

INTERNATIONAL PROGRAMS ACADEMIC YEAR CONTRACT

This Contract is between Pepperdine University, a California non-profit public benefit corporation ("Pepperdine"), and _____ ("student") for the

(check one) **ACADEMIC YEAR 2015-2016**, or **FALL 2015 only**, or **Spring 2016 only** semester(s) in the _____ program.

1. I wish to participate in the above International Program (the "Program") and agree to pay the fees published by Pepperdine in the Seaver College Catalog for this program. I understand that the current published fees are likely to increase. However, if the tuition or International Programs 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 within 30 days of the publication of the new price.
2. I agree to abide by all of the rules and regulations of Pepperdine while attending the Program. These rules and regulations are set forth in the International Programs Student Handbook, the Program Manual, the Seaver College Catalog, and the Seaver College Student Handbook. My failure to comply with these rules and regulations could result in disciplinary action, up to and including expulsion from the Program and dismissal from Pepperdine.
3. This Contract, the contents of the International Programs Student Handbook, the Program Manual, the Seaver College Catalog, and the Seaver College Student Handbook shall constitute the entire agreement of the parties and shall be binding on their respective successors, assigns, heirs, and personal representatives. This agreement shall not be amended or altered in any manner except in writing by Pepperdine.
4. Pepperdine reserves the right to modify the program for the comfort and protection of its students, as circumstances warrant, or to modify or cancel the Program as may be required due to circumstances beyond the control of Pepperdine. Pepperdine will not be responsible for the cost of a student's personal leisure travel that is cancelled due to a modification in the program.
5. I agree that I will hold Pepperdine, its officers, agents, and employees harmless for any claims, demands, actions, or causes of action on account of any damage to personal property, personal injury, or death which may result from my participation in the Program, and which results from causes beyond the control of and without the gross negligence of Pepperdine, its officers, agents, or employees, during my participation in the Program as stated above, during orientation activities before the Program begins, and during transportation to and from program locations.
6. I understand that I am responsible for all expenses, which I incur in association with and not furnished by the Program including, but not limited to, expenses related to transportation, lodging, meals, medical needs, or entertainment.
7. Pepperdine requires all students to be covered by a health insurance policy. I understand that it is my responsibility to adjust my current insurance so that I am covered internationally in all countries that I may travel to. I also understand that I may be required to purchase additional local health insurance for visa purposes or required vaccinations for my program. (Additional insurance is currently required in Italy, Switzerland and China, but not limited to these programs.) I am responsible for any mandatory health costs.
8. I acknowledge it is my responsibility to complete a physical exam clearing me for international travel between 90 and 45 days prior to the start of the program, and to submit the Health Clearance Form to International Programs no later than 45 days prior to departure. A copy of the Confidential Health History Form will be retained by my physician, and I will travel with the original copy in my Emergency Envelope in the event of a medical emergency.
9. If I am currently under the care or will receive care from a mental health professional, I will discuss with him/her that I will be participating in an International Program. Any expenses incurred due to such issues or mental health emergencies will be covered by the student. This includes and is not limited to; mental health care, psychiatric care, costs of emergency/unplanned travel home. I will consider my mental health needs when picking the best international insurance plan.
10. I hereby give my consent to International Programs to contact my parents/guardians/and/or the emergency contact listed on Wavenet in the event of an illness or emergency and to release medical information to my parents/guardians/emergency contact. I understand that I am therefore responsible for keeping my emergency contact information accurate and current on Wavenet.
11. 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 advising from my financial aid advisor and am aware of the costs that will be incurred in my International Program; if applicable.
12. 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 my parents/guardians and/or others indicated by me.

13. I am responsible for obtaining and paying for the necessary passport 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 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 my responsibility to obtain and pay for any necessary visas required for independent travel destinations.
14. I am responsible for attending the entire mandatory orientation on April 11, 2015, and any other mandatory meetings such as visa workshops. I am also responsible for providing all required materials to International Programs by the deadlines provided by International Programs. I acknowledge that failure to complete any of these requirements can result in ineligibility, penalty fees and dismissal from the program.
15. I have received academic advising from my academic and/or major advisor(s) and am aware of any applicable prerequisite courses including language. I understand that I am only able to take the courses being offered in the program and must maintain full-time student status. I understand that changing my major after signing this contract does not exempt me from the policies in this contract.
16. I understand that all official communication from the international programs office will be sent via Pepperdine student e-mail. It is my responsibility to check this e-mail regularly and certify that I do not have issues receiving or sending e-mails from this address.

WITHDRAWAL / INELIGIBILITY POLICY

In order to withdraw from the Program, I must complete and send a signed Withdrawal Form to the International Programs office in Malibu. Should I become ineligible to attend, (by being placed on academic probation, or by having a semester GPA below a 2.0 in any semester preceding the start of my international program, by being placed on disciplinary probation, suspension, or expulsion, by withdrawing from Pepperdine University, by having unresolved restrictions placed on registrations for any reasons, by failing to complete a course prerequisite and/or language requirements, by failing to enroll in a language course while overseas, 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, and/or failing to pass a criminal records check), or by exhibiting disruptive or disrespectful behavior which may raise concern for my ability to participate as a productive member of an international program community, I will be removed from the Program and penalty fees will apply.

Time frames, for penalty 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 penalties will be immediately charged to my student account (an Appeal Process is available for all penalty fees incurred above \$500). Once the charges are posted, I will have 60 days before finance charges begin to accrue:

- A. If I withdraw from or become ineligible to attend the Program prior to January 14, 2015 for Academic Year and Fall-only programs, or June 1, 2015 for Spring-only programs, I will not be responsible for any charges associated with the Program other than the non-refundable \$500 withdrawal fee.
- B. If I withdraw from or become ineligible to attend the Program on or after January 14, 2015 and prior to March 1, 2015 for Academic Year and Fall-only programs, or on or after June 1, 2015 and prior to August 1, 2015 for Spring-only programs, I will be responsible for twenty-five (25) percent of the total International Program Charge for the Program as stated in the 2015/2016 Seaver College Catalog.
- C. If I withdraw from or become ineligible to attend the Program on or after March 1, 2015, and prior to June 1, 2015 for Academic Year and Fall-only programs, or on or after August 1, 2015 and prior to September 1, 2015 for Spring-only programs, I will be responsible for fifty (50) percent of the total International Program Charge for the Program as stated in the 2015/2016 Seaver College Catalog.
- D. If I withdraw from or become ineligible to attend the Program on or after June 1, 2015 for Academic Year and Fall-only programs, or on or after September 1, 2015 for Spring-only programs, I will be responsible for one hundred (100) percent of the International Program Charge as stated in the 2015/2016 Seaver College Catalog.
- E. I understand that if I become ineligible to attend the Program, I forfeit any financial assistance, which I had been awarded to attend the Program.

I have read and understood this Contract and received a copy for my records/reference. I agree to comply with its terms and conditions.

Student Signature: _____ **Date:** _____ **Campus Wide ID:** _____

Parent/Guardian must counter-sign here if student is under 18 years of age at time/date of signature:

Accepted by:
International Programs Staff Signature: _____ **Date:** _____