



FORMS PACK

It is important you begin completing these forms as soon as possible.

Be sure to reference your Pre-Departure Checklist -- not every form is applicable to every student, and not all things you must do are included in this Pack.

All paperwork prior to departure should be mailed to interstudy at the address listed below.

interstudy
63 Edward Street
Medford, MA 02155-6653
Voice: 781.391.0991
Toll Free: 1.800.663.1999
eMail: studyabroad@interstudy.org

FAXES: All signed forms EXCEPT visa or program application forms can be faxed rather than mailed to interstudy at 781.391.7463



FLIGHT AND VISA MEMO OF UNDERSTANDING

Flights:

I understand that the cost of my flight is not included in the interstudy Program Fees. I understand that if I arrive more than one half hour after the time specified by interstudy, (or group flight arrival time) special transportation may need to be arranged for me at an additional cost to myself. I understand that all transportation arrangements must be approved by interstudy in advance. Also, arrangements to gain access to my residence must be made and approved. I further understand that arriving late and missing the scheduled Arrival Program or Host Institution Orientation may have serious consequences in regards to course registration or obtaining interstudy or host institution services. In cases where a late arrival will jeopardize student safety or the quality of the academic experience, I understand that interstudy reserves the right to discontinue my participation on the program, and that if this occurs I may not be refunded any previously paid, or currently owed Program Fees.

I understand that in order to gain entry to a foreign country or in some cases obtain a visa I will need a ticket proving my intended departure from said country.

Visa Services:

I understand that if I am studying in the United Kingdom for a full year, I am responsible for obtaining my own Visa. I understand that if I am not studying for a full year but wish to gain entry clearance, I am responsible for obtaining this myself.

I understand that if I am studying in South Africa, interstudy will assist in obtaining my visa up to the dates specified in the pre-departure checklist. If I do not have all of the necessary paperwork in by these dates, I understand my paperwork will be returned to me by interstudy and that I will be responsible for processing my own visa and for paying the fees which will accompany this process.

I understand that the minimum amount of visa processing time for interstudy is 6 weeks and if I need my passport prior to two weeks before the date of departure then I will be responsible for processing the visa on my own and for any associated fees.

** Please cut along dotted line and return lower portion

Flight and Visa Memo of Understanding

I understand in full all of the above.

Print Full Name

Signature

Date

interstudy studyabroad

Code of Conduct

Participants on interstudy programs are expected to exhibit sensitivity to the host culture, maintain good behavior, and observe local rules and laws. interstudy reserves the right to dismiss any participant for reasons of unacceptable personal and/or academic behavior. Such dismissal will be without refund and return transportation will be at the student's expense.

The Code of Conduct incorporates rules and policies that students are responsible for knowing and following. Students must review and be familiar with policies in the interstudy catalog, this Code of Conduct, the information on the interstudy website, and information in the Student Handbook.

A. Code of Academic Conduct:

1. Students must maintain an adequate standard of academic work. interstudy recommends that students enroll in a course load equivalent to 14-16 U.S. semester-hour credits while they are abroad in order to meet the normal course requirements of most U.S. colleges and universities. Students must receive written permission from their home institution and from interstudy to take fewer than 14 semester-hour credits (though a minimum of 12 semester-hour credits is always required).
2. Students must not engage in plagiarism, cheating, or other forms of academic dishonesty.
3. Students must agree to abide by all academic and conduct regulations set forth by the host institution as a condition of their enrollment.

B. Code of Non-Academic Conduct:

1. Students must attend all mandatory interstudy and host institution orientations and meetings.
2. Students must obey all local governmental laws and regulations where the program is located. Students are subject to the laws of the host country. Students will attend to legal matters with personal funds. interstudy does not guarantee that assistance can be provided under such circumstances.
3. Students must behave responsibly at all times. Behavior considered unacceptable includes but is not limited to: Actions causing danger to oneself or others; Actions which result in the intentional or unintentional destruction of others' property; Involvement in theft; Possession of firearms, bombs, or other incendiary/explosive devices; Furnishing false information to interstudy staff, local authorities, and institution officials; Very loud and/or disruptive behavior; Anti-social or unseemly behavior which reflects poorly on fellow interstudy students or interstudy itself; Failure to heed the direct instruction of interstudy staff or host institution staff.
4. Students are not permitted to behave violently at any time. This includes physical violence, intimidation, and verbal abuse.

5. Inappropriate sexual behavior disruptive to the program or offensive to the host culture is not tolerated. Sexual misconduct refers to sexual harassment, sexual assault, threats, or coercion.

6. Alcohol abuse/misuse is not tolerated. Alcohol consumption that results in any of the following may lead to disciplinary action: loss of consciousness; destructive or abusive behavior; endangerment of self or others; treatment or hospitalization for alcohol poisoning.

7. Drug abuse/misuse is not tolerated. The possession, use, manufacture, distribution, or dispensing of illegal drugs of any type is not permitted.

8. While in the host country, students must refrain from political activity for their own safety. Students should avoid joining political parties or unions, demonstrations, soliciting political material, or picketing.

I understand that as an interstudy student, I will be viewed as a representative of my country and of interstudy. It is my intention to act as a good-will ambassador and to conduct myself in an appropriate manner. I have read the above rules and fully agree to follow them. I understand that violation of this agreement will lead to disciplinary action and sanctioning by interstudy and/or local authorities. I also understand that signing this form is a requirement for participation in an interstudy program.

Print Name: _____

Signature: _____

Date: _____

Sanctions:

Any violation of interstudy's Code of Conduct may result in the issuing of a sanction. Sanctions may vary depending on the circumstances and severity of the infraction. Sanctions may include but are not limited to: written warning; probation; dismissal from program; removal from housing; disciplinary action by host institution; and disciplinary action by home institution. Note that sanctions will be issued directly to the student and may be copied to the student's home institution, host institution, and parents if necessary.

Disciplinary Process:

1. The designated interstudy staff member will issue the student a written notice of the alleged violation. A copy of this notice will be shared with the student's home college and host institution and may be shared with the student's parents. The notice will briefly describe the alleged infraction and will denote which regulation of the Code of Conduct has been breached.

2. After reading the written notice, the student will have an opportunity to be heard by the

designated interstudy staff member before a decision is made and a sanction is issued. In rare cases, immediate action to prevent disruption or harm may be taken before the student has a chance to be heard, although such an opportunity will be given to the student as soon as possible thereafter.

3. The designated interstudy staff member responsible for the student's case will consult with the interstudy Boston office before deciding whether to impose sanctions.

4. After reviewing the available information, hearing the student's response, and consulting as appropriate, the designated interstudy staff member will decide whether the student has breached the Code of Conduct and will determine the appropriate sanction. The student will then receive a written notice of the decision and the sanction and a copy will be sent to the student's home and host institutions.

5. Students may appeal the decision if they believe error has occurred in the original proceeding. Interstudy's official Appeals Process document must be used.

6. In addition to interstudy's disciplinary action, students are subject to the disciplinary processes of their home institution and their host university. Host universities will notify interstudy if action is to be taken against interstudy students. Interstudy may not be able to intervene on behalf of the student in such cases. Dismissal from a host institution results in an automatic dismissal from an interstudy program.



WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

In consideration of Interstudy offering an Interstudy Program at _____ (Program Institution) during the period from _____ (Month/Year) to _____ (Month/Year), the undersigned does hereby covenant and agree as follows:

I, _____, the undersigned (and my parents or guardian if I am under the age of twenty-one (21), a forthcoming/current enrollee on the Interstudy Program referenced above, hereby acknowledge that I have read and understand the terms and conditions set forth in this Waiver of Liability And Hold Harmless Agreement ("the Agreement") and in the Interstudy student handbook.

All references in this Agreement to "Interstudy" shall include Interstudy UK, Interstudy USA and Interstudy RSA, their officers and directors, agents, servants, employees and affiliated companies.

I understand that I am responsible for exercising caution and common sense at all times to avoid injuries while enrolled on my Interstudy Program.

I acknowledge that Interstudy cannot provide any supervision or support for me during any periods of independent travel.

I agree to comply with Interstudy's rules and instructions at all times and fully understand that if I fail to comply, Interstudy may, at its discretion, terminate my participation in the Program. I understand that if my participation in the Program is terminated that there will be no refund of any Program fees.

I acknowledge the dangers and risks of participating in an Interstudy Program in _____ and in consideration of being permitted to participate in the Program, I agree, on my behalf and my family, heirs, assigns and personal representatives, to assume all risks and responsibilities surrounding my participation in the Program, transportation, and any independent research or adjunct activities undertaken by me, and to forever release and unconditionally discharge Interstudy from and against any and all claims of liability for any harm, injury, damage, claim, demands, actions, causes of action, costs and expenses resulting from acts of God, war, strikes, crime, terrorism, sickness or quarantine, government restrictions or regulations. Furthermore, I forever release and unconditionally discharge Interstudy from any claims for loss, damage or injury, including suffering or death, that may be sustained by me during periods of organized or independent travel, vacation or Program enrollment and/or participation.

I agree that if I become ill or incapacitated, Interstudy may take such actions as it considers necessary under the circumstances, including securing medical treatment for me and transporting me to the United States. I hereby release Interstudy from any liability relating to this medical care.

I understand that although Interstudy does provide some medical and travel insurance for my benefit, I acknowledge that in the event of a claim, Interstudy assumes no liability whatsoever for any financial loss or damage.

This Agreement shall be governed by the laws of England and Wales and any disputes shall be litigated in and before a court located in England, to the exclusion of the courts of any other state or country.

This Agreement cannot be modified except in writing signed by the undersigned and Interstudy.

It is my intent that this Agreement shall bind the members of my family and my spouse, if applicable, if I am alive, and my family, estate, heirs, administrators, personal representatives or assigns, if I am deceased, and shall be deemed as a release, waiver, discharge and covenant-not-to-sue Interstudy. I agree to save and hold harmless, indemnify and defend Interstudy from any claim by me or my family arising out of my participation in an Interstudy Program.

The undersigned intends this Release to take effect as a sealed instrument and executes the same freely, knowingly and voluntarily.

Student Signature & Date

Witness Signature (Mandatory--can be anyone) & Date

Parent/Guardian Signature & Date (if student is under 21)

Witness Occupation



PROGRAM FUNDING AGREEMENT (PFA)

INSTRUCTIONS: If you wish to apply Financial Aid to your interstudy Program Fees, you **MUST** submit this form. Ask your Financial Aid Office to complete Sections A and B. When they have done so, complete and sign Section C and return this Agreement to interstudy.

Student Name _____

interstudy Program _____

Term of Study: () Fall/Semester II () Spring/Semester I () Full Year

SECTION A - PROGRAM FUNDING

Grants and Scholarships:

Type	Spring/Semester I Amount	Disbursement Date	Disbursement Sent To:	Fall/Semester II Amount	Disbursement Date	Disbursement Sent To:
PELL GRANT	\$			\$		
SEOG GRANT	\$			\$		
STATE GRANT	\$			\$		
STATE SCHOLARSHIP	\$			\$		
COLLEGE GRANT	\$			\$		
OTHER _____	\$			\$		

Loans:

Type	Spring/Semester I Amount	Disbursement Date	Disbursement Sent To:	Fall/Semester II Amount	Disbursement Date	Disbursement Sent To:
STAFFORD LOAN	\$			\$		
PERKINS LOAN	\$			\$		
PLUS LOAN	\$			\$		
COLLEGE LOAN	\$			\$		
OTHER _____	\$			\$		

SECTION B - FINANCIAL AID OFFICER (Please Complete)

"I hereby certify that the student named above has applied for and been awarded the Financial Aid as detailed above."

Printed Name _____

Signature _____

email: _____

Telephone: _____

Address: _____

SECTION C - STUDENT (Please Complete)

I understand that I will be receiving \$_____ in financial aid for the [Fall/Semester II, Spring/Semester I, Full Year]. I agree that this money will be used to pay my interstudy Program Fees.

I hereby certify that I have read and agree to the conditions and terms of enrollment as stated in the Student Handbook. I authorize my home college to disburse my financial aid, detailed above, to interstudy.

If I receive any or all of the Financial Aid myself I will immediately forward such amounts to interstudy. Should the amount of Financial Aid awarded to me be less than my interstudy Program Fees then I understand that I am responsible for the balance. I also understand that my transcript will not be released until I have paid my interstudy Program Fees in full.

Student Signature _____

Date: (Day/Month/Year) _____



DEED OF GUARANTEE

By giving this Guarantee and Indemnity you might become liable instead of or as well as the student.

The amount you may have to pay is limited to the total amount owing now or in the future under the study abroad contract referred to below.

THIS DEED OF GUARANTEE AND INDEMNITY is made the _____ day of _____/_____ (month/year) between interstudy Worldwide, herein after referred to as "interstudy" and

Name of Guarantor

of

Address of Guarantor

NOW THIS DEED WITNESSES:

1. interstudy has entered into a study abroad contract with

Student Name

of

Student Home Address

dated

_____(the contract)
Day/Month/Year

and it is a condition of the contract that the guarantor enters into this deed of guarantee and indemnity.

2. The guarantor agrees that the "Guarantee Conditions" set out overleaf apply to this deed.

3. The guarantor agrees that interstudy can treat him/her/them as personally owing all sums due to it under the contract.

4. This deed shall be exclusively subject to the provisions of the law relating to England and Wales or the United States of America at the option of interstudy.

SIGNED AS A DEED by the said

(print guarantor's name here)

(sign guarantor's name here)

in the presence of:

Witness Signature _____

Witness Address _____



UNIVERSITY OF THE PACIFIC, SCHOOL OF RECORD RELEASE FORM

Name: _____
Last First Middle

Social Security Number: _____

Date of Birth: _____
Month/Day/Year

Gender: () Male () Female Ethnic Background: _____

Citizenship: _____

Address to mail transcripts to Student:

Address: _____
Street City State/Province Zip/Post Code

Phone: _____ Email: _____
Area Code Number

Address to mail transcript to Home College Registrar/Study Abroad Advisor:

University: _____

Address: _____
Street City State/Province Zip/Post Code

Phone: _____
Area Code Number

Semester, Year: _____

Number of Credit Units Needed at Home College Per Semester/Quarter: _____

I, _____ (student name), Social Security number _____
do hereby give the Registrar's Office at the University of the Pacific permission to release my official transcript to the International Programs and Services office at the University of the Pacific.

Signature

Date