



## APPLICATION AND PAYMENT DUE DATES

### ELAP LATIN AMERICA AND SPAIN PROGRAMS:

You must submit your application **no later** than 2 months prior to the start of the program for which you are applying. ELAP Spring Break program deadline is February 1, 2011.

### ELAP LONDON PROGRAMS:

You must submit your application **no later** than 3 months prior to the start of the program for which you are applying. **Due to the lengthy process for obtaining a visa and confirming your placement, ELAP recommends submitting your application more than 3 months prior, if possible.**

### ELAP + INTERNATIONAL STUDIES ABROAD® PROGRAMS:

Please visit [www.studiesabroad.com](http://www.studiesabroad.com) for ISA application, final forms and payment due dates for participation in any ISA program in conjunction with ELAP.

**All final forms and payment deadlines for ELAP programs are 6 weeks prior to the program start date.** This deadline will be set in the student's online portal. Program participants must follow the deadlines listed in their student portal for all ELAP and/or ISA programs they are enrolled in.

## CANCELLATION POLICY

ELAP accepts students on a rolling basis so applications should be submitted as soon as possible. Check the application due date for the program of your choice and submit your application accordingly. ELAP recommends submitting applications at least one to two months before the application due date. Students will be required to submit completed paperwork from the student portal and full payment by their program's final forms and payment due date, as stated in their online student portal. Students who have not paid in full by the final forms and payment due date are subject to a late fee of \$150.

### Before you continue, please review the ELAP Cancellation Policy:

This policy applies to all cancellations, regardless of the reason. Your request to withdraw and receive a refund must be made in writing to ELAP. The deposit is non-refundable once your application has been submitted. If your application is denied due to eligibility reasons, or if we are unable to confirm a placement in one of your listed preferences, your deposit will be fully refunded. Alternative payment arrangements (financial aid, payment plans, etc.) do not exempt you from this policy.

1. If you withdraw from the program **on or before the original payment due date**, you are liable for the \$200 application deposit. This applies to any ELAP program.

### For ELAP stand-alone programs in Latin America and Spain:

1. If you withdraw **1-9 days after the original payment due date**, as stated in your online student portal, you are liable for \$750 plus costs incurred by ELAP on your behalf.
2. If you withdraw **10-20 days after the original payment due date**, as stated in your online student portal, you are liable for \$1,000 plus costs incurred by ELAP on your behalf.
3. If you withdraw **21 or more days after the original payment due date date**, as stated in your online student portal, but prior to the final deadline for withdrawal, you are liable for \$1,500 plus costs incurred by ELAP on your behalf.
4. The **final deadline** to withdraw from any ELAP program is **14 days prior to the start date of the program**. If you withdraw after this deadline, regardless of the reason for withdrawal, you are not eligible for any refund from ELAP.

### For ELAP stand-alone programs in London:

1. If you withdraw **1-9 days after the original payment due date**, as stated in your online student portal, you are liable for \$750 plus costs incurred by ELAP on your behalf.
2. If you withdraw **10-20 days after the original payment due date**, as stated in your online student portal, you are liable for \$1,250 plus costs incurred by ELAP on your behalf.
3. If you withdraw **21 or more days after the original payment due date date**, as stated in your online student portal, but prior to the final deadline for withdrawal, you are liable for \$1,750 plus costs incurred by ELAP on your behalf.
4. The **final deadline** to withdraw from any ELAP program is **14 days prior to the start date of the program**. If you withdraw after this deadline, regardless of the reason for withdrawal, you are not eligible for any refund from ELAP.

### For ELAP add-on programs, ELAP programs during your ISA semester, and Spring Break programs:

1. If you withdraw from the program **before your ELAP program start date**, you are liable for the \$200 application deposit, plus costs incurred by ELAP on your behalf.
2. If you withdraw from the program **after your ELAP program start date**, regardless of the reason for withdrawal, you are not eligible for any refund from ELAP.

If you change or defer to another ELAP or ISA program after the payment due date, as stated in your online student portal, but prior to the final deadline to withdraw, ELAP will assess a \$500 change fee plus costs incurred. Program changes are not permitted 1-14 days prior to the start of the program.

Prior to your official acceptance, please refrain from booking flights for your program. If booking occurs before official acceptance, ELAP is not responsible for airline fare or ticket change fees incurred by program participants.

*Prices and dates are subject to change without notice.*

## REQUIRED DISCIPLINARY INFORMATION

1. Have you ever been found responsible for a disciplinary violation at an educational institution you have attended at the college or university level, whether related to academic misconduct or behavioral misconduct?  Yes  No
2. Are you currently on probation, whether academic or disciplinary, at your home institution?  Yes  No
3. Have you ever been charged or convicted of a misdemeanor, felony or other crime?  Yes  No

**If you answered yes to any of the above questions, please attach a separate sheet of paper that gives the approximate date of each incident and explains the circumstances.** You must mention if the violation(s) resulted in your probation, suspension, removal, dismissal or expulsion from the institution. Your home institution will confirm the information above when they complete the Disciplinary Verification Form, which will be available in the student portal.

By signing below, I acknowledge that I have read and understand the ELAP Final Forms and Payment Due Dates and Cancellation Policy sections. I also certify that the details that I provided in the Required Disciplinary Information section are true and correct.

FULL NAME (PRINT)

PARTICIPANT'S SIGNATURE

DATE

X

**CODE OF CONDUCT**

**FINANCIAL RESPONSIBILITY** You agree to be personally responsible for all financial obligations associated with the program in which you are enrolled. You understand that if you have not paid in full, by the program deadline or by the other date agreed upon in writing with ELAP, the balance due is subject to a 1% monthly surcharge until paid in full. If you receive financial aid, you agree to a 1% monthly surcharge on any balance due and not paid in full within 10 days after you receive your financial aid disbursement from your home university. You understand the monthly surcharge is distinct from any late fee that ELAP may assess for any balance not paid by the deadline.

**PARTICIPANTS ARE RESPONSIBLE FOR PAYMENT OF ANY AND ALL DAMAGE CAUSED BY THEM OR CHARGES INCURRED BY THEM WHILE ON THE PROGRAM.**

**HOUSING** You may decide to not live in ELAP-arranged housing without penalty only if you submit the ELAP independent housing contract before the payment deadline. If you notify ELAP that you only need ELAP-arranged housing temporarily, ELAP will send a pre-arrangement contract that you must sign and return to ELAP before the payment deadline. At any time, if there are irreconcilable differences between you and your host family, ELAP will relocate you to another host family. ELAP will not reimburse you for housing expenses if you leave the program early. ELAP will not reimburse you for housing expenses if you voluntarily move out of ELAP housing during the program.

**ALCOHOL AND DRUG POLICY** ELAP has an alcohol and drug policy that participants are required to follow. Generally, if a participant is of legal age in their host country they may consume alcohol within reasonable limits. Distribution of alcohol to other participants, who are not of legal drinking age or otherwise restricted, is strictly prohibited and violates this policy. If you are of legal age and choose to drink alcohol, you are responsible for your actions at all times. Participants are not allowed to buy, sell, use or possess illegal drugs. "Illegal" means drugs that are prohibited by law in either the U.S. or the program's host country. ELAP prohibits consumption of alcohol and drugs in any of its facilities, sponsored transportation vehicles or sponsored hotel rooms. Excessive alcohol consumption or violating drug laws abroad may have very serious consequences. Participants will not receive refund or credit for any missed activity because of violation of this policy. Any infraction or violation of this policy is considered serious and may at ELAP's discretion result in your dismissal from the program.

**SEXUAL HARASSMENT** ELAP does not authorize or condone any conduct which may be considered sexual harassment. Participants who become aware of sexual harassment or who believe they have been subjected to such treatment should report such actions to the on-site Resident Director or ELAP Management.

**EXPULSION OR REMOVAL FROM HOME OR HOST INSTITUTION/UNIVERSITY** Expulsion or removal from home or host institution/university at any time after acceptance to the ELAP program constitutes violation of the Code of Conduct, and may result in dismissal from the ELAP program.

**COMPLIANCE WITH THE LAW OUTSIDE THE UNITED STATES** Participants are strongly urged to comply with all laws of the host country. ELAP discourages employment by participants during the program, unless proper legal documentation is obtained. Further, ELAP strongly discourages participants from owning or operating vehicles while participating in the program. Political activities or use of illegal drugs may subject you to significant civil or criminal penalties. If, however, you are determined to engage in such conduct while abroad, you do assume any and all risk and responsibility to attend to the matter at your own expense.

**PROHIBITED BEHAVIOR** Violation of the alcohol and drug policy; Criminal behavior or violation of local laws; Violation of residential guidelines and/or rules; Behavior that is detrimental to your health, welfare or safety or of others; Self-endangerment, including involvement in activities or behavior that could result in personal harm, including, but not limited to frequenting dangerous places, association with criminals, repeated intoxication, etc.; Abusive language towards ELAP or ISA staff, host university faculty, host family, housing staff or participants; Sexual harassment or misconduct; Disorderly, indecent or obscene conduct, gestures or actions; Violent behavior against others; Theft or vandalism; Participation in strikes, demonstrations or other political gatherings; Property damage to any of the following: ELAP or ISA facilities, the host university, the housing, or hotels; Unauthorized use of or entry to any ELAP or host university facilities or equipment; Unauthorized access to, viewing, copying or distribution of ELAP records; Use of ELAP or ISA equipment for any illegal purpose; Forgery or alteration of legal, government, or ELAP-issued documents with the intent or purpose to defraud; Plagiarism, cheating, use of unauthorized materials or engaging in accessing or distributing confidential academic materials; Falsification of personal records, including, but not limited to any alteration of transcripts or grade reports, participant medical or other records, the application for admission, financial aid documents, or other official documents required for participation in the ELAP program; Conduct unbecoming an ELAP participant including but not limited to violation of any ELAP policies. Failure to notify ELAP of any disciplinary or criminal matters, pending or otherwise, will result in immediate dismissal from the ELAP program.

In the event of a violation of any ELAP policies, disciplinary actions can take a variety of forms, and can be issued in combination, depending on the violation in question. ELAP at its sole discretion will determine what action, if any, to take for violation of the policy. Participants will be notified in writing, as soon as practicable, of ELAP's decision. Any disciplinary actions for violation of this Code are effective once you have been notified of the action either verbally or in writing. In the case of serious misconduct or for the sake of safety, the ELAP on-site coordinator and/or the ISA Resident Director(s) have the sole discretion and authority to immediately dismiss any participant from their residence and/or the program. ELAP, at its discretion, may notify the home university of any disciplinary action(s) taken against participants. You will not receive a refund or credit for missed activities or events as a result of any disciplinary actions. Such actions include but are not limited to the following:

**Restitution:** Payment of the cost to repair or replace any damage of personal property because of damage or theft.

**Loss of Privileges:** Your privileges to use facilities or participate in activities or events may be restricted for a designated period of time or may be completely withdrawn.

**Housing Termination:** You may be required to leave the ELAP-arranged housing and obtain housing accommodations on your own and at your own expense.

**Disciplinary Probation:** You will be provided written notification of the terms and conditions of the probationary restrictions imposed for violating the Code of Conduct. Failure to comply with such restrictions or further violations during the remainder of your ELAP program will result in your immediate dismissal from the program.

**Dismissal:** Permanent removal from the ELAP program. The Resident Director may warn participants who are abusing the rules and are in danger of disciplinary actions; however, when the offense is serious enough to warrant dismissal, no warning shall be necessary. Dismissal from your ELAP program shall not diminish or otherwise affect your obligation to make any and all payments to ELAP. If you are dismissed you are responsible for any and all expenses associated with your transportation and all associated costs for your return trip. In addition, the dismissed participant will not be entitled to a refund or credit for any fees paid, may be required to reimburse the home university for all financial aid received, and is responsible for all non-recoverable costs incurred by the host university or ELAP, as well as personal financial obligations, including but not limited to utility bills and rent. A dismissed participant's registration at the home university may be barred until all such financial obligations have been met. The participant's home university may, at its discretion, take further disciplinary actions.

**THE ABOVE IS A GENERAL DESCRIPTION OF ELAP'S POLICIES. A MORE DETAILED DESCRIPTION OF THE POLICIES ARE CONTAINED IN THE STUDENT PORTAL. PLEASE READ AND FAMILIARIZE YOURSELF WITH THE POLICIES.**

**RELEASE**

In consideration of the benefits accruing to me from the International Studies Abroad® Program (ELAP Program), I do hereby release and discharge International Studies Abroad and its agents, employees, and representatives from all suits, claims, or liability of any nature arising out of or related to my participation in the Program including, without limitation, claims for personal injury or property damage.

I authorize ELAP to share details of my program with my parents/family, my home institution in the U.S., and my host institution. It is my responsibility to contact my home institution regarding policies on program participation, including but not limited to transfer credit procedures and procedures related to financial aid, if I have not done so already. I understand that if I am rendered ineligible for a program after my initial acceptance, I am not entitled to any refund from ELAP. I acknowledge that it is my responsibility to maintain the minimum eligibility requirements (including GPA) from the point of my acceptance until the commencement of my program, if participating in an ISA program in conjunction with ELAP.

I release all photos taken or received from my experience abroad to be used by ELAP and its study abroad affiliates exclusively for promotional study abroad materials.

I understand that I can be removed or dismissed from the ELAP program at any time, either prior to or after departure, for violating the ELAP Code of Conduct and Guidelines as found on the ELAP website.

By signing below, I acknowledge that I have read, understand and agree to the information presented on this page, and hereby agree to the ELAP Code of Conduct and Release.

FULL NAME (PRINT)

PARTICIPANT'S SIGNATURE

X

DATE

**CREDIT VERIFICATION (TO BE COMPLETED BY A STUDY ABROAD ADVISOR)**

(IF YOUR HOME UNIVERSITY/COLLEGE DOES NOT HAVE A STUDY ABROAD OFFICE, THEN AN ADMISSIONS / ACADEMIC ADVISOR, OR THE EQUIVALENT, MAY COMPLETE THIS SECTION.)

**(CHECK ONE OF THESE THREE BOXES)**

- Credits earned by the applicant **ARE** transferable to the home university.
- Credits earned by the applicant will be evaluated upon successful completion of the program and after review of the host university transcript.
- Credits earned by the applicant **ARE NOT** transferable to the home university.

*NOTE: If you have graduated, please mark the third option and sign.*

TITLE	PHONE NUMBER	E-MAIL ADDRESS
STUDY ABROAD OFFICE/ADMISSIONS/ACADEMIC ADVISOR'S NAME - PLEASE PRINT		
STUDY ABROAD OFFICE/ADMISSIONS/ACADEMIC ADVISOR'S SIGNATURE <b>X</b>		

**VISA AND PASSPORT INFORMATION**

All ELAP participants must have a valid passport, and securing a passport is the responsibility of the participant. Be aware that you must have a passport valid for at least six months after your program's end date in order to apply for a visa. More information regarding passport procedures can be found at <http://travel.state.gov/passport>.

ELAP program countries vary greatly in their visa requirements for students. While some participants may be required to obtain a student visa, others may be able to stay in the host country for the duration of their program as a tourist. The application process for a student visa also varies by country. Depending on the foreign consulate, applicants may have to apply for the visa in person, via an online application, or by mailing in all application materials. ELAP will include country-specific student visa information in the student portal (when applicable). You can also find contact information in the Embassies and Consulates section of the ISA website at [www.studiesabroad.com](http://www.studiesabroad.com). If you are not a U.S. citizen, contact your nearest consulate immediately to check on regulations as they may differ from those for U.S. citizens. Applying for a visa is a lengthy process, so allow enough time for processing your visa application. You should apply for your visa 45-120 days prior to departure, depending on the host country. Most foreign consulates are located in big cities, and in many instances travel is required to obtain visas from the consular office in person in your area of residence. Processing and visa fees vary, and most are non-refundable.

Rules and regulations for student visas are constantly changing. Each consulate in the U.S. functions independently and makes its own rules, deadlines and policies. You should contact your consulate to request a student visa application, list of requirements and to verify the application process and timetable. In most cases your passport will physically remain at the consulate until your student visa is approved; therefore, if you have NOT applied for a passport, please apply early to avoid problems. If your consulate requires that you appear in person, be sure to verify that they will be open and accepting applications before you make specific travel plans; certain consulates only accept a specific number of applications per day. Some consulates also require that you set up an appointment far in advance.

ELAP has no power to intervene on behalf of participants who do not obtain a visa or who are denied a visa. If a participant is unable to secure a visa and can therefore not participate on his/her ELAP program, he/she may have the opportunity to defer to another ELAP program at a later date or to another ELAP program that does not require a visa. Participants who are unable to secure a visa will not be subject to any special refund; the standard ELAP Cancellation Policy will apply.

**ACADEMIC CREDIT TRANSFER**

As an ELAP participant, you are responsible for speaking with the appropriate academic advisors at your home institution to determine how your ELAP program will be transferred back to your home institution. Every academic institution has different guidelines and policies, so it is imperative that you speak with your home institution prior to departure to find out about the transfer of credit. Please note that the transfer of credit will be decided upon entirely by your home institution and not by ELAP.

When speaking with your home institution, you should inquire about how the program hours will transfer, rules regarding the transfer of actual grades (vs. credit only), fulfilling major/minor requirements, etc., so there are no surprises upon your return. ELAP does not award credit. Participants who have difficulty transferring academic credit will not be subject to any special refund; the standard ELAP Cancellation Policy will apply. Please note: It is the participant's responsibility to volunteer or intern at the placement assigned.

**MEDICAL DISCLOSURE**

While not required, it is advisable that health concerns, both mental and physical, be disclosed to ELAP at the time of application or, better yet, during the advising process that takes place prior to application submittal. The disclosure of this information will not result in our denying admission to any student, but will allow ELAP advisors to prepare and/or provide information relevant to his/her selected program in a timely manner. Disability services vary by country and by university, thus ELAP cannot guarantee that all services offered at a participants' home university can be matched abroad. Efforts are made to provide special accommodations, within reason. However, differences in disability services can be significant from one country or city to another, and it is beneficial to all involved if students are fully advised of services prior to committing to a particular program. The differences in disabilities services within a particular city or host university will not be grounds for grade contestation or exceptions to our cancellation policies.

PROGRAM CITY (EXAMPLE: BUENOS AIRES)	TERM
By signing below, I acknowledge that I have read and understand the Visa and Passport Information, Academic Credit Transfer and Medical Disclosure sections.	
FULL NAME (PRINT)	SOCIAL SECURITY NUMBER OR STUDENT I.D. NUMBER
PARTICIPANT'S SIGNATURE <b>X</b>	DATE

**PARENT/GUARDIAN SIGNATURE (IF APPLICANT IS UNDER 18 YEARS OF AGE)**

By signing below I certify that I have carefully read and understand this application in its entirety and agree to the information presented. I give my permission for the applicant to participate on this ELAP program.

PARENT/GUARDIAN NAME (PRINT)	REQUIRED - PARENT/GUARDIAN SIGNATURE	REQUIRED - RELATIONSHIP TO APPLICANT	DATE
NOTARY NAME (PRINT)	REQUIRED - NOTARY SIGNATURE	DATE	