



**STUDY ABROAD APPLICATION PACKET: SCOTLAND
(Spring 2017)**

Trip Date – May 7-16, 2017

The application packet has four sections:

1. Conditions of Participation
2. Publicity and Passport Information form
3. Authorization for Emergency Medical Care and Emergency Contact Information form
4. Statement of Purpose

Please be sure to complete each section before submission. We cannot consider incomplete applications.

This application is submitted by:

Name: (print)

Mailing address:

.....

Phone:

Preferred Email:

Academic Center: *CCV Advisor:*

Signature:

Date:

CCV STUDY ABROAD CONDITIONS OF PARTICIPATION

Please read all information carefully. Sign and return one copy to Linda Schlott, CCV, P.O. Box 489, Montpelier, VT 05601. Keep the other copy for your records.

FEES

The CCV Study Abroad course fee covers all scheduled program expenses. Students are expected to pay for the following additional expenses:

- Course tuition
- domestic travel to the point of departure from the USA
- fees for passports, visas, tourist cards, and identification cards
- all meals not included in program
- pre-travel medical expenses (e.g. inoculations) and prophylactic medicines
- expenses for student books and supplies
- tips, laundry, telephone calls, postage, gifts
- all other such expenses

Fees as quoted in the course materials have been established based on all known circumstances at the time of calculation. However, due to the nature of Study Abroad programs and the economies of host countries, CCV reserves the right to change its fee without notice prior to the published date of no refund. After that date, CCV reserves the right to modify the program to adjust to any necessary monetary revisions. **If there is a fee increase prior to the published date of no refund (January 24, 2017) and a student chooses to drop the course, the course fee will be refunded in full.** Tuition and registration fee refunds will be refunded according to CCV's Refund Policy.

PAYMENT

As with all CCV courses, students are not officially enrolled until tuition and fees are paid in full. CCV's Payment Policy states: To complete the registration process, you must provide payment in full or proof of alternative payment, such as financial aid, support from an agency or employer, or use of CCV's new payment plan. Any pending debts must be cleared before enrollment.

WITHDRAWAL REFUND PROCEDURES

Tuition and Registration fees will be refunded according to CCV's Refund Policy. **Prior** to January 24, 2017, if a student drops or withdraws following CCV's policy, the **course fee** will be refunded in full.

AFTER JANUARY 24, 2017, THERE WILL BE NO COURSE FEE REFUND.

If a student believes individual circumstances warrant an exception to these procedures, a written request with supporting documentation should be sent to the Dean of Students. Under no circumstances will the airfare portion of the fee be refundable or any other non-refundable expense.

PROGRAM CHANGES

Although CCV will attempt to maintain its Study Abroad program as described in its publication, CCV reserves the right to terminate or alter a program at any time and for any reason, with or without notice, and shall not be responsible for any expenses or losses resulting from such changes.

INSURANCE

CCV will provide students with overseas illness and accident insurance through an outside carrier as specified in that carrier's accident and illness policy sent to students prior to departure. The course fee covers the cost of this insurance. All students should read this carefully and arrange personally for any supplemental coverage (i.e. Travel Insurance) desired. CCV makes no representation as to the availability or level of proficiency of medical care. Responsibility for medical treatment of pre-existing conditions rests solely with the student.

If CCV incurs any expense on behalf of a student who is not covered by insurance, the student agrees to make immediate repayment upon return.

CCV cannot refund students who are unable to travel. We recommend students consider purchasing supplemental travel insurance. There are a variety of plans available for purchase, but students might consider purchasing a policy that reimburses travel costs if students are unable to travel due to illness, inclement weather, work obligations, unplanned airline strikes, etc. It is important to note that most travel insurance providers require that you purchase insurance within a specified number of days after the trip has been paid.

WAIVER AND RELEASE

Although CCV has made every reasonable effort to assure students' safety while participating in the program, there are unavoidable risks in travel overseas, including those associated with strikes, civil unrest, war, weather conditions, and other possibly dangerous conditions that are beyond the control of CCV. By your signature below, you voluntarily assume and accept these risks and you hereby release and promise not to sue CCV or the VSC, its trustees, officers, and agents or any of them, for any damages or injury (including death) caused by, deriving from, or associated with such risks, except for such damages or injury as may be caused by gross negligence or willful misconduct of the employees, agents of CCV or the VSC.

If you have any outstanding warrants against you, you may be detained either at departure or arrival back in the US. If you are apprehended, there is nothing the college can do to intercede. Also, if you have a criminal record, it is your responsibility to research the implications for travel abroad. The college cannot be held responsible for any security procedures. If you anticipate there may be a delay at the airport, please let CCV staff know ahead of time.

AIR TRANSPORTATION

CCV, as the student's agent, arranges for scheduled air transportation through an airline or travel agent. Students agree that CCV assumes no responsibility or liability for death or injury to the student or for loss or damage to property (including baggage) resulting from the provision of air transportation and other services. *Additionally, CCV will in no way be financially responsible for any additional costs incurred by the student due to airline delays or cancellations.* The passenger contract in use by the airlines, when issued, will constitute the sole contract between the airline and the passenger. CCV will designate the times and ports of departure for all group transportation during the program and will arrange for assembly at the designated times and places. However, each student is solely responsible for any missed connections due to failure to assemble in a timely manner. CCV will in no way be liable for the cost of alternate transportation or for any losses resulting from the student's failure to use the designated transportation.

Upon departure, the student must present a passport or travel document that matches the name on the passenger manifest. Obtaining a passport and any other required travel documents is the sole responsibility of the student. If not a US citizen, the student accepts responsibility to obtain all visas and required documents to enter all countries on the itinerary. The inability to obtain these visas and other documents does not constitute grounds for a refund after January 24, 2017.

PASSPORTS MUST BE VALID FOR AT LEAST 6 MONTHS AFTER JUNE 1, 2017.

PARTICIPATION

Students are required to participate fully in all program components. Students are required to comply with all policies and procedures of CCV. **NOTE: Students must be in compliance with the course attendance policy in order to go on the trip**

PROGRAM RESTRICTIONS

NOTE: all rooms are double or triple. Single room supplement is \$550.

Certain activities deemed potentially dangerous to individual safety and program integrity are not permitted and are grounds for dismissal. These include, but are not limited to: hitchhiking, driving, accepting rides offered by locals, motorcycling, parachuting, bungee jumping, hang-gliding, riding in private airplanes, rock climbing, white water rafting, and scuba diving. Independent activities during the program are limited and restricted. In general, behaviors that are deemed by CCV to put yourself or others at risk are not permitted and you agree to abide with any limitations.

Students agree to remain with the scheduled program for the entire period, up to and including arrival back in the USA.

A student who leaves the scheduled program at any time without authorization from CCV will be considered withdrawn. Travel expenses incurred due to a premature return to the USA from abroad, either alone or accompanied, must be borne by the student. By leaving the program, the student accepts all risks and damages that result from the departure.

DISMISSAL

CCV, in its sole discretion, reserves the right to dismiss any student for the following reasons: failure to participate fully in all program components, failure to observe published policies or procedures, failure to disclose material information requested by the college (e.g. health information, criminal background), ill health that interferes with effective program participation, or conduct that is, in the sole judgment of the Dean of Students or designee, improper or offensive to the host community, potentially detrimental to the health or safety of the student or other members of the program, or inappropriate for the program or for study in a cross-cultural environment. Examples may include, but are not limited to, the use of drugs, unacceptable sexual behavior, or excessive alcohol consumption. In the event of dismissal, travel expenses incurred due to a premature return to the USA from abroad, either alone or accompanied, must be borne by the student.

NOTE: Using illegal drugs or excessive drinking is simply not permitted. Being impaired limits the ability to function as a member of the class, may cause tardiness, impacts negatively on the group, and is offensive to our host community. Drunkenness at any level is not allowed.

HEALTH AND SAFETY

As with any experience involving travel, **students should understand that they will be doing a moderate amount of physical activity and should be in good health.**

To protect your health while overseas, you may need certain pre-departure immunizations followed by reasonable health precautions while in the country. The risks of acquiring disease can vary greatly. Questions or concerns should be directed to the U.S. Center for Disease Control and Prevention (CDC) in Atlanta: wwwnc.cdc.gov/travel or your own physician. For a list of travel clinics in Vermont visit www.travelhealthresource.com/clinics/VERMONT.asp.

CCV requires study abroad participants for all trips to provide documentation that you have received the immunizations listed below. Please note that students born prior to 1957 are exempt. Students will need to provide documentation for the following immunizations:

1. Tetanus Booster (Tdap/Td) within the past 10 years.
2. MMR (Measles, Mumps and Rubella) vaccine 2 doses **or** positive titer test.
3. Varicella (Chickenpox) – statement student has had the Chickenpox **or** 2 doses of the Varicella vaccination **or** positive titer test.

If you have questions, please call Linda Schlott at 802.828.3024 or email linda.schlott@ccv.edu.

POLICY 311-A, SEXUAL MISCONDUCT

To comply with the Violence Against Women Act (VAWA) legislation, CCV is required to educate students about sexual misconduct and assault, healthy relationships and sexual assault prevention. All study abroad student participants are required to complete, prior to the trip portion of the class, four (4) online training modules. You may complete all four modules at the same time or space the modules out as time allows.

- Healthy Relationships and Dating Violence (35-45 minutes)
- Campus SaVE Act (20 minutes)
- Show Some Respect! Prevent Harassment (30 minutes)
- Lasting Choices: Protecting Our Campus from Sexual Assault (30 minutes)

Instructions for accessing the modules as well as a link to the modules will be posted on the Travel Writing (ENG-2090-VJ01) Moodle site once the semester begins. **Any student who does not complete all four (4) modules prior to the trip portion of the class will not be allowed to go on the trip and no trip refund will be given.**

MISCELLANEOUS

These "Conditions of Participation" represent the complete understanding with CCV and the VSC concerning CCV's/VSC's responsibility and liability for students' participation in the CCV Study Abroad program. These "Conditions of Participation" supersede any previous or contemporaneous understandings with CCV/VSC, whether written or oral, and cannot be changed or amended except in writing and signed by an authorized officer or agent of CCV. Should any provision or aspect of this agreement be found unenforceable, all remaining provisions of the agreement will remain in full force and affect. Should there be any dispute concerning participation in the program that would require the adjudication of a court of law, such dispute or lawsuit must be filed only in a court in Washington County, Vermont or in the United States District Court for the District of Vermont, to the exclusion of any other court or jurisdiction. This agreement shall be governed by the laws of the State of Vermont (without regard to conflicts of laws rules.)

AGREEMENT

In anticipation of enrollment at CCV and in consideration for being permitted to participate in the Study Abroad program, ***I agree to the terms of these "Conditions of Participation."*** I acknowledge that I have read them and understand them thoroughly, and I represent that my agreement is wholly voluntary. I have shared the above information with those other parties responsible for payment or with related interest. I understand that before signing this agreement, I have the right to consult with the advisor, counselor, or attorney of my choice. *I certify that I am 18 years of age or older.*

Student's name (print)

Student signature..... *Date*

In anticipation of enrollment at CCV and in consideration for being permitted to participate in the Study Abroad program, ***I agree to complete the required Policy 311-A modules prior to the trip.*** I understand that before signing this agreement, I have the right to consult with the advisor, counselor, or attorney of my choice.

Student's name (print)

Student signature..... *Date*

In anticipation of enrollment at CCV and in consideration for being permitted to participate in the Study Abroad program, I acknowledge that I am in good health and ***physically able to walk up to five (5) miles per day over uneven surfaces.*** I understand that before signing this agreement, I have the right to consult with the advisor, counselor, or attorney of my choice.

Student's name (print)

Student signature..... *Date*

In anticipation of enrollment at CCV and in consideration for being permitted to participate in the Study Abroad program, I acknowledge that I will be available for travel from May 7-16, 2017. ***I also acknowledge that I am responsible for additional airline taxes or fees due to fuel costs charged within two weeks of departure.*** I understand that before signing this agreement, I have the right to consult with the advisor, counselor, or attorney of my choice.

Student's name (print)

Student signature..... *Date*

Please make a copy for your records.

A Vermont State College offering courses and programs throughout the state

PO Box 489, Montpelier, VT 05601 ♦ (802) 828-3024 Fax (802) 828-2805

Publicity

NOTE: The Publicity release is optional

I understand that future publicity materials may include statements made by participants or their photographs and film or video images and voices. I consent to such use of any comments, photographic likenesses, and film or video images and voices in any medium.

I understand that the images are the property of CCV.

Name (Please print) _____

Signature _____ Date _____

PASSPORT INFORMATION

___ I currently have a U.S. Passport. # _____ Exp. Date _____

___ I submitted a passport application on _____ (Date).

___ I am currently studying at CCV with an I-20.

Print name **EXACTLY** as it appears on passport:

Signature _____ Date _____

To participate in a CCV study abroad course, you are required to:

1. Obtain a valid U.S. passport (*if you are a U.S. citizen*) or
2. Contact Linda Schlott at 802-828-3024 to obtain the required signature on your I-20 (*if you are a non U.S. citizen studying at CCV on a student visa*)

Some of the following information can also be found at this web address: www.travel.state.gov.

You can apply for a U.S. passport at most federal, state and probate courts, many post offices, some libraries and a number of county and municipal offices. To obtain a passport application form you can visit one of these acceptance facilities, or download it from the Internet at www.travel.state.gov.

The same day that you apply, your application will be sent to Passport Services for processing. You should receive your passport within 6 weeks via first class mail. **The current fee to obtain a passport is \$135.**

YOUR PASSPORT MUST REMAIN VALID FOR 6 MONTHS AFTER YOUR RETURN TO THE USA.

AUTHORIZATION FOR EMERGENCY MEDICAL CARE

I hereby give permission for CCV staff to seek first aid or emergency medical treatment for me in the event of injury or illness during the study abroad trip, including transportation by ambulance and hospitalization. I will be responsible for any and all costs of medical attention and treatment.

Participant's Signature _____ *Date* _____

EMERGENCY CONTACT INFORMATION

Please Print

1. Name _____

Relationship _____

Phone _____

Phone2 _____

Email _____

2. Name _____

Relationship _____

Phone _____

Phone2 _____

Email _____

CCV STUDY ABROAD STATEMENT OF PURPOSE

1. Submit an essay with this application packet answering these questions:
 - Why are you choosing to study abroad? Why is this choice right for you at this time?
 - How will this experience contribute to your educational goals?
 - Have you ever studied or traveled abroad? If yes, please describe.
 - Please tell us anything else about yourself and your interests and goals that is relevant to your decision to study abroad.

Please put your name at the top of each page. Your essay should be word processed or typed. Essay length should be a ***minimum*** of three paragraphs. We use the essay to determine whether you are ready for the academic rigors of a study abroad course and as an indicator of your ability to do well in an independent setting.

2. Please indicate how you will pay for the course. Check as many as apply.
 - Financial aid approved by CCV Financial Aid counselor.
 - Check or credit card
 - AMS payment plan

Name: _____