



## *Program Guidelines, Policies, and Agreement*

The CEPA Foundation provides unique study and travel opportunities for students to learn about Europe, to gain an in-depth understanding of the European Union, and to explore Europe through included educational field trips and the opportunity for independent travel. Because the CEPA Foundation cannot assume responsibility for all representatives and service providers connected with the programs we offer, we kindly ask you agree to the terms and conditions of this document, which constitutes a legal agreement between the CEPA Foundation and our program participants, with your signature, or the signature of your parent/guardian if you are under eighteen (18) years of age.

### **I. Academic Program**

#### **a. Acceptance into the Program:**

- i. The CEPA Foundation cooperates with a number of organizations and institutions to make this study abroad opportunity possible. This includes but is not limited to the student's home institution, institutions of record (on select programs), host institutions abroad (on select programs), and the Sullivan Foundation (on select programs).
- ii. Each participating institution may have its own processes and requirements, which students need to complete in order to enroll in classes and receive a transcript and credit for coursework completed while abroad.
- iii. After acceptance into the program, students must submit enrollment materials, which are needed to register for classes and apply for a visa (for semester programs), and pre-departure materials, which local staff need to prepare for student arrivals.
- iv. The CEPA Foundation will inform students about the required materials, and students are responsible for supplying these materials on time.

#### **b. Courses**

- i. It is recommended for students to obtain pre-approval from their home institution for courses taken abroad. Courses are offered at the European Study Center and during semester programs at the University of Strasbourg.
- ii. The final course offer will depend on the minimal enrollment met for each course. As course selection cannot be guaranteed, students are advised to select alternate courses in the event of a course cancellation.
- iii. In semester programs, all students are automatically enrolled in the two "Château Courses." The remainder of the courses are taken at the University of Strasbourg, and students enroll in these courses after the start of the program. Students are eligible to enroll in courses which do not conflict with the two Château Courses. Selection and schedules are often made available after arrival.

#### **c. Enrollment and Credit Transfer:**

- i. It is the student's responsibility to obtain the approval from the home institution to study abroad and to submit all legal documents required by the Study Abroad Office according to the deadlines set forth by my home institution. Failure to submit these documents may result in the request to study abroad to be denied.
- ii. Students are expected to enroll and complete a full-time term (12-15 semester credit hours in semester programs, 6 semester credit hours in summer programs). Dropping below full-time may impact academic standing and financial aid eligibility.

- iii. Due to the course selection abroad, it may not be possible to change or drop courses without endangering full-time status. Any students wishing to drop classes or withdraw from the program are advised to inform both the CEPA Foundation staff and home institution as soon as possible.
  - iv. Students must register for classes through the CEPA Foundation and abide by its deadlines and policies. It is the student's responsibility to research, understand, and adhere to all requirements, deadlines, and obligations related to the study abroad program. Students are responsible for completing and submitting all documents in accordance with the CEPA Foundation's deadlines. Furthermore, students are responsible for any fees that may incur from not adhering to these deadlines (i.e., registration, withdrawing deadlines, etc.).
  - v. It is the student's responsibility to notify the home institution and appropriate parties of any academic changes while studying abroad. If enrolled in courses not previously approved by the home institution, students are advised to (1) notify their study abroad advisor, (2) get approval, and (3) confirm the transferability of the selected course(s) to the home institution.
  - vi. Students are responsible for providing the CEPA Foundation the details of where to send transcripts for courses completed abroad including name, address, and phone number of the office at the home institution, which will be receiving the transcript.
- d. Attendance, Participation, and Coursework:**
- i. All students are required to attend each class, to arrive on-time, and participate in presentations, discussions, and teamwork. Class attendance and participation count towards the final grade, and therefore, missed classes can result in a lower final grade. Students who are not able to attend are asked to inform the instructor in advance.
  - ii. Excursions and site visits included in the program count towards course hours and are therefore subject to the attendance and participation policy.
  - iii. Assignments turned in late are marked down and may result in a lower final grade.
  - iv. Missed exams may be made up only under extenuating circumstances and in cases where students have made prior arrangements with the instructor.
- e. Grades:**
- i. Grades and the issuing of transcripts are subject to the grading policy of the student's home institution, CEPA Foundation school of record, and the University of Strasbourg.
  - ii. Generally, grades earned abroad must be a C or higher to receive home institution credit.
  - iii. The student's home institution maintains the discretion to grant academic credit for courses earned abroad.
  - iv. All grades earned abroad, including F's and D's are sent to the student's home institution, counted towards Grade Point Average (GPA), are shown on students' official records. Failing grades transferred back to the home institution have the potential of placing students on academic probation or suspension status and may also affect financial aid, scholarships, etc.

## **II. Payment Deadline and Cancellation Policy**

- a. I understand that I am responsible for meeting program application, payment, and cancellation deadlines as stated in the program acceptance letter.
- b. I understand that I am responsible for payments, regardless of the agreed upon payment method and channel (i.e., payments made to the home institution versus payments made to the CEPA Foundation directly) by the payment deadlines.
- c. I understand that failure to make payments on time may affect eligibility to participation in the program, housing preferences, and receipt of pre-departure information and materials.
- d. I understand that payments are non-refundable.

## **III. Travel Eligibility, Passport, and Visa Application:**

- a. It is the student's responsibility to determine eligibility for travel and to obtain/renew their passport and any other required documents. The passport must be valid for a minimum of three months after the completion of the study abroad program.

- b. It is the student's responsibility to obtain a visa when required (i.e., semester programs), and students are responsible for gathering all documents required by the French embassy or consulate, making an appointment (if needed) and for paying all fees associated with the visa process.

#### **IV. Housing**

- a. Students are housed in dormitory style rooms in double, single, and triple rooms. Rooms with single and double occupancy have access to shared bathrooms on each floor. Rooms with triple occupancy are equipped with a private bathroom. Room allocation is on a first come, first served basis.
- b. Rooms are limited at the Château and based on first-come, first-served. Off-campus housing will be arranged, should the Château fill up.
- c. All student rooms are equipped with a bed(s), and wardrobe. Most student rooms have desks, and these rooms are assigned on a first come, first served basis and according to stated roommate preferences. All students have access to a workspace, computer lab, and printer.
- d. Students may reserve a single room, which is subject to a supplemental fee for the term. Requests for single rooms are taken prior to the program arrival date. While most single room requests are granted, single rooms are limited, and thus placement in single rooms cannot be guaranteed.
- e. All students have access to a shared student lounge and full kitchen facilities.
- f. Students are responsible for cleaning up after themselves and keeping the shared spaces tidy.
- g. The CEPA Foundation facilities, housing, and classrooms are in buildings with limited barrier free access and no elevator, and students are required to transport themselves and their luggage up and down several flights of stairs. Further, barrier free access and accommodations for individuals with restrictions may not be accessible abroad, where many public buildings and forms of transportation have limited or no barrier free access.
- h. Air conditioning is largely unavailable in Europe, and students should be prepared for accommodation without air conditioning during the entirety of the program. Nevertheless, a limited number of rooms are equipped with air conditioning, and those rooms are assigned on a first come, first served basis.
- i. Overnight visits and any participation in program activities by students' guests (i.e., friends, family) is subject to prior approval from the ESC staff. Students who wish to receive guests during the program agree to obtain approval and to pay the agreed upon costs of housing, meals, and/or participation in activities.

#### **V. Accommodations**

- a. Students should be able to perform reasonable and typical physical activities during the study abroad program. Students agree to not hold the CEPA Foundation responsible for any incident or injuries as a result of performing these activities during the study abroad experience. This includes course related and extracurricular activities, which may include, but are not limited to: extensive travel (i.e., possible overnight travel, unplanned or unforeseeable itinerary changes, etc.), using various modes of transportation (i.e., cars, buses, planes, boats, bicycles, etc.), walking long distances and up/down hills/stairs, standing /sitting for a long period of time, waiting in line, lifting and/or carrying personal luggage (i.e., luggage weighing up to 50 to 70 lbs.), nonstandard meal times, unfamiliar foods or limited dietary options, limited medication availability or medical care options.)
- b. The CEPA Foundation will make every effort to provide reasonable accommodations, when possible, but overall possibilities for accommodations may be limited. Students must submit all documents and supporting materials to the CEPA Foundation by the application deadline to allow requests for accommodations to be considered. The CEPA Foundation is not obligated to provide accommodations that cannot be reasonably implemented. Students should detail any type of physical, medical, and/or learning disability they wish to disclose to the CEPA Foundation. Learning accommodations may require an official request by the home institution. All information is confidential and will not be shared with non CEPA Foundation personnel.

#### **VI. Independent travel**

- a. Program participants must wait until their class schedules and the program activity schedules are confirmed before making independent travel plans.

- b. Missed classes or program activities are considered unexcused absences, even in case of unexpected travel delays.
- c. Program participants must inform ESC staff in advance in they plan to engage in independent travel during the program.

**VII. Responsibilities and Assumption of Risk: Release, and Waiver between the CEPA Foundation and Program Participants**

- a. I acknowledge and accept all risks associated by participating in this program, such as, but not limited to, transportation utilized while traveling, injuries while participating in events, etc. I agree to indemnify, hold harmless, and waive all liability to the CEPA Foundation, partners, associates, and third parties.
- b. I understand that it is my responsibility to notify the responsible parties of any physical and/or medical reasons that may affect my participation of any activities, including physical activities when applying to the program. Furthermore, I understand that I am in another country, which may not have the same accommodations as those found in my home country and home institution.
- c. I understand it is my responsibility to consult with a medical professional for any medical attention, such as vaccinations, I may need before leaving my home country.
- d. I understand it is my responsibility to consult with my doctor prior to my departure to obtain any prescriptions and/or medications I will need for the duration of my trip. It is also my responsibility to research the laws of the host country regarding medications I plan to take into the country.
- e. I agree, while participating in this program, I will abide by the program rules and guidelines, as well as those set forth by my home institution's Academic Policy and Student Code of Conduct and will adhere to all other applicable rules, regulations, and laws while participating in this program. I understand that any violation of the policies and procedures of my home institution, including the Academic Policy and Student Code of Conduct, and/or violation of the host country laws, could result in dismissal from the program and additional disciplinary action upon my return, including the possibility of being expelled from the host/home university. I understand that if I am disciplined and expelled from the program and/or asked to leave by legal authorities that I am financially responsible for securing my flight ticket to my home country/institution. Furthermore, I understand that I will not be refunded any monies that I have paid to the CEPA Foundation and/or third parties or that I am obligated to pay any outstanding balances owed.
- f. I understand I must adhere to the laws of my host country. In the event I require legal representation in the host country, I understand I am responsible for seeking and acquiring legal representation. I am solely responsible for all legal fees. Furthermore, I agree to hold harmless, waive and covenant not to sue the CEPA Foundation and its members, officers, employees, and representatives from liability for the injury or death sustained by me or any person(s) and damage to property that may result from my negligent or intentional act or omission in while participating in the program or as an independent traveler and/or any travel incident thereto. It is my express intent this covenant not to sue and agreement to hold harmless shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representatives, if I am deceased, and shall be governed by the laws of the French Republic.
- g. I agree that if I no longer am participating in the program due to any reason, including, but not limited to, being expelled for not meeting my financial obligations and/or deadlines, breaking host/home country laws, and/or deciding to drop from the program/courses/university while I am abroad, etc. that I am an independent traveler and I will not hold the CEPA Foundation and affiliated parties responsible for any injuries, incidents, and/or negative occurrences while traveling independently.
- h. I agree that while traveling and experiencing life as a study abroad student that I am solely responsible for my well-being and welfare at all times, and that the CEPA Foundation can only provide limited support and supervision.
- i. I am responsible for researching and purchasing international health insurance, travel insurance, and my airline ticket. It is my responsibility to review the insurance policies and ensure that I am

adequately covered for the lengths of the program including eventual earlier arrival to the host country or later departure to my home country. Furthermore, I understand that the CEPA Foundation is not responsible for paying any costs such as co-pays, deductibles, etc. for medical expenses that I may incur. It is my responsibility to pay all outstanding balances owed to hospitals, clinics, and/or health care professionals for services rendered before departing. Furthermore, if I fail to pay any outstanding balance, I authorize the CEPA Foundation to bill my home institution for any outstanding balances that are forwarded to the center on my behalf after I have departed and returned to my home institution.

- j.** I am aware that pre-existing conditions may not be covered by certain International Health Insurance plans. It is my responsibility to obtain the appropriate health coverage. It is also my responsibility to consult with my health care provider for any medical needs that I may require while studying abroad.
- k.** I am aware there are certain risks inherent in any kind of travel. I am responsible for my own safety at all times. Engaging in high-risk activities will increase my chances of being physically injured. (i.e., snowboarding, bungee jumping, skydiving, etc.). Further, I understand if I am injured as a result of partaking in risky activities (i.e., snowboarding, skydiving, bungee jumping), my medical expenses may not be covered by my insurance.
- l.** I understand that in the event a travel warning is issued, the CEPA Foundation may cancel the study abroad program during my planning or while abroad. I understand I may have to cancel my study abroad or return to my home country at my own expense. I further understand it is my responsibility to obtain adequate travel insurance to cover such circumstances.
- m.** I understand if an emergency should occur during my time abroad, I am obligated to inform the CEPA Foundation staff.
- n.** I agree that I must receive approval from the CEPA Foundation as well as from my home institution if I am to be accompanied by family members and/or dependents while attending the Program. Furthermore, I understand that I am responsible for locating and securing my own housing and arranging proper supervision for my children/dependents. I acknowledge and accept the CEPA Foundation's policy regarding non-student participation, which states that children/dependents, including any accompanying family members, significant others, friends, etc. who are not enrolled in the program may not participate in any events and excursions sponsored by the CEPA Foundation without prior approval of the CEPA Foundation. It is my responsibility to contact the CEPA Foundation representatives in order to alert them of any accompanying parties during my participation in the program. I am aware that my request may be denied due to liability, availability, potential disruption to the entire group, etc.
- o.** I understand the CEPA Foundation will not be responsible for any expenses associated with any property or personal injury I may sustain.
- p.** I understand the CEPA Foundation will not pay any outstanding balances incurred on my behalf during my study abroad (i.e., utility bills, cell phone bills, hospital copayments, etc.). It is my responsibility to settle all balances prior to departing the host country.
- q.** I understand that I am personally responsible for all tuition and fees in connection with this program and that the CEPA Foundation bears no responsibility for any tuition and fees. I acknowledge, after application of any scholarship, financial aid or other assistance, if there is a remaining balance resulting from my study abroad program, I am fully responsible to pay the remaining balance out of my own personal funds. As such, all "out of pocket" costs are my responsibility. By signing this document, I am stating I have sufficient funds to cover my expenses and/or my parent/legal guardian has agreed to pay for all expenses incurred. In addition, I hereby release the CEPA Foundation from any financial liability.
- r.** If I should withdraw from the program, I understand I am responsible for any deposits or cancellation fees.
- s.** I understand, if for any reason, I decide to return prematurely, I am responsible for all the repercussions, such as, but not limited to, paying any outstanding balances to the CEPA Foundation,

losing my program fee paid to the CEPA Foundation, forfeit my housing provided by the CEPA Foundation, and/or receiving failing or incomplete grades, etc. In addition, I fully accept any consequences and/or fees associated with my premature return, from my home institution, such as, but not limited to, not being able to enroll in the same semester due to missing the last day to register for my home institution courses or late registration fees at the home university, and/or not being able to be accommodated in a dorm room, etc.

- t. I agree to indemnify and hold harmless, waive and covenant not to sue the CEPA Foundation, its members, officers, employees, and representatives from liability for the injury or death sustained by me or any person(s) and damage to property that may result from my negligent or intentional act or omission in while participating in the Program or as an independent traveler and/or any travel incident thereto. It is my express intent that this covenant not to sue and agreement to hold harmless shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representatives, if I am deceased, to the laws of the French Republic.
- u. I release the CEPA Foundation its partners, members, officers, employees, and representatives from any and all liability, my personal representatives, estate, heirs, and assigns for any and all claims, demands and causes of action for any and all loss of personal property, illness or injury to me, including my death, arising out of, caused by, occurring during or in any way connected with this Program and/or any travel incident thereto, including injuries caused by negligence of the CEPA Foundation or my own negligence, its employees and representatives, or any other participant, that may be sustained by me while participating in this Program.

#### **VIII. Participant Code of Conduct**

- a. Your hosts abroad are looking forward to welcoming you and hope you feel at home during your time abroad. Please keep in mind that as a participant on this study abroad program, you represent your home university, home country, and the professors and staff at the CEPA Foundation who work to make this opportunity possible. Therefore, all students are expected to behave in a manner that respects other people, customs, and property.
- b. While the CEPA Foundation makes every effort to inform you about the local laws of the host country along with precautions about safety, health, political situations, and cultural climate, you are ultimately responsible for understanding and abiding by the laws in your host country. Therefore, all participants are advised to inform themselves about the host country in addition to the pre-departure and/or orientation sessions associated with the program. All participants are expected to abide by the following code of conduct. Any violation of this code of conduct will be met with appropriate disciplinary action, which may include notifying the home institution and immediate dismissal from the program.
- c. While you are in a foreign country, you are subject to all local laws and regulations. It is important to be aware that the protections afforded under U.S. law or laws of your home country are not available to you while abroad. All participants are subject to local laws, and legal proceedings for criminal or civil matters. In addition to applicable laws, participants are expected to abide by the following program rules. Violation of any of the following rules may result in disciplinary action:
  - i. Criminal behavior and violation of local laws, including theft and vandalism
  - ii. Sexual harassment, disorderly, indecent, or obscene conduct
  - iii. Violent or aggressive behavior
  - iv. Violation of the rules in effect for the student residence
  - v. Violation of the rules in effect in the Château academic courses or host university
  - vi. Abusive language or behavior towards staff, faculty, or program participants
  - vii. Violation of the Alcohol and Drug Policy (See below)
  - viii. Damage to facilities including but not limited to housing, partner institutions, hotels, or transportation vehicles
  - ix. Violations to academic standards including plagiarism and cheating

- x. Unauthorized use of facilities, host university, residence, sponsored transportation vehicles, and hotel rooms
  - xi. Falsification of documents or personal records submitted as part of the application, acceptance, and transcript of records process
  - xii. Inappropriate conduct, which hinders safe and efficient program administration
- d. Alcohol and Drug Policy:** Participants who choose to consume alcohol are responsible for their actions and safety at all times. Alcohol consumption may affect individual and group safety, therefore excessive alcohol consumption may be grounds for dismissal from the program. Intoxicated participants may not be allowed to take part in excursions or activities and will not be eligible for a refund or compensation for missed events. Please note, staff and faculty have discretion to decide what qualifies as excessive alcohol consumption. The use, sale, or possession of drugs is strictly prohibited and will result in disciplinary action, up to and including immediate dismissal from the program.
- e. Disciplinary Action:** At the discretion of ESC faculty or staff, an investigation may be conducted before disciplinary action is taken. Disciplinary action may include but is not limited to the following, any of which the CEPA Foundation and ESC may take at any time in its sole discretion:
- i. Notification to home university: the CEPA Foundation and ESC may notify the student's home university of any violation of program policies.
  - ii. Restitution: Student may be required to pay for damages or theft.
  - iii. Loss of privileges: Students may be denied permission to participate in program activities or excursions, either permanently or for a designated period. No refunds will be given for missed activities.
  - iv. Housing termination: the CEPA Foundation / ESC may remove any participant from the residence and/or the program due to violation of the code of conduct. In this case, the student is responsible to find his or her own housing at his or her own expense. No refunds for housing payments will be given.
  - v. Probation: Student may be given a disciplinary probation in the case of inappropriate behavior with further violations during the probation period to result in dismissal.
  - vi. Dismissal: Student may be permanently expelled from the study abroad program. The dismissed student will not receive a refund of any kind. Termination of participation does not diminish or otherwise affect the student's obligation to make all payments related to the study abroad program. Dismissed students will not receive grades or transcripts and further may be required to reimburse his/her home university for financial aid received. The home university may take appropriate action in response to dismissal, such as denying registration, suspension, or dismissal from the home university.

**Consent To Release Information About Student**

Student's Full Name: \_\_\_\_\_ I authorize the partners, members, officers, and employees of the CEPA Foundation to release information regarding my location, status, welfare, intentions, or problems in cases of emergency and/or threat to my personal safety to the government of my home country and to the employees, agents, and representatives of my home institution. I authorize employees, agents, and representatives of the CEPA Foundation to release a copy of this agreement to my home institution and/or any third party associated with the Program. I authorize the CEPA Foundation to release to those persons named below information regarding my location, status, welfare, intentions, or problems.

**Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

By signing this form, I agree to abide by the terms in this agreement

**Student's Full Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Signature of Parent/Guardian if applicant is a minor under 18 years of age:*

**Guardian's Full Name:** \_\_\_\_\_ **Guardian's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

