



STUDY ABROAD STATEMENT OF RESPONSIBILITIES AND OBLIGATIONS

1. The program deposit is due upon application and is non-refundable if admitted to the program.
2. The Study Abroad Administrative fee is due upon application and is non-refundable.
3. After admission into the program, the student is responsible for the full program fee. Should the student wish to withdraw from the program for any reason after admission may do so by the indicated deadline on the program application, only recoverable expenses may be refunded. Non-recoverable expenses may include, but are not limited to, costs paid to a Study Abroad provider, travel agency, or other third party organization by A-State on the students behalf; housing; transportation; non-refundable deposits; activity fees; honorariums; guest lecture fees. **Arkansas State University withdrawal/drop/add deadlines do not apply. The student must submit his/her intention to withdraw in writing.**
4. If a group flight is included in the program cost, all program participants are required to be admitted to the program before travel is made on the designated flight. Exceptions to group travel may be requested with the A-State Office of Study Abroad prior to ticketing of the flight if the participant's home address is located more than 200 miles from Arkansas State University. If approved, the cost of the group flight will be deducted from the program cost.

Students must be admitted into the program before purchasing flights and will be responsible for making their own travel arrangements to the program location to arrive by the designated date and time. The A-State Office of Study Abroad will identify an optional flight which participants may purchase independently if desired. Students are advised to purchase refundable tickets and travel insurance in case of program itinerary changes or cancellation. Students should not purchase a flight until instructed to do so by the A-State Office of Study Abroad.
5. Students must enroll in the designated program course at Arkansas State University prior to the beginning of the program and purchase of any flight ticketing.
6. Faculty Leader(s) has the right and responsibility to suspend from the program any member if the Faculty Leader(s) deems such action to be in the best interest of the group. In such instances, no refund or credit will be awarded to the member suspended.
7. Attendance at all scheduled activities is required. It is expected that students will be punctual at all scheduled activities. Lateness and absences will result in reduced grades.
8. If a student becomes ill or injured, she/he should inform the Faculty Leader(s) immediately.
9. If, during free time, a student wishes to go somewhere alone, she/he must let someone, preferably the Faculty Leader(s), know exactly where she/he is going and when she/he plans to return. Students are advised not to go out alone.
10. All facilities reserved for the group are to be used solely by members of the group.
11. Participants will be held financially responsible for any damages to accommodations or facilities utilized during the program. If in case of an emergency students borrow funds from the Faculty Leader or Faculty Assistant for any reason, said funds must be repaid no later than one week following the conclusion of the program.

12. Arkansas State University, its Faculty Leader (s) and instructor(s) accept no responsibility in whole or in part for any delays, delayed departure or arrival; missed train or other carrier connections; loss, damage, or injury to any person or property; or mechanical defect or failure of any nature, howsoever caused; or for any substitution of hotels or of common carriers. Rates are quoted based on tariffs and exchange rates current at the time of printing and are subject to changes therein at or before the time of final payment. No revision of the printed itinerary or of its included features is anticipated; however, the right is reserved to make any changes that may become necessary with or without notice and with the mutual understanding that any additional expenses will be paid by the individual. The right is reserved to reject applications and to dismiss any person as a member of the program at any time.

I agree to the Statement of Responsibilities and Obligations

Name: _____ Signature: _____