

FLORIDA INTERNATIONAL UNIVERSITY

HONORS COLLEGE

2025 STUDY ABROAD STUDENT CONTRACT

By registering for an **Honors Study Abroad program**, I commit to making my payments on time, complying with the requirement deadlines, and remaining in the program. Refunds are not awarded. Switching programs is not allowed (refer to “Switching, Withdrawals, and Cancelations” section for more details).

**Note:** - IDH 4007 is the pre-travel class on campus; IDH 4008 is the class abroad.

- The Office of Education Abroad enrolls students in the class.

- Deadline dates that fall on weekends and/or holidays are **NOT** moved to the next business date.

I am aware that *in order to commit*, I must (1) apply via the 2025 Honors Study Abroad application, (2) interview with the Honors College, (3) sign this contract, (4) apply to Office of Education Abroad (OEA) application by filling out the application on [abroad.fiu.edu](http://abroad.fiu.edu) (specific program application-link provided by Honors College), and (5) pay a \$500 non-refundable, non-transferrable deposit to Student Financials or MyFIU within one week after my interview.

INITIALS \_\_\_\_\_

I am aware that I do not secure a spot on an Honors Study Abroad program until I attend my group interview with the Honors College. Spaces are available on a first come, first served basis. It is recommended that I attend the first time slot available to secure a spot on my preferred program.

INITIALS \_\_\_\_\_

**Documentation:**

I am aware that I must upload the signed Course Registration Form to **abroad.fiu.edu specific program application** by **DECEMBER 1, 2024, 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 I must upload ALL required Material Submissions to **abroad.fiu.edu** no later than **MARCH 1, 2025, 11:59PM**. Materials Submissions required by the OEA include the Medical Information Form, copy of valid passport, and four questionnaires: (1) personal information form, (2) emergency contact form, (3) special needs form, and (4) financial information form. 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 my passport must remain valid for at least six 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 12, 2025**. 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 \_\_\_\_\_

I am aware that while taking the IDH 4007 class, I will be required to attend the online *mandatory* pre-departure orientation on the study abroad application portal. The orientation will provide me with helpful information regarding safety and security matters in my host country(ies), the course registration process, university policies and student responsibilities abroad, cultural adjustment, and other matters that will help prepare me for an exciting and successful experience abroad. I am aware that during the pre-departure orientation, I must complete the session and associated quizzes, sign the pre-departure forms, and upload the pre-departure forms to my application at the [abroad.fiu.edu](http://abroad.fiu.edu) portal by **MARCH 1, 2025, 11:59pm**.

INITIALS \_\_\_\_\_

I am aware that depending upon the country(ies) that I am visiting and/or my country of citizenship, I may be required to apply for a visa. I understand that it is my responsibility as a participant in my education abroad program to inquire as to whether I will need to request a visa to enter the host country(ies). I must contact the consular offices or visit their websites for more information on my host country's entry/exit requirements. The Honors College and the Office of Education Abroad are not responsible for making visa appointments for students.

INITIALS \_\_\_\_\_

I understand that if I need a letter of support from the program to apply for my visa, I may request the letter of support by visiting the Office of Education Abroad in SASC 230 or by calling (305) 348-1913. I understand that my request for a letter may take 2-3 business days to be completed.

INITIALS \_\_\_\_\_

### **Physicality:**

I am aware that the completed Medical Form is valid for only six months after the date it is signed by a licensed healthcare provider and cannot expire before the end of the program.

INITIALS \_\_\_\_\_

I am aware that if any changes are made to my medical history from the completion of the Medical Form, the changes must be documented in a memo from a licensed healthcare provider to [abroad.fiu.edu](http://abroad.fiu.edu) as soon as the change occurs. Additionally, I will notify my Faculty Director in case of any medical changes.

INITIALS \_\_\_\_\_

I am aware that the faculty leader and/or support staff do not administer medical care or provide medication. It is my responsibility to contact FIU's insurance provider if in need of medical care or medication.

INITIALS \_\_\_\_\_

I am aware of my dietary restrictions and needs. I have also reviewed common foods of the country(ies) I will visit on the program. I am liable for any food that I consume while on the trip.

INITIALS \_\_\_\_\_

I am aware that the Level of Physical Activity of the Honors Study Abroad program I am registering for is listed as (1) No exertion at all, (2) Easy, (3) Moderate, (4) Difficult, or (5) Extreme. I am aware of the physical requirements of the program, and I can complete all of them.

- (1) **No exertion at all:** no walking or activities
- (2) **Easy:** limited walking, no physical activities
- (3) **Moderate:** less than 10,000 steps per day, few physical activities (e.g. hiking, biking, canoeing), little stairs, short-distance walking (10-15 minutes)

- (4) **Difficult:** over 10,000 steps per day, multiple physical activities (e.g. hiking, biking, canoeing), lots of stairs, long-distance walking (15-20 minutes)
- (5) **Extreme:** approximately 15,000+ steps per day, many physical activities (e.g. hiking, biking, canoeing), lots of stairs, long-distance walking (20-30+ minutes)

INITIALS \_\_\_\_\_

### Academics:

I am aware that I must clear any existing holds by **DECEMBER 1, 2024, 11:59PM** and again by **MARCH 18, 2025, 11:59PM**, 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 know that 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 of the start and end dates of the travel portion of the program. I understand that I must be present for the **entire program**. Leaving early or arriving late will affect my grade in IDH 4008, the class abroad. If I earn a grade lower than a C in IDH 4008, I may be dismissed from the Honors College.

INITIALS \_\_\_\_\_

I understand that being timely and responsible are essential attributes on a study abroad program. Being tardy or absent without prior permission from my Faculty Director is disruptive to my classmates, Faculty Director, and study abroad program. Reoccurring tardiness and absences are not permitted. Tardiness and absences in both the Spring and Summer courses may impact my grade in IDH 4007 and/or IDH 4008 and could result in dismissal from my study abroad program.

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 the [Enrollment Adjustment Form](#) signed by my major's Dean, approved by OneStop, and sent to edabroad@fiu.edu no later than **DECEMBER 1, 2024, 11:59pm** for Spring 2025 classes and **MARCH 15, 2025, 11:59pm** for Summer 2025 classes.

INITIALS \_\_\_\_\_

I understand that my Honors Study Abroad program may include scheduled "Free Time" in which no activities are scheduled for the group. My Faculty Director has provided clear guidelines for activities and/or travel during "Free Time," and I will follow these guidelines. I will also notify my Faculty Director and/or Program Assistant of my whereabouts and give the names of persons with whom I am traveling with for information purposes.

INITIALS \_\_\_\_\_

I am aware that the program's itinerary and activities are subject to change. I understand that the program's itinerary is a "living document," meaning that scheduled "Free Time" may be utilized for in-person quizzes, class meetings, and/or class days. I understand that I may be required to attend in-person quizzes, class meetings, and/or class days during scheduled "Free Time." I should always consult with my Faculty Director prior to scheduling plans during "Free Time."

INITIALS \_\_\_\_\_

### **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, travel with the program, or must return to the United States of America at my own expense. 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 \_\_\_\_\_

I understand that the legal age to purchase and consume alcoholic beverages may be different in the country(ies) in which I am studying abroad. My Faculty Director has provided clear guidelines for alcohol consumption, and I will follow these guidelines. If I do not abide by my Faculty Director's guidelines, I may be dismissed from the Honors Study Abroad program at my own expense.

INITIALS \_\_\_\_\_

I am aware that non-students, spouses, domestic partners, friends, family, and/or children are **NOT** allowed to join the travel group for the study abroad program. I may choose to spend time with these individuals before and/or after my study abroad program.

INITIALS \_\_\_\_\_

### **Payments:**

I am aware that once I attend my interview, I must pay my **\$500 non-refundable, non-transferrable deposit to Student Financials or MyFIU no later than one week after my interview** to commit to the study abroad program. How to Pay: <https://onestop.fiu.edu/finances/pay-for-tuition/how-to-pay/>

INITIALS \_\_\_\_\_

I am aware that study abroad payments are *non-refundable, non-transferrable*, and are made in three installments: 1 week after interview (\$500 deposit), **DECEMBER 1, 2024**, and **FEBRUARY 1, 2025**. 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. 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 missed payments will be added to the next deadline's charges.

INITIALS \_\_\_\_\_

I am aware that I am responsible for ensuring with Student Financials that any payment made towards my study abroad program is indeed applied to that program. It is highly encouraged to make payments in-person at Student Financials (MMC: SASC 101; BBC: AC1 140) to ensure that payments are being made to the intended fees.

INITIALS \_\_\_\_\_

I am aware that I must pay the \$195 Education Abroad Fee by **MARCH 1, 2025, 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 \_\_\_\_\_

#### **Program Cost Payments:**

I am aware that if I am paying my **Program Cost** 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 by the deadline. 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 after each **Program Cost** 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 \_\_\_\_\_

#### **Tuition Payments:**

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 **JANUARY 14, 2025, 11:59pm** for IDH 4007 and by **MAY 13, 2025, 11:59pm** for IDH 4008 in Summer A/C or by **JUNE 24, 2025, 11:59pm** for IDH 4008 in Summer B. If I fail to comply, I will not be allowed to participate. Refunds will NOT be awarded. Posted charges will not be removed.

INITIALS \_\_\_\_\_

**IF I SECURE MY SPOT ON/AFTER DECEMBER 1, 2024:**

I am aware that I must submit my signed Course Registration Form before **JANUARY 13, 2025** (last day to add course).

I am aware that my deadline to make the second and third payments will be on **FEBRUARY 1, 2025, 11:59PM**.

If I fail to comply by the dates above, 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 \_\_\_\_\_

**Switching, Withdrawals, and Cancelations:**

I am aware that once I registered, switching programs is not allowed. If I 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 Honors College's full discretion.

INITIALS \_\_\_\_\_

To withdraw from my Honors Study Abroad program, I must send an email requesting my withdrawal to my Faculty Director, Honors College Study Abroad Program Coordinator Nicole Patrick ([npatrick@fiu.edu](mailto:npatrick@fiu.edu)), and the Office of Education Abroad ([edabroad@fiu.edu](mailto:edabroad@fiu.edu)). I will then receive a Formal Withdrawal Form to my FIU email address via DocuSign. The form must be completed by all parties within 10 business days to process my withdrawal. Refunds will NOT be awarded. Posted charges will not be removed.

INITIALS \_\_\_\_\_

To request a Medical Withdrawal, I am aware that I must complete the steps above as well as provide appropriate medical documentation from a licensed healthcare professional. An approved Medical Withdrawal may be eligible for a partial refund of payments made. However, I may remain responsible for all charges if the withdrawal request is made within 90 days (about 3 months) of the start of the travel portion of the Honors Study Abroad program.

INITIALS \_\_\_\_\_

I am aware that if I am dismissed 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 canceling 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 Education Abroad Fee will be at the OEA's discretion.

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 the program is canceled, FIU cannot refund these, or any other expenses related to the programs not paid directly to FIU.

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 it is finished. I will obtain three credit hours 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 complying with them without further notice.

INITIALS \_\_\_\_\_

**By signing below, I attest that I have read the information above and understand my duties and responsibilities as a participant of an Honors College Study Abroad program.**

\_\_\_\_\_

Signature

\_\_\_\_\_

Name (please print)

\_\_\_\_\_

Panther ID

\_\_\_\_\_

Date