



SMITH COLLEGE

Office for International Study

## Study Abroad Participation Agreement

\_\_\_\_\_  
Name of Student

(the “*Student*”), having received Smith College approval for their Plan of Study at the study abroad program described below, and having been offered admission by that same study abroad program, wishes to participate in study abroad for Smith transfer credit at

\_\_\_\_\_  
Program/University name, location, and program sponsor if applicable

for the \_\_\_\_\_ semester/year.  
Term and year

If the student notifies Smith College of their intention to defer or extend or change the dates of their stay at the above named program, all parts of this agreement will apply to the actual and full period of participation.

After this form is submitted to Smith College, the College will make financial commitments to the study abroad program named above (referred to below as “the program”). The undersigned *Student* and parents or legal guardians agree to the terms set forth in the twelve (12) sections of this Agreement and understand that they are bound by them.

### 1. Relationship between Smith College and the Study Abroad Program

"Approval" by Smith College of a study abroad program on its “approved list” (or which the College approves for an individual student by petition) refers to eligibility for academic credit transfer, only, and is not an endorsement of any program or university. The Student will have investigated study abroad options carefully, and chosen a study abroad program which is appropriate given their individual needs, interests, and concerns. The Office for International Study supports students throughout the study abroad process in gathering the information needed to make this decision.

Smith College is not an agent of the study abroad program, nor is the study abroad program an agent of Smith College. Smith shares in limited oversight of the academic curriculum of ACC (China), AKP (Japan), ICCS (Italy), and PRESHCO (Spain) through its consortium memberships, but has no responsibility for the academic curriculum of other study abroad programs, or for the provision of services including but not limited to food, lodging, and travel. The responsibility of Smith College is limited to agreeing to provide Smith College transfer credit for approved academic work successfully completed by *the Student* while on the study abroad program, and to paying the program fees for tuition, room, and board, or to give *the Student* a stipend to be used toward the costs of term time room and/or board when not provided by the program.

*The Student* is not “in residence” at Smith College when attending a study abroad program. Semesters abroad are not counted toward the minimum of four semesters “in residence” at Smith College in Northampton required for graduation. Each semester of study abroad completed for Smith credit is counted toward the maximum of eight semesters normally allowed for the completion of the Smith undergraduate degree.

## 2. Study Abroad Payment System

*The student* who wishes to receive credit toward a Smith College degree for term-time study abroad will pay to Smith College the full cost of Smith tuition, room, and board (referred to as the “Smith Comprehensive Fee”) for the semester or year abroad, less amounts which may be covered by need-based financial aid and outside sources. Smith will pay to the study abroad program on *the Student’s* behalf, tuition, room, and board. If board and/or room are not included or fully provided by the program during term-time, *the Student* will be given a stipend determined by Smith to meet this expense. ***The Student and their family acknowledge that the payment system is the same regardless of the charges billed by the study abroad program (which may vary significantly), whether these charges are more or less than the Smith comprehensive fee, and accept this system in signing this Participation Agreement.***

## 3. Obligations Regarding Unrecoverable Costs and Payments

- a. When Smith makes a non-refundable payment on *the Student’s* behalf to a study abroad program (for example, a deposit, or part or full payment for tuition, room, or board), or obligates itself to pay any study abroad fees on *the Student’s* behalf, the undersigned agree to pay to Smith College the full Smith Comprehensive Fee for the semester or year abroad, less whatever credits and payments are received by Smith from financial aid and outside sources, if *the Student* attends the program.
- b. If after any such non-refundable payments, *the Student* does not attend the program, and instead studies at Smith in Northampton for the semester or year of the intended study abroad, the undersigned agree to repay to Smith any stipends received from Smith and to pay to Smith the full Smith Comprehensive Fee, PLUS the unrecoverable portions of paid-out or obligated amounts paid to the study abroad program on *the Student’s* behalf.
- c. If, after any such non-refundable payments, *the Student* does not attend the program and does not return to Smith for that semester or year, the undersigned agree to repay to Smith all stipends received from Smith and to pay to Smith the unrecoverable portion of any paid-out or obligated amounts related to the previously declared study abroad plans.
- d. If *the Student* attends the program and fails to make arrangements, whether through financial aid, payment plans, or parent financing plans, to pay to Smith College the amounts due, the undersigned agree to pay to Smith the full Smith Comprehensive Fee for the semester or year abroad.
- e. If *the Student* attends the program and, having received stipends issued by Smith to pay bills issued by the program or host institution for housing or meals, fails to pay these bills, the undersigned agree to repay to Smith all amounts paid to meet the student’s obligations to the program or host institution.
- f. The failure to meet these commitments of payment will constitute an unfulfilled financial obligation to Smith College. So long as that obligation remains unfulfilled, *the Student* may be denied enrollment by the College, study abroad credits will not be transferred to Smith, *the Student’s* College transcript may not leave the Registrar's Office, and *the Student* will not receive a degree from Smith College.

#### 4. Payment Schedule

The payment schedule for study abroad is the same as the Smith College payment schedule for semesters in residence. Please call Student Financial Services (413-585-2539) for more information.

#### 5. Loss of Study Abroad Eligibility (Before Beginning Study Abroad)

- a. Should *the Student* choose or be required to withdraw from Smith College for any reason (including medical leave) before or after being accepted by a study abroad program, *the Student* will not be eligible to participate in a term-time study abroad program for Smith credit until or unless they are readmitted to Smith.
- b. Should *the Student* not maintain the study abroad eligibility criteria (including 3.0 grade point average, no credit shortage, and good student conduct standing), *the Student* will not be eligible to participate in a term-time study abroad program for Smith credit until they have once again met all eligibility criteria.
- c. Should *the Student* have an outstanding balance owed to the College, *the Student* will not be allowed to participate in a term-time study abroad program for Smith credit until or unless they make payment arrangements acceptable to Student Financial Services.

#### 6. Withdrawal: Enrollment and Refund Policy

The decision to withdraw from a study abroad program before its completion generally rests with *the Student*. Such a decision usually results in *the Student* receiving no academic credit for the program. The financial consequences of such a decision, as well as the cases of required withdrawal from Smith College and expulsion by the study abroad program, are set forth below:

- a. If *the Student* withdraws from the study abroad program for any reason before Smith College has begun classes in Northampton, the student may request to be allowed to return to campus to continue their studies.
- b. If *the Student* withdraws from the study abroad program for any reason after Smith College has begun classes in Northampton, they will automatically be withdrawn from Smith College and will need to be readmitted before they can resume study abroad or study at Smith in Northampton.
- c. Any student who withdraws prior to the first day of their study abroad program will receive a 100 percent adjustment of institutional charges less unrecoverable costs.

If *the Student* withdraws from the study abroad program after it has begun but prior to the 60% point of the term, based on the term dates for the study abroad program, the student will have their institutional charges and institutional aid adjusted based on the percent of attendance. The student is also responsible for unrecoverable costs.

After the 60% point of the term the student is not entitled to a refund of charges and is also responsible for unrecoverable costs.

Unrecoverable costs are payments made on behalf of the student, including all stipends paid to *the Student* by Smith College and other payments on commitments made to the program on behalf of

*the Student* which cannot be recovered by the college, *the student* is responsible for these unrecoverable costs. If the amount of the refund is not sufficient to cover these charges, the undersigned agree to pay the balance due to Smith College within fifteen (15) days of such a determination.

- d. If *the Student* is expelled from the study abroad program, they will automatically be withdrawn from Smith College, and will need to be readmitted before they can resume study abroad or study at Smith in Northampton. *The Student* will not be eligible for any refund or credit from Smith College, and will be responsible for all expenses *the Student* incurs after such expulsion.

## 7. Housing Abroad

For reasons of safety, liability, administrative consistency, and reliability for the student should unexpected exigencies arise, *the Student* may not elect housing that is independent of the choices offered by and billed through the study abroad program. This rules out apartment options students pay for themselves, whether facilitated by the program or not, unless the program itself issues the funds to pay for the apartment.

## 8. Student Conduct Abroad

- a. As a Smith student studying abroad, *the Student* assumes an important personal obligation to conduct themselves in a manner compatible with local laws and regulations and with Smith College expectations for student conduct and academic responsibility, and in a way that will uphold the positive reputation of Smith students who study abroad.
- b. If *the Student* participates in illegal activity abroad, they will be solely responsible for any legal action that may be taken against them by local governments and authorities, for which neither Smith College nor the U.S. government may provide assistance.
- c. *The Student* is responsible to know and comply with the rules and expectations of the study abroad program and/or the host university regarding student conduct.
- d. *The Student's* participation in the study abroad program may be terminated by the program if *the Student* engages in action endangering themselves or others or jeopardizing the success of the study abroad program.
- e. *The Student's* conduct abroad may be subject to judicial proceedings at Smith College if their alleged conduct violates Smith College expectations for student conduct and academic responsibility.

## 9. Health and Well-being

- a. There are certain dangers, hazards and risks inherent in international travel, international living, and activities included in study abroad, including but not limited to those arising from sanitary or health conditions, crime, civil disturbances, and travel or other accidents. These dangers, hazards and risks could include serious or even fatal injuries and property damage. ***The Student is responsible for informing themselves about known dangers, hazards, and risks*** (including, but not limited to review of the U.S. State Department information about the country), and expressly assumes all risks for any loss, injury, death, or damage resulting from their decision to study abroad

on their chosen program in its particular location, and from any precautions (including recommended or required immunizations) they takes or fails to take.

- b. Smith College has not made, and does not make, any representations regarding *the Student's* personal safety or the safety of *the Student's* property while participating in the study abroad program.
- c. Travel, transition, distance from established support systems, and living in a different culture are all challenging circumstances that can alter previously effective ways of managing medical, physical, or psychological conditions. Smith College cannot assure *the Student* of the provision of these supports abroad. If *the Student* informs the study abroad program and the Smith College Office for International Study of any supports they rely upon in the United States for their well-being, abroad, Smith College staff will seek to advise and assist them in making informed decisions about options. *The Student's* failure to inform Smith College of any special needs they may have renders the College unable to offer any such advice and assistance.
- d. *The Student* authorizes and permits Smith College to communicate with the study abroad program about any matters pertaining to their well-being, health, support systems, conduct, and academic program.

#### 10. Academic Responsibilities

- a. Smith College has the final authority to determine the number of credits *the Student* will be granted for academic work on the study abroad program and the American grade equivalents for grades assigned by faculty abroad. Smith will record the grades from courses taken abroad on *the Student's* Smith transcript, including low or failing grades. Low grades and/or credit shortages from study abroad can lead to a student's being placed on academic probation or being deemed not to be making satisfactory progress toward the degree. The grades will not be counted in *the Student's* Smith College grade point average.
- b. *The Student* will undertake a full-time course of study in the study abroad program (equivalent to 16 credits per semester at Smith College). Any deviation from the normal course schedule must be approved in advance in writing by the Smith College Office for International Study. *The Student* is bound by the rules and procedures of the study abroad program and of any host institution, including, without limitation, those for registration, course load, dropping and adding courses, and exercising any satisfactory/unsatisfactory grading option.
- c. *The Student* is responsible for taking all exams and completing all forms of required course work at the same time and in the same way as other students in the study abroad program, and, when enrolled in a host country university, as required for host country students. If *the Student* leaves work incomplete or fails to make arrangements required by the study abroad program for graded evaluation, it may not be possible for Smith College to obtain a grade for their work, resulting in a loss of credit.
- d. Withdrawal from the study abroad program before the courses *the Student* has enrolled in are complete will be treated as withdrawal from Smith College, and Smith rules of withdrawal, including that *the student may not normally return to Smith until having been withdrawn for a full semester*, apply (see also section 6, above). In particular, withdrawal from year-long programs such

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as the London School of Economics, will be treated as mid-course withdrawal even if a student completes one or two of the three terms in the academic calendar. In any case where grades obtained are not final grades based on a complete end-of-course assessment, there is no guarantee that credit will be awarded by Smith; determinations of credit will be made on a case-by-case basis.

11. The undersigned have read and separately signed the Release and Hold Harmless Agreement which is attached to and incorporated into this Agreement.
12. The student also gives Smith College permission to share all education records, as defined by the Family Educational Rights and Privacy Act, related to participation in the program with parents or guardians, which in its sole discretion the College deems necessary.
13. The undersigned have read and understood the above, and agree to be bound by the provisions contained therein.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Please note: where possible it is required to receive signatures from both parents on this document unless one of following conditions applies. Please check the box where applicable:**

I am not required to provide parent signatures on this document, because I am registered as financially independent with the Student Financial Services office.

I have an extenuating family circumstance which makes it impossible for me to get a second parent signature. I am submitting this form with one parent signature, and I have attached a signed statement describing my situation.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date