

**Washington University
College of Arts and Sciences**

OVERSEAS PROGRAM AGREEMENT

Overseas Program: «Program_Title»

Term of Study: «Term_of_Study» «Year»

WU Program Price: «Total»00

Student: _____(print full name)

This agreement, between Washington University (WU) and the student, governs participation in the WU Overseas Program listed above. Separately, the student's parent or guardian has acknowledged financial responsibility for the student's expenses. WU has guaranteed the payment of certain costs to program sponsors and/or foreign institutions.

1. **WU Program Price:** The following items are included in the WU Program Price:

- «Tuition»00 - WU tuition
- «Insurance»00 - WU student health insurance
- «HousingFood»00 - for housing (if applicable)
- «Other»00 - for other (if applicable)

- *WU tuition* covers only the educational and administrative costs of the study abroad program. WU tuition does not cover any study abroad program costs for room and board or accommodations, transportation, personal expenses, or passport and visa fees.
- *WU health insurance*, which provides worldwide coverage for partial reimbursement of medical expenses, is required for all full-time undergraduate students, including study abroad participants. The WU health insurance fee is billed to the student account by WU Student Health Services.
- The “*housing*” and “*other*” fees charged are non-academic costs paid by WU to the program sponsor or host institution on the student's behalf. For this program, “housing” and “other” fees **«Details»**.
- The student is responsible for all other expenses, including but not limited to «Except» entertainment, local travel, books, supplies, and telephone. Estimates for such expenses can be found on the Overseas Programs website (<http://arts.wustl.edu/~overseas/programs/index.html>) or on the website of the program sponsor or host institution.

2. **Billing:** The WU program price is billed to the student's WU account according to normal university billing processes. Any applicable scholarships, grants or financial assistance are credited to the student account as usual. (A special account is established for any student who does not normally attend WU.) For programs comprised of two semesters, half of the program price is billed each semester. Associated costs not normally covered by the program price but paid by WU through special arrangement will be posted to the student's WU account when they are finalized. The program price shown above, given in US dollars, is fixed and definite, unless otherwise noted, and will not be affected by currency exchange rate fluctuations. Please note that it is the student's responsibility to meet all deadlines for payment, whether to WU or the program sponsor.

3. **Financial obligations:** When a student accepts an offer of admission to the program, he or she becomes responsible for the non-refundable deposits or fees, if any, that must be paid or guaranteed on the student's behalf. After the published WU billing date, the student becomes responsible for payment of the full WU program price plus any associated separate fees paid by WU on the student's behalf. In the event of withdrawal, the student will remain responsible for all non-recoverable program costs.

4. **Withdrawal and refund policies:** The student must provide prompt written notification of intent to withdraw to WU Overseas Programs. Should the student withdraw *prior to commencing the program*, WU will refund the difference between the WU program price and the non-recoverable fees, if any, that have been or must be paid on the student's behalf in accordance with the financial requirements of the program sponsor or host institution. In some cases the non-recoverable amount may be substantial, depending on the date of withdrawal. The non-recoverable portion of the program fees will remain on the student's WU account.

If the student voluntarily or involuntarily withdraws *after commencing the program*, or the student leaves the program before the concluding date with or without completing all academic requirements, WU has no obligation to refund any portion of the program price and/or associated separate fees. At this stage, WU will assist the student in efforts to recover funds from the program sponsor or host institution, depending on its refund policies, the contractual requirements, and individual circumstances, but the student should not expect a refund. In all cases, the student must comply with the specific withdrawal procedures of the program, including submission of appropriate notification to on-site academic and housing authorities.

5. **Enrollment and academic credit:** The actual amount of academic credit earned will depend on the student's course load and academic performance.

- The student will be enrolled at Washington University with a "study abroad" L99 credit placeholder reflecting fulltime enrollment. Additionally, the student may be simultaneously enrolled at another institution.
- The student will be expected to carry a course load equivalent to 15-16 WU credits and no less than 12 WU credits per semester. Upon receipt of an official program transcript or grade report, the student's academic work will be evaluated in order to award the appropriate amount of academic credit for course work successfully completed while abroad.
- For WU students, satisfactory academic performance in appropriate courses while abroad typically results in 15-16 WU credits per semester. The maximum award is 32 WU credits per year. An equivalent grade of C- or better on the program transcript is required in order to be awarded WU credit.

For WU students, WU credit will be awarded for appropriate course work that is successfully completed as a participant in the program.

- All course work is subject to evaluation by WU faculty before WU credit is awarded. The student should retain course descriptions or syllabi, reading lists, copies of written work, and copies of examinations (if allowed) to present upon return to WU.
- Credit for learning a foreign language depends upon progress in the language, which may be determined by a placement test upon return to WU.
- Departmental standards and limits will affect the amount of WU credit awarded for study abroad that can be used to satisfy major or minor requirements.
- Study abroad courses cannot be used to fulfill clustered distribution requirements or core requirements (QA, CD, SD, WI), but up to 3 credits per semester may be used for an LA, NS, SS, or TH area requirement outside of a cluster.
- Courses awarded WU credit that do not fulfill major, minor, or distribution requirements will be counted as electives towards fulfilling WU degree requirements.

6. **Attendance:** The student is expected to remain with the program until the concluding date, participate in educational and social activities, attend classes or tutorials, fulfill internship responsibilities (if included in the program), and complete all academic requirements, including final examinations according to schedule, unless prior permission to modify the program's structure, schedule, or requirements is obtained from the host institution and the Director of Overseas Programs, College of Arts and Sciences, at Washington University.

7. **Dismissal:** The student will abide by the regulations of Washington University and the program sponsor and/or host institution for the duration of the program. If a student is required by Washington University and/or the program abroad to withdraw from the program for illegal activity, academic impropriety, disruptive behavior or other causes, the student will be required to cover all associated expenses and is not entitled to a refund of program fees. The student may have to return to Washington University at his or her own expense for a hearing or to appeal a disciplinary decision.

8. **Health Insurance:** Details regarding WU student health insurance coverage are available on line at www.shs.wustl.edu and www.wustl.lewer.com. The group policy number is 80009. The coverage is summarized in the *Overseas Programs Handbook for Study Abroad*, distributed to each participant and his or her parents and available on line at www.artsci.wustl.edu/~overseas/.

Washington University acts only to provide the opportunity for foreign study and guarantees neither the student's satisfaction with the program nor the student's well being. The student will not be under close supervision and must exercise good judgment to ensure his or her own health, safety, and welfare. During the period of the student's participation in the program, and while the student is en route to or returning from the foreign location, Washington University is not responsible for injury or damage sustained by the student to his or her person or property or for any personal liability sustained or incurred by the student.

This agreement may be modified only by a written document executed by Washington University and the student.

The undersigned agree to abide by the terms of this agreement:

For Washington University: _____
Jennifer White Reding, Overseas Programs Date

Student's Signature: _____
Date

Please sign and return this agreement by April 13, 2009. Deliver or mail to Office of International and Area Studies, Campus Box 1088 (Stix International House), Washington University, St. Louis, MO, 63130 or fax to 314-935-7642.