Study Abroad Participation Agreement

Name of Student

(the “Student”), having received Smith College approval for her 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 her intention to defer or extend or change the dates of her 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 must investigate study abroad options carefully, to determine which are appropriate given individual needs, interests, and concerns. The Office for International Study will work with the Student to help her gather 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 AKP (Japan), PRESHCO (Spain), SITA (India) and PMCSP (Mexico) 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 her 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 she is 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 she has 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 she makes payment arrangements acceptable to Student Financial Services.

6. Withdrawal and Refund Policy (Once Study Abroad Has Begun)

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 for any reason after the program begins, but before Smith College has begun classes in Northampton, the undersigned agrees to pay to the College any stipend the Student has received from Smith and all amounts owed to the study abroad institution (less what the program returns to the College on the Student’s behalf). These amounts may include penalty fees for withdrawal from the program. These liabilities are in addition to the Smith Comprehensive Fee the undersigned agrees to pay to Smith for study in Northampton the semester the Student returns.

b. If the Student withdraws for any reason after the program begins, and after Smith College has begun classes in Northampton, she will automatically be withdrawn from Smith College, and will need to be readmitted before she can resume study abroad or study at Smith in Northampton. In the case of withdrawal, the College will refund the amount prescribed by the Smith College Refund Schedule, less all stipends paid to the Student by Smith College and all unrecoverable payments on commitments made to the program on behalf of the Student. 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. The Refund Schedule is available from Student Financial Services, and is published in the Smith College Catalogue.

c. If the Student is expelled from the study abroad program, she will automatically be withdrawn from Smith College, and will need to be readmitted before she 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 herself 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, she will be solely responsible for any legal action that may be taken against her 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 herself 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 her 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 herself 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 her decision to study abroad on her chosen program in its particular location, and from any precautions (including recommended or required immunizations) she 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 she relies upon in the United States for her well-being, abroad, Smith College staff will seek to advise and assist her in making informed decisions about options. The Student’s failure to inform Smith College of any special needs she 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 her 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 her 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, departure from year-long programs such as those at the London School of Economics and at Trinity College, Dublin, 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

__________________________________  ____________________
Witness to Student Signature (notary not required)  Date

__________________________________  ____________________
Parent/Guardian Signature*  Date

__________________________________  ____________________
Witness to above signature (notary not required)  Date

__________________________________  ____________________
Parent/Guardian Signature  Date

__________________________________  ____________________
Witness to above signature (notary not required)  Date

*Signature of parent(s)/guardian(s) required (even if student is over 18) unless student has sole financial responsibility for her Smith College tuition and fees and meets federal requirements for financial independence. If this is the case, please attach explanatory note.