

# CARLETON COLLEGE OFF-CAMPUS STUDY AGREEMENT FORM

**Note:** Students offered places in Carleton off-campus seminars must confirm their intention to participate by their signature below. One copy is to be retained by the student; ONE COPY IS TO BE RETURNED TO OFF-CAMPUS STUDY, Leighton 119 by the date set in the letter of admission.

## **INSURANCE COVERAGE**

I understand that Carleton College does not undertake to provide health, accident, disability, hospitalization, personal property, or other insurance to participants in this seminar; I further understand that it is my responsibility to procure health/hospitalization insurance for the duration of the seminar and such other insurance as I require, and that I am responsible for the costs of such insurance and for any expenses not covered by this insurance.

## **PERSONAL CONDUCT**

I understand the rights and responsibilities in the *Carleton Student Handbook* apply to off-campus study, except that local laws replace Minnesota/U.S. law where applicable. I understand that the living circumstances on off-campus study may require a standard of decorum, which differs from that of Carleton residential life, and I indicate my willingness to understand and conform to the standards of my host culture. I further understand that it is important to the success of the present program and the continuance of future programs that participants observe standards of conduct that do not compromise Carleton in the eyes of individuals and organizations with which it has relationships. I understand that the Program Director has the authority to: 1) establish rules of conduct necessary for the operation of the program during the entire period of the program, including free time, 2) establish rules of conduct that are stricter than local laws. I agree that, should the Director, in consultation with the Dean of Students, decide that I must be dismissed because of conduct that might bring the program into disrepute or its participants into jeopardy, that decision will be final and may result in the loss of academic credit and the loss of program fees. I understand that within the period of this program and after the period of the program, I may elect to travel independently at my own risk and expense. I agree to inform an official representative of Carleton College of my travel plans and understand that neither Carleton College nor its official representatives are responsible for me while I am traveling independently.

## **WITHDRAWAL OR DISMISSAL**

I recognize that, although the credits on the seminar are distributed among courses, the seminar itself is offered as a complete package and there is no provision for crediting any part of the academic work if I do not complete the entire program of required courses. If I withdraw or am dismissed from the seminar, my status at Carleton for that and the succeeding term(s) will be determined by the Dean of Students in accordance with existing policy, as outlined in the *Academic Regulations and Procedures Handbook*. I have read and understand the statement on the refund policy for Carleton Off-Campus Seminars as stated on the back side of this form.

## **GENERAL RELEASE**

I understand that Carleton College reserves the right to make cancellations, changes or substitutions in cases of emergency or changed conditions or in the general interest of the program. It is further expressly agreed that all programs and use of any and all off-campus programs, services, or facilities shall be undertaken by me at my own sole risk and that Carleton College shall not be liable for any and all claims, demands, injuries, damages, actions, or causes of actions, whatsoever to me or property arising out of or connected with the use of any and all off-campus programs, services, or facilities, whether or not sponsored by Carleton College, or the premises where same are located, whether or not owned or leased by Carleton College, resulting from or related to any and all acts of active or passive negligence on the part of Carleton College and/or its officers, employees, or agents; and I do hereby expressly forever release and discharge Carleton College from any and all claims, demands, injuries, damages, actions, or causes of action, arising from or related to any and all acts of active or passive negligence on the part of Carleton College and/or its officers, employees, or agents.

## **PARTICIPATION**

By my signature below, I indicate my intention to participate in the \_\_\_\_\_ seminar during \_\_\_\_\_ term, 20\_\_\_\_. This commitment to the program both reserves the place offered to me in the seminar and authorizes the College to admit another student for my place on campus during the term I am away. This decision becomes effective on the date of my signature, not later than the date cited in the Letter of Acceptance.

## **SEVERABILITY CLAUSE**

All provisions of the agreement shall be deemed severable. The unenforceability, illegality, or invalidity of any provision or portion thereof shall not affect the enforceability, legality, or validity of any other provisions, all of which will remain valid, binding, and enforceable in accordance with their terms.

## **EMAIL RELEASE WAIVER (OPTIONAL)**

I agree to let OCS release my email address to:  Carleton students participating in this program with me  
 Carleton students who are inquiring about this program

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(print or type)

Student Signature \_\_\_\_\_ Age \_\_\_\_\_

Parent's signature is required below if student is under the age of 18

(To be completed by Off-Campus Studies)

Received this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, Carleton College,  
by \_\_\_\_\_, Director of Off-Campus Studies

## \* Policy on Withdrawal \*

### Carleton Off-Campus Seminars

**Students who withdraw from the Carleton Seminar after the signing of the OFF-CAMPUS STUDY AGREEMENT FORM and before the beginning of the seminar** will be required to pay a \$500 withdrawal fee plus any costs incurred on their behalf (including, but not limited to, monies advanced on their behalf for non-refundable deposits, tickets, airfare or other travel document, legal documents and fees, housing deposits, etc.). All withdrawals before the start of the seminar should be made in writing to the Director of Off-Campus Studies at Carleton. Withdrawals after the off-campus seminar has begun should be made in writing to the Faculty Director on site.

**Students who withdraw from a seminar in session** with the permission of the Director of Off-Campus Studies and/or for documented medical reasons may be eligible for a partial tuition refund according to the standard College policy outlined in the *Academic Catalog*. Eligibility will be computed from the first day of the seminar abroad, not according to the on-campus calendar.

- ◆ A refund of 25 percent of tuition will be made if the student withdraws during the first 25 percent of the term; financial aid will be reduced proportionately.
- ◆ Tuition will be reduced in the case of illness: one-half will be returned if the student withdraws because of illness before the end of the fifth week of the seminar term, after which no fee will be refunded.
- ◆ No refunds will be made to students suspended or dismissed from a seminar.

**If the student withdraws from a seminar to participate in another off-campus study program**, the student must apply and receive separate approval for the second program.

**If the student withdraws from a seminar and wishes to return to campus**, the student may ask the Dean of Students to place his or her name on the space-available list.