



# School of Professional and Continuing Studies

## Summer Study Abroad (SSA) Programs

### Agreement and Release Form

#### INSTRUCTIONS

1. Please type or print.
2. Return to: School of Professional and Continuing Studies, Summer Study Abroad Programs, University of Richmond, Virginia 23173.
3. A Summer School Application/Registration Form (to register for courses) must also be completed. A deposit of \$300.00 must accompany the Application/Registration Form. (Checks should be made payable to the University of Richmond).

#### Program

SSA Program Name: \_\_\_\_\_

Courses \_\_\_\_\_ Total number of units \_\_\_\_\_

Name \_\_\_\_\_ Citizenship \_\_\_\_\_

Date of Birth \_\_\_\_\_ UR ID # \_\_\_\_\_

#### Student Information

Student at (*College Name*) \_\_\_\_\_ Current Class Yr \_\_\_\_\_

Local address during Academic Year \_\_\_\_\_

Address during summer months \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Health Insurance Information: Name of Company \_\_\_\_\_

Address of Firm/Agent \_\_\_\_\_

Phone \_\_\_\_\_ Policy Number \_\_\_\_\_

Are you required to take any special medications or treatments?  No  Yes. If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_



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*\* Carefully read Parts I, II and III before signing Part III. Retain parts I and II for your records. Sign and return Part III to the Summer School Office. **If you are under 18, your parent/guardian's signature is required for this legal document to be considered complete.** The yellow copy of Part III is for your records. The Summer School Office strongly encourages students to share information about the Program Abroad, including all orientation materials and the Study Abroad Handbook, with their parents or guardians.*

### PART I: CONDITIONS OF PARTICIPATION

1. I, the student signing this Agreement and Release Form, hereby acknowledge that I am voluntarily participating in an international trip, conference, or research project (hereinafter the "Trip") sponsored or coordinated by the University of Richmond (referred the "University"). I further acknowledge that I have taken and will continue to take all reasonable steps to educate myself about the conditions and risks specific to the location of and the specific activities to be undertaken during the Trip, including, but not limited to reviewing:
  - the U.S. Department of State Travel Warnings, if any, for this location (see [www.travel.state.gov](http://www.travel.state.gov));
  - the U.S. Centers for Disease Control Health Information for Travelers, if any, for this location (see [www.cdc.gov/travel](http://www.cdc.gov/travel)); and
  - reputable published travel guides regarding this location (e.g., Lonely Planet, Rough Guide, Frommers, Fodors, Eyewitness Travel Guide, Moon Handbooks, etc.).
2. I am aware there are unavoidable risks in foreign travel, and that I may subject myself to dangers over which neither the University, its employees, faculty, agents, contractors, nor the host institution, if applicable, have any control. These dangers might include, without limitation, illness, serious personal injury or death resulting from, among other things, airline or motor vehicle accidents, criminal behavior or negligence by others, terrorist activity, natural disaster, exposure to contaminated food, normal health problems, etc. I also understand that in the event I am injured or become ill, I may not be able to expect the same access to or level of medical treatment in a foreign country as I might in the United States. I understand that I am responsible for my health, safety and welfare while abroad and that neither the University, nor its employees, faculty, agents, contractors, or the host institution can guarantee or safeguard my health, safety or welfare.
3. With a full understanding of the risks associated with foreign travel and, specifically, participation in the Trip, I hereby assume all risks associated with my participation in the Trip.
4. I hereby release, indemnify and hold harmless the University, its respective officers, trustees, directors, employees, faculty, agents, contractors, and host sites from any and all damages, claims, actions, liability and expenses (including costs of judgments, settlements, court costs, and attorney's fees), regardless of the outcome of such claims or actions, arising out of or relating in any way to my participation in the Trip (except such damages, claims or liability arising solely from the gross negligence or intentional misconduct of the University), any independent travel in which I might engage, any financial obligations or liabilities incurred by me during the Trip, and any medical care provided to me during the Trip. This Release shall bind me and my heirs, successors, legal representatives and assigns and inure to the benefit of the University and its officers, trustees, directors, employees, faculty, agents, contractors, and host sites and their respective successors and assigns.
5. The University cannot be responsible for the actions of external companies or personnel hired by either the University or the host institution.
6. I take full responsibility for knowledge and understanding of any limitations in my insurance policy that pertain to travel abroad. In the case where the University contracts health insurance for its abroad students, the University cannot be held responsible for the health care delivered to any student.

I authorize the University and its employees, faculty, agents, contractors, and the host institution to take any actions they may consider to be warranted regarding the Participating Student's health and safety, including: (i) arranging for medical care; and/or (ii) if my next of kin cannot be reached in a timely manner, consenting to medical care. I agree that I am solely responsible for the cost of any medical care rendered to me during the Trip.

7. I also release, hold harmless and agree to indemnify the University and its agents with regard to any financial obligations or liabilities that I personally incur, or any damage or injury to the person or property of others that I may cause or be accused of causing, while participating in the Program. In the event the University or its agents advance or loan any monies to me or incur special expenses on my behalf while abroad or in relation to the Program abroad, I agree to make immediate repayment.
8. I understand that I cannot expect and may not receive the same services and conditions abroad that I normally enjoy while at the University.
9. I agree to comply with the rules, standards and instructions for my behavior as stated at the University, the host institution and the Program. The University and its agents have the right to enforce appropriate standards of conduct and may at any time terminate my participation in the Program for failure to maintain these standards or for any conduct which the University or its agents consider to be incompatible with the interest, harmony, comfort and welfare of other students or the host institution. If I am expelled from the Program, I agree to be sent home at my expense and acknowledge that there will be no refund.
10. I agree to adhere to the laws of countries in which I am a visitor/student. I understand that I must be sensitive to the host culture and agree to behave appropriately.
11. I understand that I am responsible for my welfare while abroad.



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12. I understand the University reserves the right to select candidates for study abroad. I have considered carefully and take responsibility for any physical or personal limitations that might interfere with my achieving a successful and safe experience abroad.
13. I consent to the use of photographs and comments by the University and to the distribution of information about the Program to my parents or guardians whom I have specified in my Emergency Information Sheet. I authorize the University and its agents to contact my parents or guardian, as indicated on the emergency form, in connection with my general welfare abroad.
14. Unless I notify the Summer School Office in writing, I consent to the distribution of my name, campus mailing and E-mail address, and telephone number to potential and current University students and to various departments at the University.
15. I understand that the University strongly discourages students from operating vehicles outside of the United States. Traffic congestion and different traffic laws and regulations, civil and criminal, can make driving motor vehicles abroad extremely hazardous. Insurance requirements and other financial responsibilities vary from country to country. If, however, I decide to operate a motor vehicle while abroad, the University assumes no financial responsibility for legal aid or for my care should I be involved in a violation or an accident.
16. I agree to release the University and its agents from liability for damage to or loss of my possessions, or for injury, illness or death resulting from crimes or from political unrest.

I understand and agree that the University is not responsible for any independent travel in which I might engage before, during or after the Trip. I further understand that the University strongly encourages me to review applicable travel information regarding such independent travel, including the sources listed in Paragraph 1, above, and to heed all applicable U.S. State Department warnings. I understand that I should not travel to U.S. Dept of State warning countries unless I have petitioned and received approval to do so at least 6 weeks prior to travel.

### **PART IIA: COST AND PAYMENTS**

1. I understand that I am responsible for payment in accordance with the Program. The University reserves the right in its sole discretion to change itineraries, curricula and other features of the Program.
2. I understand that I am responsible for arranging my flights and for paying for all transportation costs. In cases where the airfare is included in the cost of the Program, I understand that, if I cancel or change my flight, I will be responsible for any fees or penalties incurred. I understand that, if I owe money to the University prior to departure, I may be removed from the trip abroad and will be responsible for any loss of money, i.e., travel arrangements, deposits, insurance, etc. An official hold will be placed on my account, registration and transfer of credit until all payment responsibilities are fulfilled.
3. I understand that an official hold will be placed on my account until all payment responsibilities are fulfilled.
4. If the Program is canceled or has been changed radically in its curriculum or itinerary, I will have the opportunity to withdraw prior to the commencement of the Program.
5. I understand there will be no refund if I cancel my participation program
6. I understand that if I am not approved to go abroad due to disciplinary or behavioral concerns that I agree to refund the University for any non-refundable or non-recoverable fees that have been pre-paid on my behalf.
7. The University cannot control external factors such as political, environmental or other factors that may require recalling students from abroad. I understand that in these rare circumstances I am responsible for the cost of returning to my home country and for loss of academic credit.

### **PART IIB: REFUND POLICY**

1. The deposit is not refundable under any circumstances after a student's application has been accepted. If the University is unable to accept an application, it will refund all payments.
2. If I withdraw from the Program by notifying the University in writing on or before March 1, the University will refund all fees paid, except the deposit.
3. If I withdraw from the Program for medical reasons before April 1, and provide evidence of medical necessity from a physician, the University will refund all fees paid, except \$300. If I replace myself with another student acceptable to the University, the University will refund an additional \$150.
4. If I withdraw from the Program for nonmedical reasons after March 1, but before April 1, the University will refund all fees paid, except the deposit, but only if I am able to replace myself with another student acceptable to the University.
5. If a Program is cancelled, or if in the sole judgment of the University, a Program has been so radically changed in itinerary or curriculum that it would be unfair to require students to participate and a student elects in writing to withdraw from the Program, the University will refund all fees paid. Under these circumstances, the University will have no additional responsibility or liability to the student or his parents or guardian.
6. After April 1, no refunds of fees will be made for any reason.



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**PART III:**

**UNIVERSITY OF RICHMOND**

Summer School Office  
School of Professional and Continuing Studies  
University of Richmond, VA 23173  
(804) 289-8133 FAX (804) 289-8138

**Student Statement:**

I have read, understand and agree to the terms and conditions set forth in Parts I and II (all of which I have had a full and fair opportunity to consider), and I understand that those terms and conditions, including the releases, constitute my agreement with the University. I confirm that I am 18 years of age or older. This agreement is effective upon acceptance of my application to the study abroad program I understand that the laws of the Commonwealth of Virginia govern this agreement, and I agree further that any claim I may ever have arising in any way out of the trip must be filed in the Circuit Court for the City of Richmond, Virginia, notwithstanding the appropriateness of any other jurisdiction or venue.

Signature: \_\_\_\_\_ Print Your Name: \_\_\_\_\_

The Summer School Office strongly encourages all students to share information about the trip, including all orientation materials and the University of Richmond Study Abroad Handbook, with their parent or guardian.

**Parent/Guardian Statement:**

I am the parent or guardian of the Student whose signature appears above and who is under the age of 18. I have read and understand the terms and conditions set forth in Parts I and II, (all of which I have had a full and fair opportunity to consider), and I understand that those terms and conditions, including the releases, constitute my agreement with the University on behalf of the Student whose signature appears above. This agreement is effective upon acceptance of my son/daughter's admission to the trip. I understand that the laws of the Commonwealth of Virginia govern this agreement, and I agree further that any claim I may ever have arising in any way out of the trip must be filed in the Circuit Court for the City of Richmond, Virginia, notwithstanding the appropriateness of any other jurisdiction or venue.

Signature: \_\_\_\_\_ Print Your Name: \_\_\_\_\_

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