



# LEHIGH UNIVERSITY®

## STUDENT UNDERSTANDING AND AGREEMENT LEHIGH UNIVERSITY SANCTIONED PROGRAMS ABROAD

This Student Understanding and Agreement (the “Agreement”) is a legally binding contract between Lehigh University (referred to as “Lehigh” or “University”) and the undersigned student (referred to as “student”, “participant” or “you”) that sets forth the requirements and expectations for participation in a sanctioned program abroad offered by Lehigh University.

In exchange for being granted the opportunity to participate in a Lehigh sanctioned program abroad, the student, intending to be legally bound, agrees to the following terms and conditions:

### A. ELIGIBILITY AND COMPETENCIES

1. **ELIGIBILITY:** In order to be eligible to participate in a Lehigh sanctioned program abroad, you must:
  - a. Be enrolled full-time at Lehigh or your home post-secondary school in the semester immediately prior to studying abroad;
  - b. Be in good financial standing with the Bursar’s Office;
  - c. Be in good academic standing;
  - d. Not be on disciplinary probation the semester prior to participation, or during the term abroad; and
  - e. For individual student program only: Have a Faculty/Staff Advisor that has approved your program of study and obtain International Travel Advisory Committee (ITAC) approval via the Study Abroad Office.

The Study Abroad Office and/or Program Leader(s) (if applicable), in consultation with the Dean of Students Office, will review each student’s disciplinary records prior to determining whether to grant approval to participate in a Lehigh sanctioned program abroad. Students whose records indicate a history of inappropriate conduct should expect to have their cases reviewed in depth and considered fully in the final decision about whether such student may go abroad.

2. **REQUIRED COMPETENCIES:** In order to participate in a Lehigh sanctioned program abroad, you must demonstrate the following required competencies:
  - a. Ability to be flexible and adapt to new, unexpected circumstances as they occur. Navigate independently and/or appropriately in a new and /or unfamiliar environment. (Ex: live in a host dorm with non-Lehigh students; use urban/rural public transportation systems).
  - b. Ability to be responsible for all known personal medical and psychological needs prior to participation in this off-campus activity, as well as the ability to be functionally stable for at least six months prior to participation.
  - c. Ability to respect the host culture and its different language(s), values, customs, and belief systems.
  - d. Knowledge of, and willingness to uphold, reasonable and appropriate standards for living and learning environments.

If you are unable to demonstrate the competencies at any point prior to or during a program abroad, Lehigh may reconsider your approval to participate in such program. You may contact the Program Leader(s) or Faculty/Staff Advisor, the Director of the Study Abroad Office, or the Associate Dean of Students if you have questions about the competencies.

## **B. COST AND PAYMENTS**

1. **DEPOSIT AND REGISTRATION FEE:** A \$50 registration fee and an additional deposit, if applicable, are due at the time of program registration. The registration fee in some cases is covered by the program and in some cases the registration fee is more than \$50.00 based on program length. The registration fee is non-refundable in all cases. The deposit may be refunded under certain circumstances, subject to approval on a case-by-case basis.
2. **ACCEPTANCE:** By submitting an application or registration form online to a Lehigh sanctioned program abroad, you are agreeing to enroll in the program for which you applied/registered if you are approved and accepted. Programs may require interviews, written statements, or both, before deciding to accept a student.
3. **PROGRAM COST AND BILLING:** Upon acceptance into the program, if applicable, the Bursar's Office will send you an invoice for the program cost less the deposit. Full payment is due as stated on the invoice. For specific costs, please refer to the applicable program.
4. **STUDENT WITHDRAWAL:** In order to withdraw from a program, you must notify the Study Abroad Office and/or Program Leader(s) **in writing**. Since Lehigh may undertake substantial financial commitment on behalf of students prior to the beginning of programs abroad, you will be charged for all non-recoverable funds Lehigh has committed on your behalf including, but not limited to, airfare and housing costs.
5. **DISMISSAL BY LEHIGH:** If your conduct after registration/acceptance and prior to departure leads to disciplinary probation, you will be dismissed from the program and, if applicable, will forfeit your deposit and registration fee as well as any non-recoverable funds Lehigh has committed on your behalf up to the date of dismissal. If you are dismissed from the program at any point after the program starts including pre-departure meetings on campus, you will be billed according to the program (i.e., no refund, if applicable, will be given).
6. **PROGRAM CANCELLATION:** Please refer to the Study Abroad Office website ([www.lehigh.edu/studyabroad](http://www.lehigh.edu/studyabroad)) for the cancellation policy.

## **C. INTERNATIONAL TRAVEL**

1. **INTERNATIONAL SERVICES AND INSURANCE:** Lehigh University has established the *Lehigh University Student International Services and Insurance Program (LUSISIP)* for students abroad on Lehigh-sanctioned programs: [www.lehigh.edu/~incis/documents/ServiceandInsuranceProgram.pdf](http://www.lehigh.edu/~incis/documents/ServiceandInsuranceProgram.pdf). You will pay a registration fee for the cost of this program at the time of registration.  
**Undergraduate student:** This mandatory insurance program is primary for sickness, accidents, urgent care, and related prescriptions, and works in concert with International SOS (see C.2 below) for the **official duration of the abroad portion of the program**. Preventive and routine care or related prescriptions are not covered. You will be responsible for obtaining your own insurance and/or services package within the United States as well as for any travel abroad before or after the official duration of the abroad portion of the program.  
**Graduate student:** You will receive the benefits of International SOS **for the official duration of the program**, but not the insurance portion of LUSISIP, and are required to provide or purchase your own health insurance.
2. **WEB REGISTRATION FOR INTERNATIONAL SOS:** You must register your international travel **prior to departure** on the International SOS portal, which can be found on the Study Abroad Office

website: [www.lehigh.edu/studyabroad](http://www.lehigh.edu/studyabroad). You will receive directions for registering, which will include a registration deadline.

3. **AIRLINE RESERVATIONS:** You are generally responsible for making your own travel arrangements. However, some programs include flights, which are coordinated by the Program Leader(s) and/or the Study Abroad Office.
4. **PASSPORT:** You must obtain your own passport which must be valid for at least six months beyond the last day of the program. You must submit a copy of your passport to the Study Abroad Office prior to program pre-departure. American citizens may obtain forms at [www.travel.state.gov](http://www.travel.state.gov). Please note that it may take up to eight weeks to process an application for a U.S. passport. Non-US passport holders should consult their home embassy.
5. **VISAS:** You are generally responsible for obtaining proper visas and paying all costs associated with such visas. However, some programs include visa processing, which is coordinated by the Program Leader(s). U.S. citizens may be required to obtain a visa if their plans include travel outside the designated study abroad country before or after the program. Importantly, non-US passport holders need to consider very carefully any visa requirements. Obtaining visas may be a lengthy and detailed process involving persistence. Check [www.travel.state.gov](http://www.travel.state.gov) for specific entry requirements for each country.
6. **CONTACT INFORMATION:** For individual student programs only: You must complete the Contact Information Sheet provide by the Study Abroad Office BEFORE departure and by the date established by the Study Abroad Office.

#### **D. GENERAL TERMS AND CONDITIONS**

1. **RELEASE OF LIABILITY; INDEMNIFICATION:** In consideration for the use of premises or facilities owned or operated by Lehigh University and/or in consideration for permitting me to participate in this program, on behalf of myself, my heirs, executors, administrators, successors or assigns, I hereby release and forever discharge Lehigh University, its trustees, employees and agents from and against any and all actions, causes of action, suits, damages, claims, and demands, on account of personal injury, including death, or any other cause whatsoever, which I may have by reason of or arising out of my participation in this program.

Further, I agree to indemnify and hold harmless Lehigh University, its trustees, employees and agents from any and all causes of action, claims, demands, losses or costs of any nature whatsoever arising out of or in any way related to my participation in the program and my use of facilities, equipment, or services in association with the program. Lehigh University will not accept liability for any act I commit, willful or negligent, which results in damages or injury to persons or property, and I agree to undertake full reimbursement to the injured party should such damage or injury occur.

2. **RISK FACTORS:** I understand that my participation in this program involves risks not found in study at Lehigh University. These include risks inherent in traveling to, and returning from, one or more foreign countries; foreign political, legal, social, and economic conditions; different standards of design, safety, and maintenance of buildings, public places and conveyances; and local medical and weather conditions. I represent that I have made my own investigation and am willing to accept these risks.
3. **REPORTING OBLIGATIONS:** I agree to report to the Study Abroad Office, Faculty/Staff Advisor, Program Leader(s), host institution, and/or experience provider any serious physical, safety, personnel or other problems that I may encounter during the program. I understand that the University is not responsible and I agree to hold the University harmless from any claims, disputes, losses, damages,

injuries, adverse events, or outcomes arising out of or caused by the host institution, experience provider, or internship, including but not limited to such claims, disputes, losses, damages, injuries, adverse events, and outcomes caused by their actions, inactions, or negligence, even if the University has been advised of the possibility of such.

4. **MEDICAL CONSULTATION:** I agree to consult with my personal physician about necessary immunizations and any other medical matters relating to my participation in an international program. I understand that I am strongly encouraged to disclose to the Study Abroad Office and/or Program Leader(s) any personal, physical, medical, and/or psychological or emotional concerns/issues I might have which would, without reasonable accommodation, prevent me from performing my responsibilities on my program. I understand that if I have a disability which requires reasonable accommodation by the program provider, I will advise the Program Leader(s) at a time sufficiently prior to the commencement of the program to allow the Program Leader(s)/providers to make reasonable accommodations.
5. **PRE-DEPARTURE ORIENTATION & MEETINGS:** I understand that I am required to attend and complete all mandatory pre-departure orientations and meetings with the Study Abroad Office and Program Leader(s).
6. **ATTENDANCE:** I agree to attend the program in accordance with its established location and schedule, including all orientations, meetings, work assignments, classes, excursions, and exams on campus and abroad. I agree to complete all University requirements/assignments associated with my program and when applicable as agreed upon with my Faculty/Staff Advisor.
7. **INDEPENDENT TRAVEL, ABSENCES, FREE TIME:** I understand that Lehigh is not responsible for my welfare or liable for my actions during periods of independent travel, absences from the program, or free time. Free time means any time(s) when students are not under the direction or supervision of the program or its agents.
8. **PROGRAM MODIFICATION:** If necessary, Lehigh reserves the right to change or modify any arrangement concerning the location and/or content of the program.
9. **PAYMENTS AND BILLING:** If applicable, I will pay all tuition, fees and charges due according to the regularly scheduled billing by Lehigh and I am responsible for the timely payment of all other charges incurred by me or on my behalf in connection with my participation in the program.
10. **HEALTH AND SAFETY; INSURANCE:** Lehigh reserves the right to make such decisions and take such actions that it believes are necessary to maintain my health and safety, and I shall not hold Lehigh responsible for such decisions or actions. I fully understand the insurance programs described in Sections C.1 and C.2 above.
11. **AUTHORIZATION FOR EMERGENCY SERVICES:** I hereby authorize Lehigh, its faculty, staff and agents, at their discretion and without obtaining any further consent, to arrange medical services and treatment as may be deemed necessary for me at my/my parents' and/or guardians' sole risk and expense. If deemed necessary or desirable by Lehigh, I may be returned to the United States by commercial airline or other means at my expense for medical treatment.
12. **RULES, STANDARDS AND INSTRUCTIONS FOR STUDENT CONDUCT:** I will, at all times, act responsibly and comply with the policies, rules, standards, and instructions for student conduct and behavior of Lehigh and the host institution(s). Lehigh will enforce appropriate standards of conduct and may terminate my participation in the program for failure to maintain these standards or for any actions or conduct which Lehigh considers incompatible with the interest, harmony, comfort or welfare of participants. Unacceptable conduct includes, but is not limited to, unauthorized absence from the

program, harassment, assault, vandalism, public disturbance, gambling, solicitation, and any illegal activity.

*I understand and agree to be bound by the rules and policies of Lehigh University and, in particular, the Student Code of Conduct as well as those of my host institution(s).*

13. **ALCOHOL AND OTHER SUBSTANCES:** Lehigh will not tolerate alcohol or drug abuse (by U.S. definition, or that of any other country visited) and/or excess. I understand that if I am impaired and cannot fully participate in expected classroom attendance, group activities, excursions, and/or my conduct is disruptive or incompatible with the program purpose and objectives, Lehigh and/or the host program may require my immediate termination from the program and I will return to the United States.
14. **REMOVAL FROM PROGRAM:** If my program participation is terminated, Lehigh shall have the right to require me to leave the program and return to the United States without refunding my tuition or fees (if applicable) and without academic credit (if I return prior to the program end date). If Lehigh directs me to return to the United States, I agree to cooperate and abide by such direction and cover all associated costs.
15. **UNFORSEEN COSTS:** I understand that I am responsible for any additional unforeseen costs (e.g., housing, board, travel fees) associated with my participation in the program in the event of an emergency that detains me outside of the program and/or planned program dates. I am responsible for the purchase of trip interruption/cancellation insurance.
16. **DAMAGE; THEFT:** I accept full responsibility for any damage/theft, losses, or charges associated with my housing or other accommodations or the common areas or grounds of the host institution and its equipment including, but not limited to, telephones, vending machines, washers and dryers. Public area damage/theft that cannot be attributed to specific individuals will be billed on a pro-rated basis to residents of that suite, section, floor, or building in accordance with the Lehigh University Damage Billing Policies and Procedures. I am also responsible for the actions of guests whom I allow to enter housing/residences. Willful destruction of property is cause for disciplinary action. All damage billing incurs a 15% service charge.
17. **EMERGENCY CONTACTS:** I agree that the Lehigh Study Abroad Office staff and/or the Program Leader(s) may distribute information about my participation in a study abroad program to the parent or guardian whom I have designated as my emergency contact. I further agree that such staff may discuss my academic and disciplinary records for the purpose of ensuring my continued health, safety, and student status, as it pertains to my abroad experience.
18. **AUTHORIZATION AND RELEASE OF COPYRIGHTS:** I grant permission to Lehigh to use my photograph, likeness or comments in any medium for educational, promotional, or any other purpose in furtherance of the non-profit missions of the University.

**By signing below, I confirm that I have read and understand these conditions and agree to be bound by them.**

**Student Name (please print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_