



WASHINGTON PROGRAM STUDENT CONTRACT CMC Students

Initials

I understand that upon signing this form I will be removed from on-campus housing for the semester I am in Washington, DC.

Initials

I understand that I will pay CMC tuition and the ASCMC fee.

Initials

I understand that I will arrange my housing direct with a landlord in Washington. I will contract the lease, make payments, be a responsible tenant, and notify of vacancy in a timely manner. I understand that meals are my own responsibility.

Initials

I understand that CMC does not cover expenses for the semester relating to medical exams, cell phones, internet access, entertainment, laundry, and personal expenses.

Initials

I understand that it is my responsibility to arrange for travel to and from the Washington Program. CMC will reimburse travel as per the published Washington Program guidelines.

Initials

I understand that I am required to participate in the program in its entirety including orientation and final exams. Late arrival and early departures are not allowed.

Initials

I understand that I am required to retain adequate medical and accident coverage. I will research the claims process and find medical providers that will work with my coverage.

Initials

I understand that I will be expected to attend all pre-departure meetings or make other arrangements with the OCS office to obtain the information discussed or distributed at the meetings.

Initials

I understand that I must actively pursue and arrange for an internship in Washington for the semester. I am expected to answer inquiries from Dr. Spalding, the OCS office, and my prospective intern supervisors.

Initials

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 off-campus study forms completed and submitted before clearance to go off-campus is finalized. **I understand** that if I am not cleared **by the first day of finals** the semester prior to going off-campus, ***I will be not be pre-registered for classes and will be***

withdrawn from the Washington Program.

Initials

I understand that once I am cleared to go off-campus, I will be automatically enrolled in Govt 30, 125, 126, and 127 by the Registrar.

Initials

I understand that I must remain enrolled in all courses and not drop a course or the internship while on the program. I will have good attendance for courses, speakers, and my internship.

Initials

I understand that I may be dismissed from the program if I am terminated from my internship or I am unable to complete my coursework as determined by the Program Director and the CMC Academic Standards Committee (ASC) after conducting a thorough investigation.

Initials

I understand all pre-registration for the semester following the Washington Program will be sent via CMC email. I will complete my pre-registration via the portal, taking into consideration time zone differences.

Initials

I have read, understand and agree to the College's financial policies explained in the College catalog and written materials provided by OCS.

Initials

I understand that CMC's guide to Student Life, Basic Rule of Conduct, and Statement of Academic Policies govern student conduct while on the Washington Program.

Initials

I understand that if I withdraw from the Washington Program, I must notify the CMC 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 return to CMC that semester.

Initials

I understand that a \$500 withdraw fee will be charged to my student account should I decide to withdraw from the program. Exceptions to this fee will be made for documented medical reasons for withdrawing.

SIGNATURE

DATE

PRINTED NAME

ID NUMBER