

SUMMER STUDY ABROAD APPLICATION

GENERAL INSTRUCTIONS

1. **The deadline to submit summer study abroad applications is the second Monday of March.** Programs have limited capacity. **Please read the entire form carefully.** Read the Admission Policy and Procedures section in this application for more information on how spots will be assigned to applicants in the event a program fills to capacity.
2. **Applications must be completely filled out DIRECTLY on this PDF file and all required supplemental items submitted for an application to be considered.** Required attachments include:
 - Completed, printed Study Abroad Application
 - Copy of application fee/deposit(s) receipt obtained from Cashier's Office
 - Two passport sized photos (for each program applied for)
 - One copy of your passport (main page only). **PASSPORTS MUST BE VALID FOR AT LEAST SIX (6) MONTHS AFTER YOU RETURN TO THE UNITED STATES.**
3. You must have a 2.5 cumulative GPA or higher to be eligible to participate in ERAU summer study abroad programs. Exceptions *may* be made at the professor's and/or Study Abroad Office's discretion.
4. Students are expected to have all necessary documents for travel (passport, visa, etc.) and have sufficient financial resources in place to support participation in the program at the time of application. Inability to obtain necessary travel documents or obtain sufficient funds after application will preclude refund of deposit.
5. Print ONE copy for each program applied for and submit to the Study Abroad Office at Room 263 Student Center Annex (next to Records and Registration).
6. **Do not staple your application or any supporting documents, pictures, etc.**
7. **Pay application fee/deposit(s) to the Cashier's Office prior to submitting the application.** There is a \$100 application fee, which is non-refundable *once your application is accepted* by the Study Abroad office. If applying for two programs, only one application fee is required. There is a \$400 deposit (per program) that will be applied to the total program cost if you participate in the program you applied for. Advise the cashier that your deposit is for a Summer Abroad program. You will be given a receipt that you are to include with your application at the time of submission. In the unlikely event that Embry-Riddle must cancel the program, the entire deposit and application fee will be refunded to you. **All fees must be paid 10 days prior to the first day of class, in accordance with tuition payment guidelines!**
8. Read the Release Statement at the end of the application, fill out completely, sign, and date it. **Cancellations after the second Monday of March must be submitted in writing using the cancellation form available on our applications page online.**

If you have any questions, please contact us at study.abroad@erau.edu.



Student -- take Note to Cashier/Bursar	
Student Name: _____	Student ID# _____
<input type="checkbox"/> \$100.00 application fee posted to 26009-6699 Misc. Revenue	
<input type="checkbox"/> \$400.00 program deposit for the Summer Study Abroad Program	
Program Name: _____	
Charge to the student's account for Semester: A ____ B ____ C ____	
Please provide student with a paid receipt to be returned to Study Abroad Office.	
Questions? Study Abroad Office x66215	

ADMISSION POLICY AND PROCEDURES

Every year, ERAU's summer abroad programs draw substantial interest among our students. Our programs require that only qualified, motivated, and responsible students participate to ensure not only a smooth-running program, but students' safety. Priority will be given to students who may not have another opportunity to participate due to their class status and impending graduation. The following procedures and considerations will be taken when admitting applicants to all our programs:

1. Although "first come, first served" will not be strictly applied, applicants who apply earlier and who meet the requirements will have priority over those who apply later. Date priority is given based on the date when the application is complete, not when it is initially submitted.
2. Students with a 3.0 GPA or higher will have priority over those who don't.
3. Students with a GPA lower than 2.5 will be admitted at the discretion of the Study Abroad office and professor(s). Students with a GPA higher than 2.5 will have priority over students that have a GPA lower than 2.5 until the application deadline.
4. All applications will be reviewed by both the Study Abroad Office AND the professor(s) who will be leading the programs. The professors will have the final word on who is to be admitted. Furthermore, professors will be free to require supplemental information from the applicants if they feel it necessary for application evaluation purposes. If this is the case, professors will contact the applicants after the applications have been reviewed.
5. Students from other universities may be allowed to participate in ERAU's summer programs. However, they must apply for non-degree, temporary 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. Foreign students or 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 Study Abroad Office.
6. 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 Study Abroad Office.

ERAU ID #: _____

Study Abroad Summer Program Application

Name of Program*: Summer A <input type="checkbox"/> Summer B <input type="checkbox"/> Summer A/B <input type="checkbox"/>	
Are you applying to another program in the same summer term (A, B, or A/B)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, and you will only participate in one, which is your 1 st choice?	
Your name, <i>as it appears on your passport or birth certificate.</i>	
Last	First
Middle	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (mm/dd/yyyy):
Place of Birth:	Country of Citizenship:
Passport Number: <small>(If you don't have one yet, please apply for it ASAP and give us a copy)</small>	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: <input type="checkbox"/> Fresh <input type="checkbox"/> Soph <input type="checkbox"/> Jr <input type="checkbox"/> Sr <input type="checkbox"/> Grad
ERAU E-mail (required):	
Local address: Street City State Country Telephone number: Home Cell	Permanent or parental address: Street City State Country Telephone number: Home Cell
Zip Code	Zip Code

* Programs have been proposed, but not all may necessarily be offered. Upon admission, you will be informed in a timely manner about the status of your particular program(s).

List any medical conditions the University should know about. Information provided here will not affect your admission into the program. If none, check box.

None

Other comments or concerns. If none, check box.

None

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

Name 1:

Relationship:

Telephone Number(s):

Name 2:

Relationship:

Telephone Number(s):

COURSE SELECTION:

Refer to program registration course codes available on our website and write below the courses you will be registering for when participating in your chosen program.

COURSE 1 Code and Title:

Required for graduation

COURSE 2 Code and Title:

Required for graduation

IMPORTANT INFORMATION – PLEASE READ CAREFULLY!

CANCELLATION POLICY

Deposit fee(s) will only be refunded if a withdrawal from the program is made prior to the second Monday of March. If cancellation occurs after the second Monday of March, it will not be possible to refund deposit monies for any expenses that have already been incurred on your behalf. The \$100 application fee is not refundable.

Should an accident, illness, or emergency prevent your participation in the program, **notify the Study Abroad Office immediately**. Appropriate documentation will be required to support your reasons for withdrawing and **all cancellations must be made in writing using the appropriate form available on our applications page online**. 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 amount 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 will be applied if you cancel your participation to any program after the first Monday of April. 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.

I have read and understand the cancellation policy. _____ (initial)

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 Study Abroad Office.**

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

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. Our office will furnish a letter to confirm your participation in a study abroad program if needed, although it is your responsibility to obtain any appropriate visas. For assistance, please see the International Student Services office on your campus.

Make sure you get four copies of the picture! The passport application requires that you submit two photos and you are also required to submit two photos to the Study Abroad Office for each program applied for.

STATEMENT OF STUDENT RESPONSIBILITY

The following statement is given to all students studying abroad in Embry-Riddle Aeronautical University sponsored programs. Your signature below indicates your acceptance of the rules and regulations as detailed.

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. 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 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 students.

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 STATEMENT

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 meals, 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 this summer study abroad program, I understand that I must notify the Study Abroad 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.

Behavioral Expectations

- A. 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.
- B. 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.

C. 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

(Please print, fill out completely, and submit to the Study Abroad Office)

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, including the "Statement of Student Responsibility" and any attachments, understand the terms and information in each, and agree to be bound by their terms. I further acknowledge that I sign this Agreement voluntarily.

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: _____

Title of Study Abroad Program being applied for.

U.S. Citizen [] Non-U.S. Citizen []

(Please initial the statement that applies to you.)

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.