

## D.C. Plus (D.C.+) 2025-2026 Academic Year Contract

This Contract is between Pepperdine University, a California, non-profit public benefit corporation ("Pepperdine" or "University"), and \_\_\_\_\_ ("student") for the Fall 2025 semester in \_\_\_\_\_ and the Spring 2026 semester in \_\_\_\_\_.

**The Washington, D.C. Plus Program ("D.C. Plus Program") is an Academic Year program comprising two semester programs that make up one experience: one semester in Washington, D.C. and one semester in an international location.**

Withdrawal or ineligibility from any part of the D.C. Plus Program results in the withdrawal and ineligibility from the entire program (both semesters).

Withdrawal and ineligibility fees apply in accordance with Academic Year contracts, as outlined below in the Withdrawal / Ineligibility section of this contract (see items 25-27).

In consideration of my voluntary participation in the above International Program ("Program"), I, for myself, my heirs, personal representatives or assignees, agree as follows:

### **FINANCIAL REQUIREMENTS AND COMMITMENTS**

1. **I agree to pay the fees** published by Pepperdine in the Seaver College 2025- 2026 Academic Catalog for this Program. I understand that the current published fees are likely to increase. However, if the tuition or food and housing charge increases by more than ten (10) percent over the current published price, I may be released from the terms and conditions of this Contract if I provide written notice to [international.programs@pepperdine.edu](mailto:international.programs@pepperdine.edu) within 30 days of the publication of the new price. I understand that there are Program-specific costs over and above the International Programs charge that I must pay, including, but not limited to, the fees listed in the Seaver College Catalog (<https://seaver.pepperdine.edu/academics/catalog/>) and on the International Programs website (<https://community.pepperdine.edu/seaver/internationalprograms/resources/costs.htm>).
2. I acknowledge that **I will be billed for a global health fee** which provides me with healthcare services outside of the United States. Washington D.C. students are required to secure and be covered by their chosen personal health insurance to manage health needs. I acknowledge that I am responsible for and **must be ready and immediately able to pay for my personal health care costs**. I also understand that I may be required to pay additional local health fees for visa purposes, or Program requirements, or required vaccinations for my Program. I am responsible for any mandatory health costs.
3. I understand that **I am responsible for arranging any financial aid** to be received during the Program with the individuals, programs, and/or scholarships that contribute to my financial assistance. I have received financial aid advice from my financial aid advisor and am aware of the costs that will be incurred in my Program.
4. I have **discussed the financial responsibilities for the Program with those providing**

**me with financial assistance** (parents/guardians/others).

5. I acknowledge that **I will be responsible for paying all fees and costs associated with early withdrawal and termination of this agreement (minimum of \$1,000)**. A schedule of fees is detailed below under the Withdrawal/Ineligibility Policy.

### **PRE-DEPARTURE REQUIREMENTS AND RESPONSIBILITIES**

6. I understand that important communication from the International Programs Office will be sent via Pepperdine student email or in the ViaTRM portal. **It is my responsibility to check this email and ViaTRM portal several times per week** and certify that I do not have issues receiving or sending emails from/to International Programs email addresses or @via-trm.com. I understand I should keep notifications from ViaTRM active.
7. **I understand that I cannot book flights** for the Program until I am directed to do so by International Programs. I understand that I am **required to book round trip flights through Pepperdine's travel services company**. I agree to abide by all other International Programs flight policies and procedures in the International Programs Student Handbook and in the International Programs Flight Policies Document: (<https://docs.google.com/document/d/1mTbe0JZZ0k5VMf60yLV3XeGdedKMIxn2VZH5dW8PKQg/edit?usp=sharing>). I understand that I am responsible for any and all travel expenses (i.e., flights, ground transportation, meals, and transfers) if I am removed from my program or if I take a medical or mid-semester withdrawal and need to travel back home. I understand that Pepperdine recommends purchasing travel insurance, as well (from the travel services company or independently).
8. **I am responsible for completing all required study abroad orientation and preparation requirements**. I understand that I am required to attend all orientation sessions, complete all required orientation modules, and attend mandatory meetings such as preparation and visa workshops by the date communicated by the International Programs Office. I am also responsible for providing all required materials to the International Programs Office by the deadlines provided by the International Programs Office. I acknowledge that failure to complete any of these requirements may result in ineligibility, withdrawal fees, and dismissal from the Program.
9. I have created a course plan incorporating my proposed International Programs courses. **I have met with my academic advisor and/or my major advisor and have determined that I am eligible to take 12-18 units for each term of my Program. I am also aware of any applicable prerequisite courses and any required courses** I must take before and during the Program to meet the requirements of my major. I understand that I must be eligible to take at least the 152 level of any language required by my Program. I understand that I am only able to take the courses being offered in the Program and must maintain full-time student status each semester of my Program. I understand that changing my major after signing this agreement does not exempt me from Program requirements.
10. I acknowledge it is my responsibility to **complete a health clearance process**, which includes meeting with a healthcare professional between 45 and 90 days prior to the start of the Program and being cleared to participate in my Program and submitting the Health Clearance Form to International Programs at least 45 days prior to departure. I acknowledge that I will provide the health provider that is reviewing my health clearance

form with detailed information regarding my upcoming travel (study location, field trips, and personal trips) and will provide them with accurate and up-to-date personal health information in the confidential health history form.

11. I acknowledge that I am strongly encouraged, but not required, to provide my local program director with a copy of my Confidential Health History Form which provides details about my health history. Regardless of whether I provide the local program director with a copy, **I give my consent to the University to share a copy of my Confidential Health History Form for medical or psychological treatment** to healthcare service providers where I am unable, or it is impractical to provide such information for treatment myself. I acknowledge that I will travel with the original copy of the Confidential Health History Form in my Emergency Envelope in the event of a medical emergency.
12. **If I am under the care of a mental health professional or medical provider that is caring for my chronic illness, I have discussed with them my plan to participate in the Program and have determined that such participation is appropriate.** I understand that health services (including psychological services) are available at Pepperdine's campus-based locations, but such services may not be sufficient to address my specific healthcare needs. I understand that I am solely responsible for seeking out and paying for additional care that is not covered under Pepperdine's global health services plan (for the DC semester, this global health services plan is only during the IST).
13. **I am responsible for obtaining and paying for any necessary passport(s)**, which must be valid for at least 6 months after the program return date (or student planned return date if after the program end date), **and/or visa and/or residency permit specific to the host country.** If I am a non-United States citizen, I am also required to independently obtain and pay for the necessary visas for the host country as well as for the Educational Field Trip locations by the deadline provided by International Programs. I acknowledge that it is also my responsibility to obtain and pay for any necessary visas required for independent travel destinations. I agree to provide electronic copies of my passport and any visas to the International Programs Office by the due dates specified by the International Programs Office. I understand that I may be required to obtain a second passport in order to apply for a visa in the event that my original passport is needed for personal travel, or in the event that I am studying abroad in another International Program at the time my passport is needed to apply for a visa.
14. I hereby **permit a representative from the International Programs office** at Pepperdine University **to appear on my behalf at a consulate or embassy to procure visas** or visa documents for my Program. This representative shall not be liable for any damages or loss that results from a judgment error that was made in good faith. This representative shall not be entitled to any compensation, during my lifetime or upon my death, for any services provided in this capacity. This permission shall be effective from this day until the conclusion of my Program.

### **RESPONSIBILITIES/COMMITMENTS ONCE IN YOUR STUDY AWAY LOCATION**

15. **I agree to abide by all of the laws, rules, and regulations of the Program country** and any countries I visit while attending the Program. I also **agree to abide by all Pepperdine rules and policies** including, but not limited to: my specific program's Program Manual, the International Programs Student Handbook (posted on the IP policies webpage

<https://community.pepperdine.edu/seaver/internationalprograms/covid-19-updates.htm>) the Seaver College Catalog (<https://seaver.pepperdine.edu/academics/catalog/>), and the Seaver College Student Code of Conduct (<https://www.pepperdine.edu/communitystandards/handbook/>). My failure to comply with these laws, regulations, rules and policies may result in disciplinary action, up to and including expulsion from Pepperdine.

16. I acknowledge that **it is my responsibility to take every precaution to safeguard my health and personal belongings from damage or theft.** Pepperdine will not be responsible for sickness, damage, or theft. I acknowledge that Pepperdine recommends that I never travel alone, particularly at night.
17. I agree to enroll all travel in the **U.S. Department of State's Smart Traveler Enrollment Program (STEP)** and monitor the U.S. Department of State website for the latest travel information for Program country and all other countries I plan to travel to prior to my departure and throughout the duration of my stay. I understand that I am responsible for accurately and completely entering my travel information in Pepperdine's travel log system, as required by the University. I understand that failure to accurately and completely fill out the travel log according to the policy set forth in the International Programs Handbook and by the relevant program director may result in disciplinary action against the student.
18. I hereby give my consent to treatment in the event of a medical emergency, if at that time I am incapacitated and unable to consent to such treatment. I will be financially responsible for any and all costs of such treatment. I agree that I will not hold the University responsible for any claims resulting from medical treatment or lack thereof.
19. I hereby consent to International Programs contacting my parent(s), guardian(s), and/or the emergency contact(s) listed in connection with my application with periodic communications regarding programs for which I have applied or signed a contract. In the event of an illness, emergency, or if I am missing, I consent to International Programs contacting and releasing medical information and other student information to my parent(s), guardian(s), and/or emergency contact(s). I understand that I am therefore responsible for keeping my emergency contact information accurate and current within my International Programs application.
20. Pepperdine reserves the right to modify the program for any reason, including, but not limited to the comfort and protection of its students, or cancel the Program as may be required due to circumstances beyond the control of Pepperdine or to protect the health and safety of Program participants. Pepperdine will not be responsible for the cost of a student's personal leisure travel that is canceled due to modification or cancellation of the Program. This includes the student's personal travel expenses related to a location that is deemed not safe by Pepperdine upon review of the U.S. Department of State and/or other travel risk advisories.

#### **ASSUMPTION OF RISK, WAIVER OF LIABILITY, AND INDEMNITY AGREEMENT**

21. I understand and acknowledge that the Program presents risks to me and my property, and that Pepperdine cannot guarantee my safety or the safety of my property. I understand and agree that the Program activities may be dangerous and

may involve risks to personal safety and physical risks which can range from but are not limited to: minor injuries such as scratches, bruises, and sprains to catastrophic injuries, including paralysis and death. I understand and agree that the Program involves international travel and may involve unfamiliar or different terrain, customs, climate, food and drink, laws, social norms, sports practices, rules and regulations, communications, criminal and law enforcement activities, disability access, driving practices and road conditions, premises conditions and/or maintenance. Risks may also include: exposure to disease and virus outbreaks, inadequate health care, natural disasters, acts of God, war, civil unrest, terrorism, kidnapping and assault, physical violence, verbal abuse, sexual abuse, short and/or long term disability, loss of income and/or career and earning opportunities. Nonetheless, I acknowledge that my participation in the Program is voluntary and that I assume all risks, whether known or unknown.

**22.** To the fullest extent allowed by law, I release, waive, discharge, and covenant not to sue, Pepperdine University, its Board of Regents, employees, agents, attorneys or volunteers (collectively the "University") from all liability to me that may be caused by any act, failure to act or negligence by the University, myself, or any third party, the condition of the Program premises, Program travel, from the unavailability or inadequacy of emergency medical care, and from the use of my name and likeness as discussed in paragraph 23 below. I understand that I am waiving my rights to recover all damages from the University for any physical or mental injury (including death), social and economic loss, and damage to or loss of property, relating to or arising out of my participation in the Program.

**23.** I agree to indemnify and hold the University harmless from any and all claims, actions, suits, judgments, costs, expenses, damages and liabilities, including attorney's fees, which in any way relate to or arise from my participation in the Program. If the University incurs any of these types of expenses, I agree to reimburse the University.

**24.** I hereby authorize the University and its associates or assignees, or anyone acting under its authority or permission, the irrevocable and unrestricted right and permission to: **a) record my participation and appearance on a video tape, audio tape, photograph, digital, electronic or any other medium, b) use my name, likeness, voice and biographical material in connection with these recordings and c) use, reproduce, exhibit or distribute in any medium now known or later invented** (e.g., print publications, videos, and Internet) these recordings in whole or in part for any purpose that the University, and those acting pursuant to its authority, deem appropriate, including promotional or advertising efforts. I waive any right that I may have to inspect or approve the finished product or products that may be used in connection therewith or the use to which it may be applied. I understand that all such recordings, in whatever medium, shall remain the property of the University and that I am not entitled to any compensation from the University for use of the recordings.

#### **WITHDRAWAL/INELIGIBILITY POLICY**

**25.** In order to withdraw from the Program (regardless of whether I have withdrawn from Pepperdine through the Registrar's Office), I must complete the International Programs withdrawal process. Should I become ineligible to attend by being placed

on academic probation or by having a semester GPA below a 2.0 in any academic session preceding the start of or during my Program; by being placed on disciplinary probation, suspension, or expulsion; by withdrawing from Pepperdine; by having unresolved restrictions placed on registration for any reason; by having a past-due balance on my student account; by failing to complete a course prerequisite and/or language requirements; by not being cleared by a health professional to participate; by failing to enroll in a language course while abroad; by being unable to maintain full-time student status; by failing to obtain on a timely basis the required documents to attend a Program; by not participating in all pre-departure and in-program mandatory orientations and meetings; by failing to register by the deadlines; by failing to obtain all necessary visas; by failing to meet the minimum class attendance requirements; or because I violate any provision of this agreement, I may be removed from the Program and withdrawal fees will apply (see item 27 below).

26. If I am suspended, dismissed, or expelled from Pepperdine while studying with International Programs, I understand and acknowledge that I must leave the Pepperdine facility within 24 hours after receiving the dismissal, suspension, or expulsion notice. If I appeal, I understand and acknowledge that I must leave within 24 hours after receiving the appeal decision if my appeal was unsuccessful. I understand that Pepperdine requires verification that my parent or legal guardian has been informed of my university status and departure from the program prior to departing the Pepperdine facility. I understand and acknowledge that this decision may also require me to leave the country immediately due to immigration status.
27. Timeframes, for withdrawal purposes, will be determined by the date on which my signed notice of intent to withdraw from the Program, or a notification that I have become ineligible to participate in the Program, is received by the International Programs Office in Malibu. **All withdrawal fees will be immediately charged to my student account (an appeal process is available for all withdrawal fees incurred above \$1,000 and the completed appeal is due to the International Programs Office no later than 45 calendar days after the International Programs Office signed the withdrawal paperwork or when the student became ineligible).** Once withdrawal charges are posted, I will have 60 calendar days before finance charges begin to accrue and I understand **International Programs is unable to stop or remove finance charges that are posted to a student's account:**
- a. If I withdraw from or become ineligible to attend the Program prior to February 7, 2025 for Academic Year programs, **I will be responsible for the non-refundable and non-appealable \$1,000 withdrawal fee, regardless of my reason for withdrawal.**
  - b. If I withdraw from or become ineligible to attend the Program from February 7, 2025 through April 21, 2025 for Academic Year programs, **I will be responsible for twenty (20) percent of the total International Program (IP) Charge (see “f” below for IP Charge).**
  - c. If I withdraw from or become ineligible to attend the Program on or after April 22, 2025 through June 19, 2025 for Academic Year programs, **I will be responsible for**

**forty (40) percent of the total International Program (IP) Charge (see “f” below for IP Charge).**

- d. If I withdraw from or become ineligible to attend the Program on or after June 20, 2025 for Academic Year programs, **I will be responsible for fifty (50) percent of the International Program (IP) Charge (see “f” below for IP Charge), as stated in the Seaver College Academic Catalog.**
  
- e. **I understand that if I withdraw from or become ineligible to attend the Program, I forfeit any financial assistance which I had been awarded to attend the Program.**
  
- f. **Academic Year/Fall or Spring IP Charge:** Includes housing, most meals, field excursions (including educational field trip or international studies tour), select transportation, and local orientations. **100% of the IP Charge in academic year 2024-2025 is \$12,630 (\$13,350 for Washington, D.C.).**

**ACCOMMODATIONS (if applicable):**

**If you have any disabilities or health-related concerns (including food-related or residential accommodations) that could impact your participation in this program, consult with the Office of Student Accessibility (OSA) before signing this contract.** In order to receive accommodations abroad, students must have all requests registered and verified by OSA, and even then, although International Programs strives to accommodate requests, **it cannot guarantee that all requests can be met.** You may contact IP to voluntarily discuss requests for accommodations.

I have read this agreement, fully understand its terms, and that I am giving up substantial rights, including my right to sue and recover damages. I acknowledge that I am signing the agreement freely and voluntarily, and intend that my signature indicates a complete and unconditional release of all liability to the greatest extent allowed by law. If any provision of this document is determined by a court of competent jurisdiction to be illegal, invalid, or otherwise unenforceable, then to the extent necessary to make such provision legal, valid or otherwise enforceable, such provision will be limited or severed from this document, and the remaining portions of this document agreement will survive in full force. This written agreement, along with all incorporated references, constitutes the entire agreement between Pepperdine and myself, and may be modified only as stated herein. I further agree that this agreement shall be governed and interpreted in accordance with the laws of the state of California and that the prevailing party in any such action to enforce or interpret this agreement shall be entitled to recover reasonable attorneys' fees.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Received by IP Staff Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

#### **MINORS (if applicable):**

**If you are presently 17 years old or younger, your parent or guardian also needs to sign this contract.** Please follow instructions through the ViaTRM portal to complete this step -or- send the completed (student-signed) contract to your parent or guardian, ask them to sign and date it, then scan and email it to: [international.programs@pepperdine.edu](mailto:international.programs@pepperdine.edu)

I am the parent or legal guardian of the above named minor. I consent to the minor participating in the Program. I have read and understand that the above agreement involves surrendering substantial legal rights of the minor and myself. I agree to be bound by all terms of the above agreement.

Minor's Parent or Guardian Name \_\_\_\_\_

Signature of Minor's Parent or Guardian \_\_\_\_\_ Date: \_\_\_\_\_