STUDENT AGREEMENT AND LIABILITY WAIVER FOR INTERNATIONAL PROGRAMS

BEHAVIORAL RESPONSIBILITIES AND PERSONAL CONDUCT: I understand that the University of New Orleans as well as the international study program Academic Director/Program Coordinator has standards of appropriate conduct and that I will adhere to these standards while participating on a UNO international study program. I also understand that, should an official representative of the University of New Orleans decide that I must be separated from the program because of violation of stated rules, for disruptive behavior, for illegal use of drugs, for excessive consumption of alcoholic beverages, or for any conduct that might bring the program into disrepute, such conduct will be taken against the student. Separation from the program will result in the loss of all academic credit and persons dismissed from the program will remain responsible for all program costs incurred on their behalf. The student’s home institution will be notified of any disciplinary action taken against the student.

PARENTAL OR GUARDIAN CONTACT: In the interest of safety, the University of New Orleans reserves the right to contact a student’s parents or guardian in the event of a medical or general emergency, or in the event of any disciplinary action taken against the student. As a participant on this program I understand and will abide by this regulation.

UNIVERSITY OF NEW ORLEANS POLICY MANUAL: I understand that the University of New Orleans has a set of policies that govern student life at the University. I also understand that the Academic Director and/or the Program Coordinator will determine which policies are relevant to the location in which the program is offered and the circumstances surrounding the nature and implementation of the program overseas. (Any student having questions or concerns regarding any of the policies found in the UNO Policy Manual or any other University Policy may contact the Office of Judicial and Student Assistance at the University of New Orleans.)

RELEASE OF DISCIPLINARY/CRIMINAL RECORDS: I authorize officials at any educational institution that I have attended to release my disciplinary records (including, but not limited to, records maintained by the Judicial and Student Assistance Office and/or the Office of Academic Affairs or the appropriate university office or any housing authority) to the University of New Orleans, Division of International Education. I also authorize the release of any records maintained by local, state and Federal law enforcement to the University of New Orleans, Division of International Education. I fully understand that my disciplinary records may be a factor in evaluating my application.

DISCIPLINARY ACTION ABDROAID: I understand that I may be disciplined on any UNO program. Discipline will be determined in a resolution conference with the Academic Director or by the Disciplinary Committee if I choose to take my case to them. I am aware that there are various sanctions that may be imposed, including but not limited to a reprimand, written warning, full probation, requirement to stay in Innsbruck on a selected travel weekend, to possible separation from the program. I agree that I will abide by the Committee’s or Academic Director’s decision regarding my case. I do understand that there is a specific procedure for disciplinary cases and I will be given information about the procedures in my on-site packet in Innsbruck on my arrival. Because the program is located in a foreign country and due to time constraints the normal appeal process will not be in effect. I further understand that if I am asked to leave the program I must do so on a schedule to be set by UNO. No refund will be forthcoming if I am separated from the program.

AMERICAN CITIZEN ABROAD: I understand that, as an American citizen in a foreign country, I will be subject to the laws of that country. I agree to conduct myself in a manner that will comply with these laws. I also understand that, if I fall into legal problems with any foreign nationals or government jurisdictions of the country I am visiting, I cannot provide legal counsel in such circumstances.

INSURANCE COVERAGE: I understand that I am required to have adequate health, accident, disability and hospitalization insurance to cover myself during participation in the program and at the program site. I understand that the University of New Orleans provides a comprehensive health/medical study abroad insurance plan outlined in a brochure sent to me entitled “UNO Study Abroad Insurance Plan.” I understand this policy is provided to me in the cost of the program. Coverage for this policy is from one day prior to the departure in the United States until one day after the program ends. I understand that all responsibility for any claims is my own. I further understand that I may purchase insurance for any additional days before or after the program at my own expense through the provider of the insurance.

DISABLED STUDENTS: UNO recognizes the unique challenges facing students with disabilities. Office of Disability Services assists students in meeting their educational and social needs on campus. If you have a documented disability (physical or psychological impairment, learning disability or temporary or chronic problem), the office may be able to secure academic accommodations for you. You must notify the Division of International Education in advance if you need special accommodation. The Division of International Education will put you in touch with Office of Disability Services. Notifying the Division of International Education at a late date may compromise your accommodation.

MEDICAL TREATMENT: I understand and acknowledge that there is an inherent risk associated with traveling abroad. I agree that I am personally responsible for obtaining all health information, instruction, medical procedures, immunizations and medications appropriate to my intended travel. I recognize that the University is not responsible for any of my medical or medication needs and I assume all risk and responsibility therefore. I have fully described any health and physical or psychological problems I may have on the health information form sent to me. I have signed this form and returned it promptly. I further agree that if I become incapacitated, the University, through its agents or employees, may take whatever action is deemed necessary with respect to my health and safety. I authorize the University, its agents or employees to place me, at their discretion and without my further consent, in a hospital or in the care of a local doctor for medical services and treatment, including surgery and the administration of an anesthetic as needed. If necessary or desirable, I also authorize them to transfer me back to the United States by commercial airline or otherwise for the purpose of medical treatment. I accept all financial responsibility for such treatment as well as any reimbursement of expenses incurred by the University of New Orleans.

PROGRAM TRANSCRIPT: I understand that upon completion of the program the University of New Orleans Registrar’s Office will provide an official transcript for credit transfer to my home institution showing appropriate grades and semester hours of credit earned in all courses undertaken. My final transcript will be sent to the registrar at my home institution. I understand and agree that once I am accepted into the program of my choice, I cannot revoke sending the transcript to my home institution regardless of the outcome of my grades. Grades will be sent only after UNO receives the housing damage report and all financial obligations have been met! I further understand that it may take in excess of one month to receive my grades.

ACADEMIC PROGRAM: I understand that this is an academic program, and will follow the rules set for class attendance and participation by each professor, including doing all assigned work and taking all examinations. I realize that noncompliance with these rules may result in a failing grade which will be reflected on my University transcript. I am aware that I will receive no academic credit for a failing grade. I understand that some programs have a minimum class requirement that must be maintained throughout the program.
TRAVEL AND FREE TIME: I understand that during free time within the period of the program as well as before and/or after the period of the program I may elect to travel independently at my own expense. I agree that neither the University of New Orleans nor its agents or employees are responsible for me while I am traveling independently during such free time. I understand that such travel time will be unsupervised by the University, its agents, or employees. I also understand that I will be traveling during the program by various modes of transportation including but not limited to plane, train, bus, boat, van, or car, and I release the University of New Orleans and its agents or employees from any responsibility for loss of property, injury or death during such travel. I further agree that, in the event I become detached from the group, fail to meet a departure time (bus, train, etc.), or I become sick or injured, I will bear all responsibility to seek out, contact, and reach the group at its next available destination; and, I understand that I shall bear all costs attendant to contacting and reaching the program group or program site. I further understand that there will be a mandatory dormitory curfew only on nights preceding class days, on the University of New Orleans International Summer School in Innsbruck, Austria from 2:00am to 6:00am. Any student in violation of curfew will be subject to disciplinary action.

HOUSING AND KEY DEPOSIT: I understand that I am responsible for my room whether it be in a dormitory or home stay program. I agree that I will fill out a room damage report to protect myself for any prior damage caused to my room by someone other than me if I am asked to do so. This form will aid UNO in determining any prior damage. I authorize UNO to charge my credit card, which I have left on file to cover any damage and to cover any lost key. I understand that those charges could be substantial. Students with roommates will be assessed half damages each where it can not be determined by UNO which student caused the damage. I further understand that the dormitory is not the property of The University of New Orleans and that a representative of that dormitory or a University of New Orleans official has the authority to gain entrance to any room under any circumstances. (Circumstances may included: loud noise, disruptive behavior, smoking, failure to open when requested by a dormitory or University of New Orleans Official.)

PROGRAM DISRUPTION: I understand that the University of New Orleans cannot assure that travel arrangements will be without certain disruption. Accordingly, I acknowledge and agree to accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, sickness, weather, strikes, or other unforeseen causes.

THEFT AND OTHER CRIMES: I agree to release the University of New Orleans and its staff from any liability for damage to or loss of my possessions, injury, illness, or death arising out of crimes during the period of the program.

POLITICAL UNREST: I recognize that in cases of political unrest an official representative of the University of New Orleans will take all reasonable and practical measures for the protection of program participants. I understand that the University of New Orleans and its staff assume no responsibility for damage to or loss of property, injury or death arising out of political unrest.

CANCELLATION AND REFUNDS: I understand that I will be held accountable for the entire cost of the program until the Division of International Education of the University of New Orleans receives my cancellation in writing. In the event that I should decide to cancel my participation or am forced to withdraw for reasons beyond my control, I will remain accountable for all program costs incurred on my behalf prior to such cancellation. Following formal cancellation, any subsequent payments or potential refunds thereafter will be in accordance to the Cancellation/Refund Policy stated in the program brochure.

I understand that the University reserves the right to make cancellations, changes, or substitutions in the Program at any time because of emergency, changed conditions or the Program Director’s determination that such changes or substitutions are in the best interest of the Program or its participants. I understand that the University is not responsible for the cost of replacing airline tickets if the carrier goes bankrupt.

I understand that if my participation in the Program is terminated by the Program Director as a result of disciplinary action, I will be sent home with no refund or fees. If I am sent home before completion of the Program, I agree that I, along with my parents or guardian, will be responsible for any and all costs and expenses associated with my return home. I also understand that if I leave the Program voluntarily for any reason, including illness, I will be responsible for any and all costs and expenses associated with my return home and that there will be no refund of any fees. I will be asked to vacate the dormitory on a schedule set by UNO, usually within 24 hours from the point that I turn in my resignation.

RESPONSIBILITY: The University of New Orleans or its agents assume no responsibility or liability in connection with the service of any train, vessel, carriage, aircraft, motor coach, or any other conveyance which may be used wholly or in part in the performance of their duty to the participants. Neither will they be responsible for any act, error or omission, or for any injury, loss, accident, delay, or irregularity which may be occasioned by reason of any defect in any vehicle, or through negligence or default of any company or person engaged in conveying the participants; or, for any hotel proprietor, or hotel service, or for any other person, engaged in carrying out any services in connection with this program. In the event it becomes necessary or advisable for the comfort or well-being of the participants, or for any reason whatever, to alter the itinerary or arrangements, such alterations may be made without penalty to the operators. Additional expenses, if any, shall be borne by the participants. The right is reserved to cancel the program should conditions warrant, and to decline to accept or retain participants as members of the program. The airlines concerned are not to be held responsible for any act, omission, or event during the time the passengers are not on board their planes or conveyances. The passenger contract in use by the airline concerned, when issued, shall constitute the sole contract between the airline and the purchaser of this program and/or passenger. Similar responsibility as noted above applies to all types of carriers, including car rental companies. Transatlantic air transportation is provided on a regularly scheduled IATA carrier. All prices quoted in the programs brochure advertisement are based on international rates of exchange and tariffs in effect on November 15, 2006 and are subject to change at any time.

In view of the points mentioned above, and relative to my participation as a student on this international study program, I acknowledge that there are certain risks in foreign study programs; foreign political, legal, social, and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; and local medical and weather conditions. I acknowledge that all risks cannot be prevented and I assume those beyond the control of the university staff. I represent that I am physically able, with or without accommodations, to participate in this program. I understand that accommodation means reasonable accommodation. I am aware that I am subject to disciplinary action that could include expulsion from the program as well as other sanctions mentioned in this document but not limited to those sanctions. No refund will be given to me if I leave the program voluntarily or if I am asked to leave for any reason. I understand that I am required to vacate the dormitory on a schedule set by UNO. I understand and agree that if my parent or guardian calls to discuss program issues with UNO you can disclose to them information from disciplinary records, medical information, disability information and any other pertinent information necessary in those discussions. Parents will receive a copy of this document, titled: STUDENT AGREEMENT AND LIABILITY WAIVER FOR INTERNATIONAL PROGRAMS.
STUDENT AGREEMENT AND LIABILITY WAIVER FOR INTERNATIONAL PROGRAMS

I UNDERSTAND THE CONTENTS OF THIS AGREEMENT AND ACCEPT ALL OF THE ABOVE CONDITIONS.

____________________________________________________        _________________
Signature of Student          Date

_____________________________________________________       ________________
Please print your name        Date of Birth

_____________________________________________________        ________________
Signature of Parent or Guardian (for students under 21)         Date

Person to be notified in case of an emergency

Name: ______________________________________  Relationship: _____________________
Phone Home: _______________  Cell: _______________  Work: _______________
Address: _______________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
E-mail _______________________________________________________________________

Please select the study abroad program you wish to attend:

☐ Innsbruck International Summer School  ☐ Glories of France  ☐ UNO Costa Rica
☐ Madrid Summer Seminars  ☐ Prague Summer Seminars  ☐ UNO Italy: Rome
☐ Ezra Pound Center for Literature

KEEP PAGES 1 & 2 FOR YOUR RECORDS

Please return this form to the following address:

The University of New Orleans
Metropolitan College
Division of International Education
2000 Lakeshore Dr.
New Orleans, LA 70148