



STUDY ABROAD STUDENT CONTRACT

Read and initial each section of this contract to acknowledge your understanding and agreement.

_____ I **have carefully reviewed** the following sources of information about each of the countries in
Initial which I plan to travel:

- U.S. State Department Travel website for planned countries of travel
<http://travel.state.gov/content/passports/english/country.html>
- U.S. Bilateral Relations Fact Sheets
<http://www.state.gov/r/pa/ei/bgn/>

_____ I **understand** that upon signing this form I will be removed from on-campus housing for the
Initial semester/year I am abroad.

_____ I **understand** that I will pay CMC tuition and the CMC Study Abroad Program Fee.
Initial

_____ I **understand** that CMC will pay my program fees, tuition, room, and board expenses (as
Initial recommended by the program for periods when classes are in session), as well as provide a round-trip student airfare allowance and, for certain programs, provide a local transportation allowance, and/or upgraded iNext international emergency health insurance plan.

- Program fees cover a variety of expenses depending on your destination. Please understand exactly what is and is not covered before your departure.

_____ I **understand** that CMC does not cover expenses for study abroad relating to medical exams,
Initial vaccinations, passports, photos, visas, residence permits, fees associated with obtaining such permits, cell phones, internet access, field trips not included in the sponsor's program fee, independent travel, non-academic course fees, entertainment, laundry, and personal expenses, including independent travel.

_____ I **understand** that I am responsible for paying any refundable housing deposits.
Initial

_____ I **understand** that it is my responsibility to arrange for travel to and from the study site with my
Initial CMC airfare allowance.

_____ I **understand** that I am required to arrive at the program as indicated by my program provider
Initial and that I am required to remain on the program until all final exams have been completed. Late arrival and early departures are not allowed.

_____ I **understand** that I am required to retain my current medical and accidental coverage in
Initial addition to the iNext International Emergency Health Insurance and any abroad insurance provided me by my program sponsor while en-route to and for the duration of my off-campus study.

_____ Initial **I understand** all pre-registration for the semester following study abroad will be sent via CMC email. I will complete my pre-registration via the portal, taking into consideration time zone differences and internet access. I will contact the Registrar via email if the appointment time for the portal is not convenient for my location.

_____ Initial **I understand** that once I have been cleared to go abroad, I will be enrolled in a 4-unit place-holder course by the Registrar for my study abroad semester. The actual coursework and letter grades will be recorded on the CMC transcript after an official transcript has been sent by the study abroad provider and received intact by either the OCS or Registrar's office.

_____ Initial **I understand that final approval is subject to clearance of my academic, financial, and disciplinary standing.** OCS reviews the standing of all applicants with appropriate offices prior to finalizing approval. Students must have all financial aid paperwork and study abroad forms completed and submitted before clearance to go abroad is finalized. **I understand** that if I am not cleared **by the first day of finals** the semester prior to study abroad **I will be not be pre-registered for classes and will be withdrawn from the study abroad program.**

_____ Initial **I understand** that CMC will pay the non-refundable commit/acceptance deposit on my behalf to my program sponsor. Should I decide to withdraw from my program after confirming with my sponsor, this amount will be charged to my student account.

_____ Initial **I understand** that if I withdraw from study abroad I must notify the program sponsor, the Registrar, and Off-Campus Study Office **in writing** of my intention to remain at CMC and that **on-campus housing is not guaranteed.** I will be required to petition the Academic Standards Committee for readmission should I decide not to study abroad and not return to CMC.

_____ Initial **I have read, understand and agree** to the College's financial policies explained in the College catalog and written materials provided by OCS. In the event of withdrawal from an OCS program, the refund policy of the program provider will apply and that I will be liable for any other unrecoverable expenses incurred on my behalf by CMC. Additionally, Claremont McKenna College will require repayment of any funds paid out directly to me.

By signing this contract I authorize CMC to pay my non-refundable commitment deposit and all program fees to my program sponsor.*

SIGNATURE

DATE

**Payment for your commitment deposit, program fees, and stipends will not be made without this signed and dated form or for any student who has an outstanding debt to the College.*

Revised 2/23/15