course forms will form the basis of the course information that will appear on my Colgate University transcript but will not be calculated into my GPA. Failure to report my courses in a timely manner could result in my transfer credit not counting for major or minor credit.

Health and Safety

I understand and acknowledge that I am fully responsible for my personal health and safety while studying off-campus. As such, I acknowledge that I have consulted the State Department Consular Information Sheets and Travel Warnings, related to my intended destination, and the Centers for Disease Control (CDC) at <http://www.cdc.gov/travel/>.

I have consulted my medical doctor and/or Colgate University Student Health Services, with regard to my medical needs and about potential health issues related to the off-campus site. Having done this, I have concluded that there are no health-related reasons or problems that preclude or restrict my participation in this off-campus program. I further understand that some prescription medications available in the United States as well as some treatments might not be available at my destination and that some types of medications acceptable for use in the state of New York, may not be permitted in other U.S. states or countries. It is my responsibility to review these rules with the appropriate government authority before traveling.

I acknowledge that there are dangers and potential health risks associated with approved programs and academic travel. Colgate University is not responsible for health risks, injuries, damages or loss occurring while a student participates in an off-campus study approved program.

International & Mandatory Travel Insurance

I understand that Colgate University will enroll me in and bill me for mandatory international travel health insurance for study and travel outside the United States. The insurance covers hospitalization, mental health care, emergency medical evacuation and routine medical care. Recognizing that unexpected medical emergencies often arise, I understand and acknowledge that, in the event of illness or injury, the off-campus faculty director may, but shall not be obligated to, aid in arranging for my treatment by a physician at or in the vicinity of the off-campus program site. I also understand that I may have to pay all medical bills while on site and arrange for reimbursement through the Colgate insurance carrier or Approved Program carrier. I acknowledge that Colgate University advises students to continue their U.S.-based coverage for medical needs overlapping departure and return from education abroad.

If an illness or injury necessitates my evacuation from the off-campus site, Colgate has purchased group insurance that will cover the cost of such evacuation and/or my repatriation. If this is deemed necessary, the off-campus faculty director in conjunction with the Office of Off-Campus Study/International Programs will aid in arranging the evacuation/repatriation details. I acknowledge that the cost of this coverage is part of my off-campus program fees.

Domestic Approved Program Insurance

I understand that if I am enrolled in a U.S.-based approved program, I must demonstrate medical insurance coverage – either by continuing to maintain the health insurance authorized by Colgate University or purchasing the medical insurance available through the approved program. I have consulted my health insurance provider and can confirm that I have, or intend to obtain, such insurance coverage while on this off-campus program and will provide my insurance coverage details on the Confidential Medical Report.

I acknowledge that identifying coverage with healthcare providers while participating in the study group in another location in the United States, is my responsibility.

Colgate University Tuition and Approved Program Costs

I understand that Colgate University charges full tuition for all semester-based programs. With

approved programs, I understand that Colgate will also charge students the cost of housing specific to that approved program. Furthermore, I agree to pay the non-refundable \$450 deposit to Colgate to participate in and commit to the approved program. I understand that if this is a financial hardship, I can request a waiver of this amount through the financial aid office. I further understand that subsequent to obtaining the payment waiver, should I withdraw voluntarily from the program after committing to it, I will be required to pay the deposit.

Responsibility and Personal Conduct

I have chosen to study off-campus on an approved program and as such, am subject to the policies, rules, and standards of student conduct in the Colgate Student Handbook and am expected to maintain the same standards of behavior off campus as I would on campus, but I am also required to abide by the approved program's rules and regulations. I also agree to respect and abide by the laws and customs of the host country (which may be significantly different than those prevalent in my home country).

If I am dismissed from the approved program due to conduct violations, I understand that Colgate University will support the approved program's decision. If a student is withdrawn from the program there will be no refund of fees and take full responsibility for transportation costs to my home in the United States or to my home outside the United States. I understand that I will be referred to the appropriate Colgate University office and officials for conduct review.

Withdrawal

In the event that I must withdraw from the approved program prior to departure, I understand that I will be subject to the Colgate refund policy as well as the approved program refund policy. I understand that I might be responsible for payments made on my behalf following commitment to the approved program in addition to forfeiting my \$450 approved program deposit.

I understand that I must work with the approved program provider's rules regarding refunds and withdrawal policies.

Students who choose to depart the program voluntarily after the official start of the approved program, the approved program's rules of refunds will be in place. I understand that I could still be held financially responsible for my program's housing, tuition or entire fee. I understand that I am responsible for knowing the penalties for departing from the program after it begins.

Modifications to and/or Cancellation of Program

Colgate University reserves the right to cancel or modify the program in the event of an emergency or change in conditions, or as it may deem to be in the best interest of the program.

Acknowledgement and Assumption of Risk

I understand and acknowledge that this international or domestic semester-long, educational approved program will/could expose me to many risks associated with travel and participation in my chosen semester-long, off-campus educational program. I understand that Colgate University cannot control these risks. Some of these risks include: dangers inherent to traveling to and within, and returning from, one or more foreign countries or various U.S. urban and rural locations, difficult terrain and inclement weather; inadequate or unhealthy food and/or water supplies; accidents or collisions involving various modes of conveyance; acts of terrorism, vandalism or war; storms, earthquakes or other natural disasters; government and/or cultural restrictions; theft or other criminal acts; and accident or illness in remote locations with little or no access to adequate medical facilities. These risks and hazards may result in serious personal or bodily injury, sickness or death, and damage to, or loss or destruction of property, and no guarantee can be made that Colgate or others will be able to provide assistance if any of the foregoing were to take place. I also understand and acknowledge that while studying off-campus, I may experience risks and/or differences relating to educational systems, academic expectations, recognition of civil and/or religious rights, lack of accessibility and accommodations for persons with disabilities, alcohol and drug use, relationships and gender issues. By choosing to participate in a Colgate University Off-Campus Study program I

assume all risks inherent to the program (including those listed above and any other risks that may exist, whether or not presently foreseeable).

Release

I acknowledge and agree that I am responsible for understanding the nature, extent and duration of the program and all associated activities. I also hereby release and forever discharge Colgate University and its trustees, officers, agents, employees, contractors, and students from, and agree not to sue them for, any and all claims, demands, liabilities, rights and causes of action of whatever kind or nature, including but not limited to those arising out of personal or bodily injury, death, or property loss or damage, resulting from my participation in, or in any way connected with, this program (including without limitation claims, demands, liabilities, rights and causes of action arising out of the negligent acts or omissions of any or all of the aforementioned persons/entities or others).

I have read, understand, and agree to abide by the terms of this Agreement. I understand and agree that this Agreement is to be as broad and inclusive as is permitted by the laws of the State of New York, and that if any portion of this Agreement is held invalid, the remaining terms shall continue in full force and effect. This Agreement shall be binding upon me, as well as my successors, personal representatives, heirs and assigns.