

Student Check List Study Abroad 2008

	Application and Statement of Student Responsibility filled out and turned in to the International Initiatives Office – 102 E. Stadium Annex – see application for deadlines & late payment penalty
	\$100 Deposit with application (check or money order) turned in to International Initiatives Office
	2 Letters of Recommendation Signed by faculty members and turned in or sent via mail to International Initiatives Office
	Meet with Faculty Program Coordinator for advising and signature on Course Approval Form
	Passport copy to International Initiatives Office
	Passport photo – 1 passport size photo delivered to International Initiatives Office for ISIC application
	ISIC application turned in to International Initiatives Office (be sure to sign top of form, only fill out left side)
	Financial aid
	Scholarship Applications turned in (SGA, etc.) The Deadline to submit your completed SGA Study Abroad Scholarship application to the SGA is Friday, December 7, 2008. Late applications will be accepted by the SGA President depending on the availability of remaining scholarship funds. It is advised that you file your application as early as possible to maximize your chances of receiving an award.
	Balance paid in full

- See website for scholarship info www.selu.edu/studyabroad
- Deadline for application, approval, & payment is 02/29/08



Application to Participate in Study Abroad

Use this form if you are currently enrolled at Southeastern Louisiana University

Section I – Participant Data:

First Name: _____ M. I.: _____ Last Name: _____

W. #: _____ Classification: _____ Grad Sr Jr Soph Fr _____ Date of Birth: _____
(as of 6/07) (circle one)

Mailing Address: Street: _____

City: _____ State: _____ Zip Code _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Emergency Contact Information: _____ Relationship: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Please list any pertinent medical information (allergies, pregnancy, medical conditions, special meal requirements, etc.):

Country of Citizenship:	Passport?	Yes	No
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Please notify the International Initiatives Office (IIO) of ANY changes to the above information immediately.

Section II – Program Data:

Please Indicate the Study Abroad Program in which you are interested: Country _____

Program _____ Full Program Cost (does not include \$ _____
airfare)
(includes \$100 nonrefundable deposit)

Section III – Payments:

The number of students that can participate in Study Abroad Programs is limited. Early application with payment of your non-refundable deposit is advised. Approval of your Application to Participate in Study Abroad and acceptance of your \$100 non-refundable deposit will reserve your place in your Study Abroad Program. This reservation is made with the understanding that you are committed to full payment of program costs and full participation in the program as stipulated in this form, program brochures, handbooks, course syllabi, and other materials.

\$100 Nonrefundable Deposit and 2 Letters of recommendation from Faculty members due with application. Submit payment to IIO (only check or money order made out to SLU will be accepted) by February 29, 2008. The IIO will notify you in writing of your approval to participate, ineligibility to participate, or waiting-list status.

\$ _____ Balance due at Controller's Office by February 29, 2008, 4:30 pm. **Late payments will be accepted through March 3, 2008, with an additional \$250 late-payment fee** (including students wishing to remain on waiting lists). Documented approved anticipated financial aid and awarded Study Abroad scholarships will be considered payment. In the event a student's anticipated financial aid becomes unavailable for any reason, including suspension of awards because of withdrawal from the study abroad program, the student will be responsible for all Study Abroad fees as indicated in this form and other program materials. **Note:** Students who owe payments to the University will not be eligible to participate in the Study Abroad Program until all debts have been cleared, or the Controller's Office certifies that payment arrangements have been made. Students owing non-study abroad payments to the University may be deemed ineligible to receive SGA Study Abroad Scholarships or other scholarships designated for Study Abroad until all such debts have been cleared, or the Controller's Office certifies that payment arrangements have been made.

Section IV – Payments, Withdrawals, & Refunds:

Acceptance of your application and Non-Refundable deposit does NOT mean approval to participate in the Study Abroad program. The IIO will notify you in writing of your approval to participate, non-approval to participate, or waiting-list status after you meet with your Faculty Program Coordinator to discuss program requirements, course selection, and other aspects of the program.

Approval of your Application to Participate in Study Abroad and acceptance of your \$100 non-refundable deposit will reserve your place in your Study Abroad Program. This reservation is made with the understanding that you are committed to full payment of program costs and full participation in the program as stipulated in program brochures, handbooks, and course syllabi and other materials.

All students approved to participate in study abroad will be responsible for full payment of the program cost. This charge will remain in effect unless the student submits to the IIO, in writing, a request for withdrawal from the program. Program payments due dates and refunds of program fees will be established as described below.

All program payments must be completed by February 29, 2008. Students who have not completed payments, and have not filed a request for withdrawal in writing to the IIO, by this deadline, will be assessed an additional \$250 Late-Payment Fee. The \$250 Late-Payment Fee will be applied also to students approved to participate in study abroad between March 2 and March 3.

All payments and deposits made by students deemed ineligible to participate will be refunded. All payments and deposits made by students for programs that are cancelled will be refunded.

Students wishing to withdraw from a study abroad program for which they have been approved to participate must do so in writing. Students whose written withdrawal is received in the IIO by February 29, 2008, 4:30 pm, will receive full refund of payments made minus the \$100 non-refundable deposit.

Students whose written withdrawal is received in the IIO between February 29, 4:31 pm and March 3, 2008, 4:30 pm, will be assessed a \$500 Late Withdrawal Fee. All other payments made by the student will be refunded.

No refunds will be made for written withdrawals received in the IIO after March 3 4:30 pm. No refunds will be made for students who withdraw from a program in progress. No refunds will be made for students who are scheduled to participate in a program but fail to attend.

In case of withdrawals, Financial Aid and scholarship awards made to cover Study Abroad costs will be suspended. In the event a student's anticipated financial aid and/or scholarships become unavailable for any reason, including suspension of awards because of withdrawal from the study abroad program, the student will be responsible for all applicable Study Abroad Program fees.

Cases of documented extenuating circumstances will be considered on a case-by-case basis. The student must submit a formal request for review to the IIO. The Request for Review must include a letter from the student explaining extenuating circumstances, adequate documentation supporting student's claim (medical records, etc.), other relevant letters and documents as necessary. The complete Request for Review package must be submitted to the IIO no later than the end of the regular Summer Term.

Grades will be established in accordance with Faculty evaluation of students' program participation and academic performance. Grade appeals will follow the regular established procedures, starting with an appeal to the course instructor.

These policies will be strictly enforced. See full information at the Southeastern Study Abroad Website: www.selu.edu/Academics/studyabroad.

Section V – Stipulations:

Study Abroad programs are available to registered Southeastern students 18 years of age or older and in good academic standing and to responsible persons, 18 years of age or older, who are not registered Southeastern students but meet a few basic qualifications. These are general minimum requirements. Specific Study Abroad programs may have additional restrictions, requirements, and prerequisites that must be met in order to participate. All persons interested in participating in Study Abroad should contact the International Initiatives Office for assistance.

Southeastern Louisiana University hereinafter referred to as Southeastern and its agents, directors, and officers, act only as agents in arrangements made for this program. Neither Southeastern nor its agents, directors, or officers shall be liable for any injury, death of persons, loss, damage or accident, delays or expenses arising from Acts of God, dangerous incident on land or sea, fire, breakdowns of machinery or equipment, acts of government or other authorities, wars, civil disturbances, strikes, riots, thefts, pilferage, epidemics, quarantines, changes in itinerary, weather, sickness, or from any act of omission of any individual, firm or corporation furnishing transportation, sightseeing, hotel accommodations, or any other services in connection with the tours, site-visits, or other activities related to Southeastern's study abroad programs. The right is reserved to amend the advertised itinerary whenever transportation schedules or other factors make this necessary or advisable.

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I have read and understand the payment, withdrawal, and refund schedules and stipulations contained in this form. I further understand that, if I intend to use Financial Aid as my method of payment for this program, I am fully responsible for payment to this program as outlined above in the event my anticipated financial aid becomes unavailable for any reason. I hereby affirm that to the best of my knowledge all information I provide on this form is complete and accurate. I understand that withholding information requested and giving false information may make me ineligible for enrollment in Southeastern's Study Abroad programs. It is my intention to participate in the Southeastern Louisiana University Study Abroad Program as outlined above and in other program materials.

**Signed:**

**Date**

International Initiatives Office • 102 East Stadium Annex  
Email: [studyabroad@selu.edu](mailto:studyabroad@selu.edu)  
<http://www.selu.edu/Academics/studyabroad/>

International Initiatives Office  
Charles A. Dranguet, Interim Director  
SLU 12861 • Hammond, LA 70402  
985-549-2385 Phone • 985-549-5071 Fax

FOR OFFICE USE ONLY:

Copy given to student by: \_\_\_\_\_ Date \_\_\_\_\_

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