

## **USF Study Abroad General Information, Terms and Conditions of Participation**

### **Program Eligibility:**

Applicants must be in good academic standing at the time of application, and remain in good standing at the time of their program of study. Semester study abroad applicants must also meet additional requirements established by the foreign host institution. Applicants who meet eligibility criteria for the program of study selected are accepted in the order in which their complete application is submitted. Students are urged to apply early. Admission preference is given to qualified USF students. While some programs of study are open only to USF students, qualified students enrolled at other colleges and universities may apply for many of USF's programs abroad, with acceptance on a space-available basis.

### **Applications:**

Applicants may obtain study abroad application materials in the USF Study Abroad Office, Cooper Hall, room 468, or at the Study Abroad web site: <http://web.usf.edu/iac/studyabroad/SA-FORMS.htm>. Completed application materials, accompanied by a required program deposit, must be submitted to the Study Abroad Office by the stated program deadline. Program deposit deadlines may vary, but are generally February 15 for May/June programs or March 30 for July/August programs. Late applications are considered only if space in the program permits.

For Fall or Spring Semester Study Abroad, students must also submit with their application: (1) Personal Statement, (2) Official Academic Transcript, and (3) Academic Letter of Reference. Application deadlines are February 15 for Fall semester and September 15 for Spring semester study abroad. Accepted students will receive a study abroad contract confirming: verification of the program nomination, the program fee, and the due date for payment of the program fee. The student must submit the foreign host institution's separate application forms to the Study Abroad Office before the established deadlines of March 20 for Fall term and October 20 for Spring term.

### **Course Registration Information:**

All students will be registered by the Study Abroad Office for the courses and minimum number of USF credit hours (undergraduate or graduate) listed in the brochure for the program, or as per the semester study abroad contract. No exceptions will be made.

### **Payment of Program fees to the Study Abroad Office:**

**A \$500 deposit is required to confirm space in the program.** Upon payment of deposit and acceptance into the program, the student will receive an invoice with the due date for final balance of program fees owed to the Study Abroad Office. Participants must make their final payment by the due date listed on their invoice. Program fees are paid with the Study Abroad Office, in person, by certified mail, or by telephone if a credit card payment. Deferment of final payment is possible only in extreme circumstances. In such cases, students must document that financial aid has been approved and is forthcoming no later than the mid-point of the program to cover program fees owed. They must also sign a promissory note, witnessed by a Notary Public, and submit this documentation before program departure.

### **Payment of Instructional and Administrative Fees to the USF Cashier's Office:**

USF study abroad instructional fees and a \$300 USF Study Abroad Administrative Fee (required) may be paid (1) through the USF web site by credit card, (2) in person, or (3) by mail to the **USF Cashier's Office**. These fees are due by on-campus deadlines as established by USF for each term.

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## **Cancellation and Refunds:**

Withdrawal by Students: If a student wishes to cancel his/her participation in the program, he/she must submit notice of cancellation in writing to the Study Abroad Office. The postmark on the envelope will be used as the official date of cancellation.

### For summer programs:

Once the \$500 deposit has been paid, **\$200 of the deposit is refundable; the remaining \$300 is non-refundable.** After the balance of the program fee has been paid, refund of costs may be made *as recoverable from providers of service* until the final payment date stated in the program brochure. After that date, no refund is given for failure to participate in the program, or in any of the activities offered as part of the program.

### For semester study abroad:

If a student is not accepted by the foreign host institution, the \$500 deposit paid is fully refunded. Once accepted, however, if a student withdraws from the program of study confirmed, fees remain due according to the study abroad contract between the USF Study Abroad Office and the student.

USF study abroad instructional fees are refundable according to USF policies posted on the USF web site.

Cancellation by USF: If USF must cancel the program prior to departure, all program fees (including the normally non-refundable deposit) are refunded. If USF must cancel a program once it has already begun overseas, all recoverable monies are refunded.

## **Financial Aid:**

Students must notify the Study Abroad Office at the time of program application if they plan to use financial aid to help fund their study abroad. At least one semester prior to study abroad, the student should make an appointment with his/her assigned advisor in the USF Financial Aid Office to discuss financial aid eligibility, important deadlines and requirements, and amount of aid expected to be available. The Study Abroad Office furnishes students with a Financial Aid Certification and program budget cost estimate form. It is the student's responsibility to take this to the Financial Aid Office. This form is required as it documents for the Financial Aid Office the total of all costs incurred for participation in the study abroad program, and, thus, the total financial need of the student.

## **Scholarships:**

A limited number of *Compass* study abroad scholarships, awarded on a competitive basis, are available to full-time, degree-seeking USF students participating in USF programs abroad. Please consult with a study abroad adviser in the Study Abroad Office or access the information and application form on the Study Abroad website <http://web.usf.edu/iac/scholarship.html>.

Information on other non-USF scholarships is available in the Study Abroad Office, Cooper Hall, room 468.

## **Travel:**

Airfare is generally *not* included in the cost of the program. For summer programs, a suggested group flight is arranged by the Study Abroad Office. Participants are urged to take this flight, as it is the only flight on which the Program Director will travel or that will be met upon arrival. Students who make their

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own travel arrangements must arrive at the starting point for the program on the designated date and at the designated time. All students must provide a copy of their flight itinerary to the Study Abroad Office before departure.

The Study Abroad Office strongly recommends the purchase of trip cancellation insurance to cover refund of airfare in case students need to cancel or change their airline tickets.

Each participant must have a valid passport and if a visa is required, it is the student's responsibility to obtain this visa. Passport and visa fees are not included in advertised program fees. Students who are not U.S. citizens should be aware that the visa requirements may differ for them, and that they are responsible for researching visa requirements for their country of citizenship and obtaining a visa if one is required.

**Insurance:**

The State of Florida and USF requires that all students studying abroad maintain adequate medical insurance valid outside the U.S. Students in USF-sponsored study abroad programs are provided with sickness, accident and emergency medical evacuation insurance coverage for the duration of the program. Students are responsible for purchasing separate insurance to cover them if they will travel independently before or after the program.

**Special Conditions:**

Most of USF's programs overseas involve a full, active itinerary and many require a good deal of walking. Participants should be in good physical health, and emotionally capable of adapting to the rigors and stress of foreign travel. It should be noted that special accommodation may be difficult to arrange in other countries.

**Participant Responsibilities:**

All participants living within a two-hour driving radius of Tampa are required to attend at least one pre-departure orientation meeting. Participants living further away are to arrange a telephone orientation with the Program Director or with an advisor in the Study Abroad Office. All students must complete and sign USF's required application forms, including liability waiver, participant contract, and medical questionnaire. These, together with a copy of a valid passport, must be submitted these to the Study Abroad Office prior to the program.

Participants must adhere to program requirements and the rules and standards set by USF, the Program Director and/or USF's partner institution. Enrollment and payment of program fees constitute acceptance of the terms and conditions of the program.

**I have read and understand the USF Study Abroad General Information and Terms and Conditions of Participation as described above.**

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**Signature**

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**Date**

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**Printed Name**