

Suffolk University
IB 550 TC4 EU
Spring 2012 Semester

Name _____ Student ID# _____

Suffolk Email _____ Phone: _____

Please submit this form along with your passport and \$500 seminar fee deposit and Registration form to Jackie Gerhold (617-573-8077), 8 Ashburton Place, Sawyer 659

- Deposit must be a check or money order made out to SUFFOLK UNIVERSITY (NO CASH!)
- Please write your Suffolk ID number in the Memo section of the check.

Please read the following information, initial each statement and sign below if you accept these conditions

___ **I understand that students enrolled in this course CANNOT graduate in May.**

___ **I understand** that I should NOT rely on this course for graduation.

___ **I understand that this is a Spring 2012 course and will appear on my Spring schedule and will therefore receive an Incomplete until my grade is submitted during the Summer Semester.**

___ **I understand** that travel for this course will be May 5-13, 2012.

___ **I understand** that the \$500 seminar fee deposit is NON-Refundable, unless Suffolk University cancels the course.

___ **I understand** that the total seminar fee will range from \$2,800 - \$3,200 and will include accommodations, ground transportation, cultural activities, and most meals

___ **I understand** the seminar fee **DOES NOT** include flight I am responsible for purchasing my own airfare

___ **I accept** that the following refund schedule will be applied should you decide to withdraw from the seminar after initial registration.

- **The remaining seminar fee balance will be billed by Student Accounts in December, together with other tuition and fees for Spring 2012 semester. At least 50% tuition, including the remaining seminar fee balance, will be due December 15; with the remaining balance due March 15; following standard University billing procedures.**

___ **I understand that tuition for this 3 credit course is in addition to the global travel seminar fee.**

___ **I understand** that should I withdraw from this course the university has the right to withhold any or all of the seminar fee to cover costs incurred.

___ **I understand** that Suffolk University reserves the right to make cancellations, changes or substitutions to the agenda, course, faculty, flight arrangements (if applicable), and other services, in the case of emergencies or changed conditions as deemed desirable based on the interest of the group and academic quality of the course.

___ **I understand** that I am responsible for having proper health insurance coverage while abroad and ensuring that my health care coverage is extended to the country of travel

___ **I agree** to register for the itinerary and health section of the International SOS (internationalsos.com)

Signature _____ **Date:** _____

Student responsibilities:

1. Attend all scheduled class sessions.
2. Pay both tuition and the seminar fee for this 3 credit course.
3. Students are required to travel with the group departing from Boston and returning to Boston
4. Register with International SOS. Your professor will explain that you must complete both the travel section and the health care section.
5. Be on time at Logan with a valid passport for departure.
6. Maintain health insurance and carry your card. (Check to make sure health insurance covers you while you are in the countries visited on this travel seminar. You may want to consider purchasing supplemental insurance.)
7. Have your green card, if applicable.
8. Have your visa to study/work in the United States (International Students).
9. Have the immunizations for countries being visited. (Please check with your personal physician or with the Center for Disease Control, website www.cdc.gov.)
10. Have all documentation to enter all visited countries, as well as to re-enter the United States upon completion of the seminar.
12. While a participant of this course, students are fully subject to University rules, regulations, and policies. (You must adhere strictly to such rules, regulations and policies during your participation. There will be no refund for any students dismissed from the course.)
13. Students are responsible for obtaining and keeping safe passport, visa, money, traveler's checks, jewelry, and all other property.

Signature _____ **Date:** _____

As a student at Suffolk University, in order to participate in the travel seminar to France & Belgium, between May 5, 2012 and May 13, 2012, the undersigned student makes the following agreement;

The student recognizes there may be risks involved during the travel seminar. The nature of the risks may not always be readily ascertainable. Suffolk University is not prepared to analyze or make judgments of these risks for the student, nor is Suffolk University financially able to assume liability or legal responsibility for any damages suffered by a student arising out of any activities on the trip.

In addition, the University's general liability policy covers only the employee of the University and does not extend to students. Therefore, students are wholly responsible for their own actions and realize that the University will not provide coverage for any damage they may cause to others

The student hereby releases, disclaims and exonerates Suffolk University from any and all liability for any and all injuries, losses, damages, or other adverse consequences arising directly or indirectly from participation in the travel seminar, regardless of the source or nature of the cause thereof.

Print Name _____ Signature _____

Address: _____ Date: _____

Emergency Contact Information:

Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

**To be completed by the SBS Undergraduate Office:
CAS students MUST BE APPROVED by their CAS advisor!**

Major: _____ Year: Sophomore Junior Senior

GPA: _____ Comments: _____
(Minimum 2.5 GPA required)

UG Office Signature: _____ Date: _____

CAS Office Signature: _____ Date: _____