

FLORIDA INTERNATIONAL UNIVERSITY

HONORS COLLEGE

2023 STUDY ABROAD STUDENT CONTRACT

PROGRAM: _____

By registering to **study abroad**, I commit to making my payments on time, to complying with the requirements on time, and to remaining with the program. Refunds are not awarded, and switching programs is not allowed.

Note: - IDH 4007 is the pre-travel class on campus; IDH 4008 is the class abroad.
- Deadline dates that fall on weekends and/or holidays are **NOT** moved to the next business date.

Documentation:

I am aware that *before* I secure my spot, I must (1) complete, initialize, and sign this contract, (2) apply online at abroad.fiu.edu, and (3) apply online at <https://honors.fiu.edu/studyabroad/applications/>. My documentation will be subject to approval.

INITIALS _____

I am aware that I must upload ALL Office of Education Abroad (OEA) required documentation to abroad.fiu.edu by **NOVEMBER 18, 2022, 11:59PM**. If I fail to comply by the deadline, I will not be allowed to participate in IDH 4007 and/or IDH 4008, or travel with the program. Refunds will NOT be awarded. Posted charges will not be removed

INITIALS _____

I am aware that the documentation required by OEA includes the Medical Form, copy of valid passport, Course Registration Form, and four questionnaires: 1) personal information form, 2) emergency contact form, 3) special needs form, and 4) financial information form.

I am aware that the Medical Form is valid for only one year as of the date it is signed by a physician licensed in the United States and cannot expire before the end of the program.

INITIALS _____

I am aware that students are strongly encouraged to review vaccination requirements, including against COVID-19, for countries they plan to visit. Failure to abide by vaccination requirements may prevent a student from entering a country and continuing participation in the Study Abroad program, in which case, refunds will NOT be awarded. [FIU provides many vaccinations, including against COVID-19, for students on campus.](#) (Read this: [U.S. Citizens, U.S. Nationals, U.S. Lawful Permanent Residents, and Immigrants: Travel to and from the United States | CDC](#))

INITIALS _____

I am aware that my passport must remain valid for at least 6 months after the last day of the program.

INITIALS _____

I am aware that if I do not have a valid passport by the deadline mentioned above, I must instead submit proof that the passport application/renewal process has been initiated and must replace it with a copy of my actual passport no later than **APRIL 14, 2023**. If I fail to comply by the deadline, I will not be allowed to participate in IDH 4008, or travel with the program. Refunds will NOT be awarded. Posted charges will not be removed

INITIALS _____

IF I SECURE MY SPOT ON OR AFTER NOVEMBER 14, 2022:

I am aware that my deadline to upload my documentation will be extended until **JANUARY 6, 2023, 11:59pm** (before final DROP date). If I fail to comply by then, I will not be allowed to participate in IDH 4008 or travel with the program Refunds will NOT be awarded. Posted charges will not be removed.

INITIALS _____

I am aware that I must clear any existing holds by **NOVEMBER 18, 2022, 11:59PM** and again by **MARCH 6, 2023**, and I am responsible for ensuring that I have no new holds before I am enrolled in both IDH 4007* and/or IDH 4008*. If I fail to comply by the deadlines, I will not be allowed to participate in the program. Refunds will NOT be awarded. Posted charges will not be removed.

*If I have a hold on my account, I cannot be enrolled for classes.

INITIALS _____

I am aware that while taking the IDH 4007 class, I will have to complete the online *mandatory* pre-departure orientation on the study abroad application portal. I am aware that I must complete the session and associated quizzes, sign the paperwork, and upload it to my application at the abroad.fiu.edu portal by **MARCH 6, 2023, 11:59pm**.

INITIALS _____

Physicality:

I am aware that the faculty leader and/or support staff do not administer medical care or provide medication.

INITIALS _____

I am aware that if getting tested for COVID-19 were to be required for flying, I am expected to limit my exposure once tested. Should I contract COVID-19, I will have to abide by the rules of both the airline and my country of destination. It will be my responsibility to keep myself healthy and able to participate in my program. If I am not allowed to go as a result of having exposed myself, or if my departure gets delayed, I will be responsible for the extra charges, refunds will NOT be awarded, and posted charges will not be removed

INITIALS _____

Academics:

I am aware that in order to participate in an Honors study abroad program, I must *maintain* a minimum cumulative FIU GPA of **3.3**. If I fail to comply, I will not be allowed to participate in IDH 4007 and/or IDH 4008. Refunds will NOT be awarded. Posted charges will not be removed

INITIALS _____

I am aware that to be enrolled in IDH 4008, or travel with the program, I must receive a grade no lower than C in IDH 4007. If I cannot be enrolled, refunds will NOT be awarded and posted charges will not be removed.

INITIALS _____

I am aware that I can enroll in a maximum of 18 credits per semester. If I want to go above that amount, I must get this [form](#) signed by my major's Dean no later than **DECEMBER 1, 2022, 11:59pm** for Spring 2023 classes and **MARCH 15, 2023, 11:59pm** for Summer 2023 classes and send it to edabroad@fiu.edu.

Behavior:

I am aware that if I have been sanctioned under the FIU Student Conduct and Honor Code (<https://regulations.fiu.edu/docs=257>), which results in loss of privileges, and/or other sanctions that result in my not being considered to be in good standing with the University (e.g., conduct probation), I will not be eligible to participate in IDH 4008 or travel with the program. Refunds will NOT be awarded. Posted charges will not be removed.

INITIALS _____

I am aware that if I am found responsible for an Academic Misconduct Violation, I will be dismissed from the Honors College upon notification of findings and will not be allowed to participate in, or travel with the program. Refunds will NOT be awarded. Posted charges will not be removed.

INITIALS _____

I am aware that I am expected to represent the Honors College and FIU honorably and maturely. The faculty director and/or staff are authorized to end my program early if my behavior becomes disruptive (and/or violates the FIU Student Conduct and Honor Code.)

INITIALS _____

Payments:

I am aware that once I schedule an appointment to register to study abroad, I must secure my spot with the Honors College with a **blank, non-refundable \$500 cashier's check or money order (ONLY,) and all the required documentation.**

INITIALS _____

I am aware that study abroad payments are *non-refundable* and are made in 3 installments. The OEA will post the charges on my account approximately 3 weeks before each payment deadline. Once the charges are posted, they cannot be removed.

INITIALS _____

I am aware that if I secure my spot *after* charges for an installment(s) have been posted my overdue payments will be added to the next deadline's charges.

INITIALS _____

I am aware that I am responsible to ensure with Student Financials that any payment made towards my study abroad program is indeed applied to that program.

INITIALS _____

I am aware that if I am paying my **program fee** through a scholarship or Financial Aid, it is still my responsibility to have the payments made on time and in their entirety. Therefore, it is my responsibility to contact Financial Aid to ensure they will be complying. If any delays are foreseen, it is my responsibility to notify the Honors College of the situation *before* the deadline. If my aid/scholarship will not cover the full amount due, it is my responsibility to pay the remaining balance out of pocket. If I fail to comply, I will not be enrolled on the program. Refunds will NOT be awarded. Posted charges will not be removed.

INITIALS _____

I am aware that payments must be made no later than the deadline published at honors.fiu.edu/studyabroad, "Payments" tab (December 1, 2022 and February 1, 2023). If I fail to make them on time, the university will apply a \$100.00 late fee to my account. Late fees cannot be removed.

INITIALS _____

I am aware that after each payment deadline there is a one-week grace period, an *extended* deadline, when payments are still accepted. However, the **late fee will still be applied, and I could get a hold on my account***. If I fail to complete my payment within exactly that *one-week* grace period, and had not notified the Honors College in advance, I will be withdrawn from the program and will not be allowed to participate in IDH 4007 and/or IDH 4008 or travel with the program, depending on the time the payment was missed. Refunds will NOT be awarded. Posted charges and late fees will not be removed.

*Students with holds on their accounts cannot be enrolled for classes.

INITIALS _____

I am aware that if I am paying my **program's tuition** through a scholarship or Financial Aid, it is still my responsibility to have the payments made on time and in their entirety. Therefore, it is my responsibility to contact Financial Aid to ensure they will be complying. If any delays are foreseen by Financial Aid, it is my responsibility to pay the balance out of pocket by **FEB 1, 2023, 11:59pm** for IDH 4007 and by **MARCH 28, 2023, 11:59pm** for IDH 4008. If I fail to comply, I will not be allowed to participate. Refunds will NOT be awarded. Posted charges will not be removed.

INITIALS _____

I am aware that I must pay OEA'S \$195 fee by **MARCH 1, 2023, 11:59pm**. If I fail to comply, I will not be allowed to participate. Refunds will NOT be awarded. Posted charges will not be removed.

INITIALS _____

I am aware that FIU and the Honors College strongly discourage making big purchases, such as airline tickets, before the programs are confirmed by OEA. If canceled, FIU cannot refund these, or any other expenses related to the programs not paid directly to FIU.

INITIALS _____

Switching, Withdrawals, and Cancellations:

I am aware that once I registered switching programs is not allowed. If I still want to change programs, I will have to withdraw from the initial one, first, with no refunds. Then I would need to secure my spot in the new program, pay the \$500 deposit again, and complete all the new program's missing payments. Permission to apply for the second program is at the full discretion of the Honors College.

INITIALS _____

I am aware that withdrawal from a program will only be permitted for medical reasons. In order to request a medical withdrawal, I must provide appropriate medical documentation from a physician licensed in the United States. Otherwise, I will remain responsible for all charges.

INITIALS _____

I am aware that if I am dropped from a program for lack of payment, lack of documentation, or due to FIU Student Conduct and Honor Code sanctions, I will still be responsible for the charges already posted to my account. That balance will still be due.

INITIALS _____

I am aware that FIU and/or the Honors College reserve the right to cancel study abroad programs—the *only* case in which a refund *will* be made. The refund will cover the program's cost and the \$500 deposit. Late fees will not be refunded or removed. I will be responsible for fees or losses incurred in cancelling or changing my airfare ticket and any other expenses not covered by the program fee. Consideration to purchase Trip Cancellation insurance coverage is recommended. Refunds for the \$195 OEA fee will be at OEA's discretion.

INITIALS _____

I am aware that FIU and/or the Honors College reserves the right to cancel study abroad programs. If the program gets canceled once the IDH 4007 course has started, I will continue that course until finished. I will obtain 3 academic credits for it and my tuition for the course taken will not be refunded.

INITIALS _____

I am aware that by signing up to participate in a study abroad program, I am assuming all the above-mentioned responsibilities, and I am committing to comply with them without further notices.

INITIALS _____

I have read the information above and understand my duties and responsibilities.

Signature

Name (please print)

Panther ID

Date