



How to Sign your
IP CONTRACT

OCTOBER 2018

A decorative graphic in the top-left corner featuring a large, textured orange brushstroke, a thick black wavy line, and a cluster of white circles of varying sizes.

Contracts Due:

**OCTOBER 29
AT 12 NOON**



PRESENTATION OVERVIEW

1

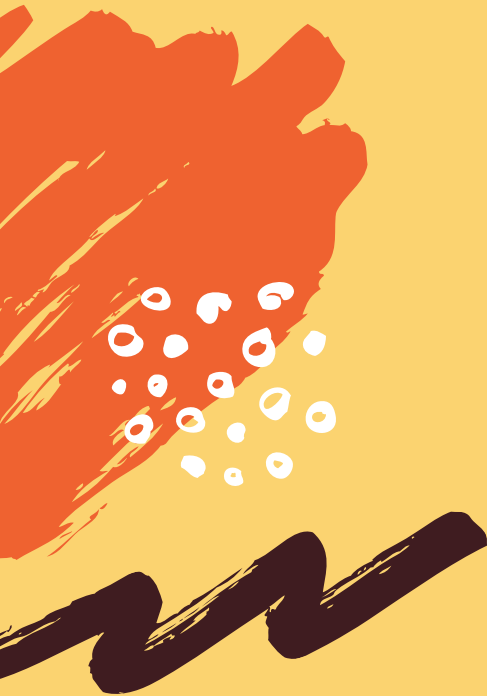
Crucial
Conversations

2

What's in my
contract?

3

How do I sign my
contract?



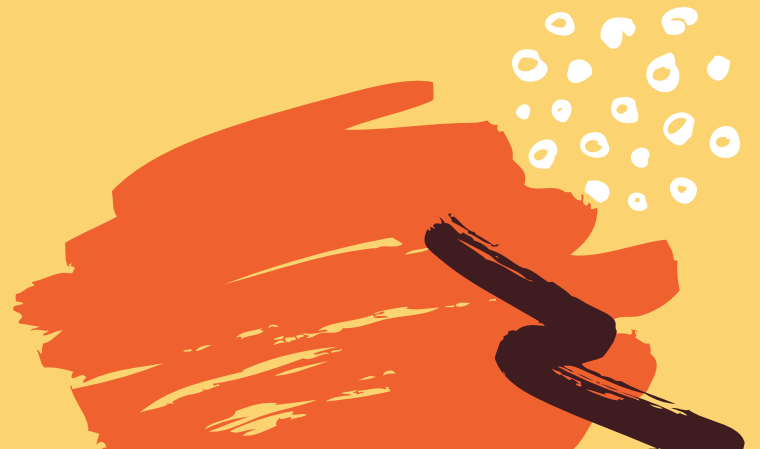
CRUCIAL CONVERSATIONS



- Ask now, stress less later! You are required to discuss this decision with:
- Academic Advisor
- Financial Aid Advisor
- Family

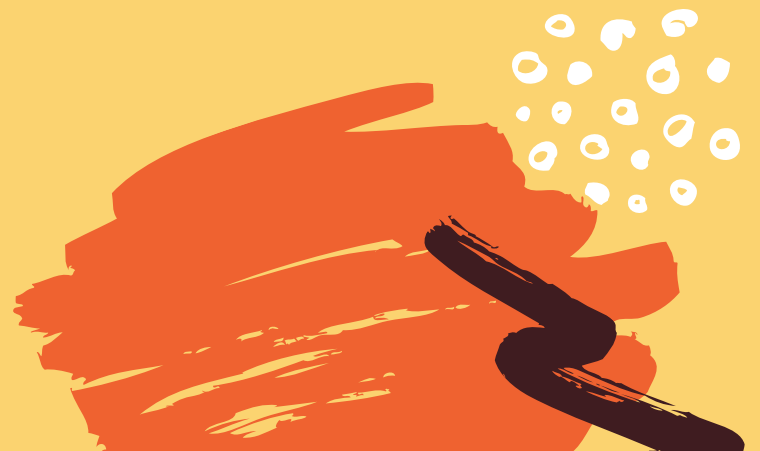


WHAT'S IN MY CONTRACT?





READ IT!





Items 1 - 8

GENERAL INFO

I agree to pay the fees

I agree to abide by all the rules

Pepperdine reserves the right to modify the program

I agree to enroll in the STEP Program and fill out the travel log

I release Pepperdine from all liability

I am required to be covered by personal health insurance internationally

Items 9 - 12

MEDICAL ITEMS

I must complete a Health Clearance Form (90-45 days prior to the start of the program)

If I am under the care of a mental health professional, I will discuss my participation in this program with them.

In the event of a medical emergency, I consent to medical treatment when I am unable to consent to such treatment



A yellow brushstroke graphic on the left side of the page, with several white circles of varying sizes scattered to its right.

Item 13

INFO RELEASE

I hereby consent to International Programs contacting my parents, guardians, and/or the emergency contact listed on WaveNet in the event of an illness or emergency and to release medical information and other student information to my parents, guardians, and emergency contact. I understand that I am therefore responsible for keeping my emergency contact information accurate and current on WaveNet.

Items 14 - 15

FINANCIAL INFO

I have received financial aid advising from my financial aid advisor and am aware of the costs that will be incurred in my Program.

I have discussed the financial responsibilities for the Program with my parents/guardians/others providing me with financial assistance and give consent to International Programs to release a copy of my signed contract and provide detailed program information to all parties providing me with financial assistance.



PASSPORT VISA

I am responsible for obtaining a passport
(must be valid for 6 months after your return)

I am responsible for obtaining a visa when required

*If I am an international student, I am required to
independently obtain any and all visas

Item 17

ORIENTATION WORKSHOPS

I am required to attend the mandatory
orientation sessions:

Academic Year/Fall/Spring: April 6, 2019

Summer: February 16, 2019

Preparation & Visa Workshops too!





Items 18 - 19

ACADEMICS EMAIL

I have received academic advising from my advisor and am aware of how the courses fit into my four year plan

I'm aware of prerequisites and minimum units

Changing my major doesn't exempt me from the requirements

All official communication will be sent to my Pepperdine email

Item 20 A - E

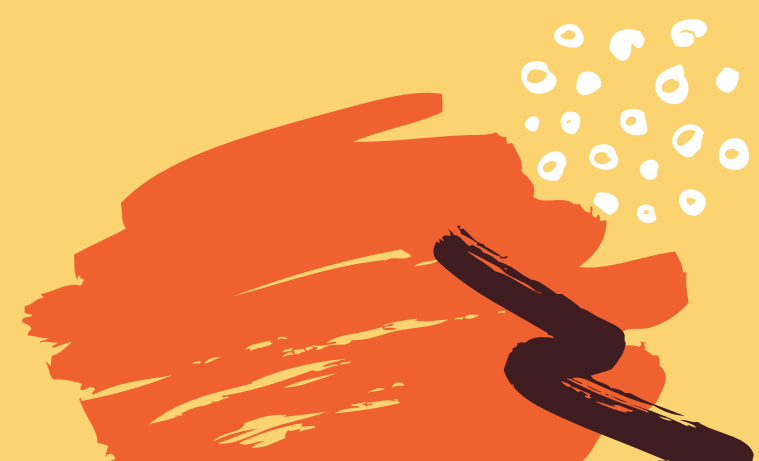
RISKS

I understand and
acknowledge that the
program presents risks to me
and my property and that
Pepperdine cannot guarantee
my safety.

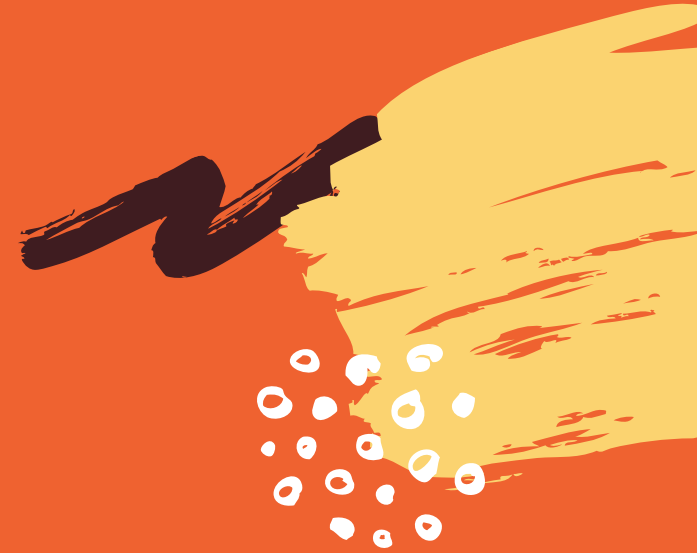




WITHDRAWAL OR INELIGIBILITY



I MAY BECOME INELIGIBLE FOR ANY OF THESE REASONS:



ACADEMICS

Academic probation; having a semester GPA below a 2.0;
Withdrawing from Pepperdine University; Failing to register by the deadlines;
Failing to complete a course prerequisite and/or language requirements;
Failing to enroll in a language course while overseas; Unresolved restrictions placed on registrations for any reasons; Being unable to maintain full time student status;
Failing to meet the minimum class attendance requirements

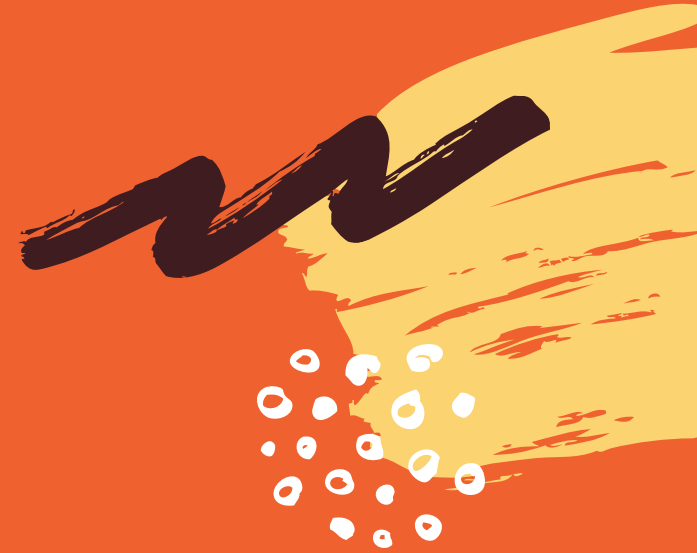
BEHAVIOR

Disciplinary probation, suspension, or expulsion;
Exhibiting significant disruptive or disrespectful behavior

PREPARATION

Failing to obtain on a timely basis the required documents to attend a program; Not participating in all pre-departure and in-program mandatory orientations and meetings; Failing to obtain all necessary visas; Failing to pass a criminal records check...or because I violate any provision of this agreement

TIMELINE FOR WITHDRAWAL OR INELIGIBILITY



Summer 2019 Programs

- Prior to 12.13.18: \$500 non-appealable fee
- 12.13.18 - 1.27.19: 50% of IP summer charge
- On or after 1.28.19: 100% of IP summer charge

Academic Year 2019-2020 & Fall 2019 Programs

- Prior to 1.9.19: \$500 non-appealable fee
- 1.9.19 - 2.28.19: 25% of IP charge
- 3.1.19 - 5.31.19: 50% of IP charge
- On or after 6.1.19: 100% of IP charge

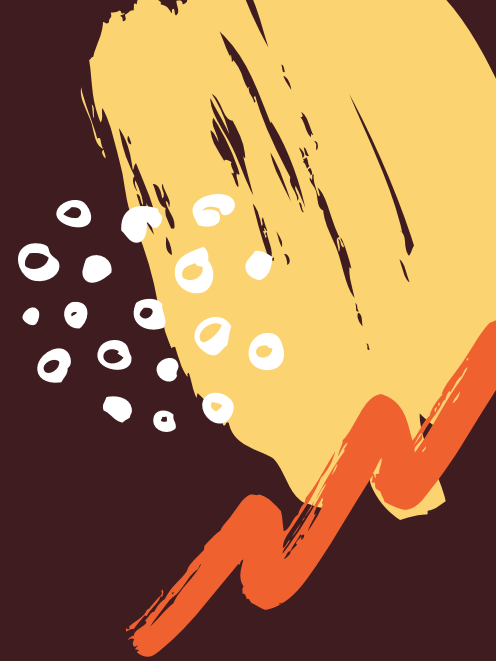
Spring 2020 Programs

- Prior to 6.1.19: \$500 non-appealable fee
- 6.1.19 - 7.31.19: 25% of IP charge
- 8.1.19 - 8.31.19: 50% of IP charge
- On or after 9.1.19: 100% of IP charge

What is it?

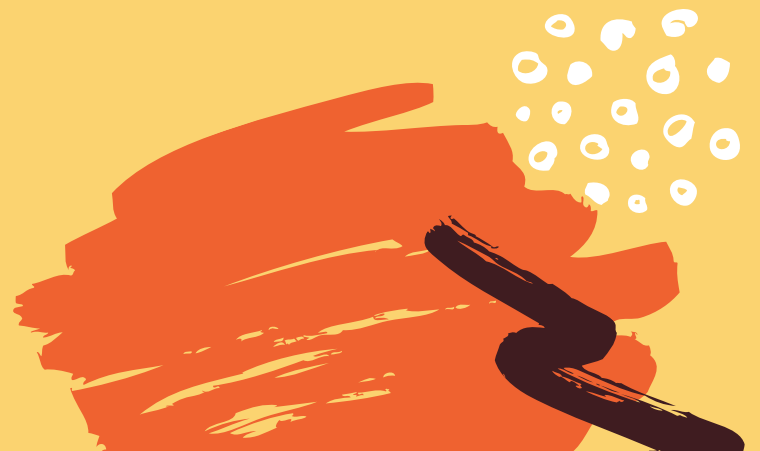
IP CHARGE

- Summer: Room and board for your program, plus flight cost
- Academic Year: Room, most meals, transportation (including round trip flight to and from program), field excursions (EFT/IFT), orientation





FLIGHT CONTRACT: SUMMER





Yes, I want to take the...

GROUP FLIGHT

One ticket, to and from LAX. Multiple programs? Consult w/ IP.

No Shows: both segments of my ticket forfeited, cost charged to my student account.

Ineligible or withdraw: cost charged to my student account

No routing changes! Changes to extend the return date might be possible (at student's own cost).

Insure that my immigration status is not compromised if I delay my return flight back to the United States.

Free flight IF you're on the group flight, and you meet IP Office's deadline to request your flight. Get written confirmation!

Nope, I want to be

EXEMPT

Faculty-Led Programs: You cannot be exempt

All other summer 2019 programs:

No financial compensation/reimbursement for your flight!

I must submit my confirmed flight itinerary to the International Programs Office no later than 45 calendar days prior to program departure.

I will arrange my own transportation to/from the airport and to/from the program facility.

I understand there are no provisions for early arrival and agree to arrive on the same day as the group flight and check into program facilities during 9am-1pm local time (foreign programs) or 9am - 5pm (Washington, D.C.).

I understand that arrival prior to the group flight is highly encouraged as students are required to attend the local student orientation in its entirety. Transportation from the airport to the program location is not guaranteed.





FLIGHT CONTRACT: ACADEMIC YEAR





Yes, I want to take the...

GROUP FLIGHT

One ticket, to and from LAX

Academic Year: group flight at the beginning of the Fall term, return at the end of the Spring term.

Flight home between the semesters is NOT provided.

No Shows: both segments of my ticket forfeited (no refund)

No routing changes! Changes to extend the return date might be possible (at student's own cost).

Insure that my immigration status is not compromised if I delay my return flight back to the United States.

Nope, I want to be

EXEMPT

If I am an Academic Year, Fall, or Spring participant, my IP fee will be reduced by \$1,220 (foreign programs), or \$500 (Washington DC).


I must submit my confirmed flight itinerary to the International Programs Office no later than 45 calendar days prior to program departure.

I will arrange my own transportation to/from the airport and to/from the program facility.


I understand there are no provisions for early arrival and agree to arrive on the same day as the group flight and check into program facilities during 9am-1pm local time (foreign programs) or 9am - 5pm (Washington, D.C.).

I understand that arrival prior to the group flight is highly encouraged as students are required to attend the local student orientation in its entirety. Transportation from the airport to the program location is not guaranteed.





**THE IP OFFICE STRIVES TO
ACCOMMODATE ALL
REQUESTS, BUT CANNOT
GUARANTEE THAT ALL
REQUESTS CAN BE MET.**



SPECIAL CONTRACTS & ACCOMMODATIONS



- Minors: Print your contract, have your parents sign it and turn in the paper copy
- Interns: Sign your internship contract on WaveNet
- DC+: Sign paper contracts at the IP Office
- List special accommodations on your contract, AND register with OSA
- Consult with OSA, the Chaplain's Office, the Counseling Center, etc. if you have additional questions or concerns



HOW TO SIGN YOUR CONTRACT



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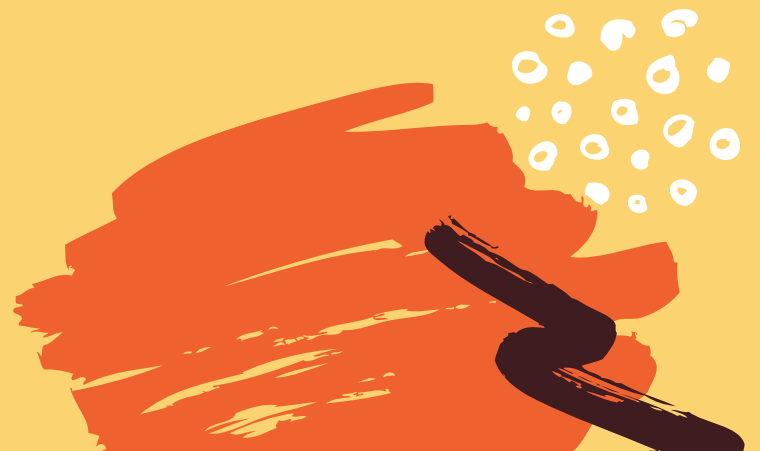
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ANY QUESTIONS?

international.programs
@pepperdine.edu

