



APPLICATION for STUDY ABROAD

Spring 2011

Include two (2) PASSPORT-SIZE PHOTOS with this application.

I am applying for:

- | | |
|--|--|
| <input type="checkbox"/> study in China | <input type="checkbox"/> Fall semester |
| <input type="checkbox"/> study in Yucatan/Mexico | <input type="checkbox"/> Spring semester |
| <input type="checkbox"/> study in Luxembourg | |

Name _____ Telephone (____) _____

Address _____
Street City State Zip Code

E-mail address _____

Social Security Number _____ - _____ - _____ Age _____ Date of Birth ____/____/____

Semester (and year) studies *begun* at ICC: _____ Number of semesters *completed* at ICC: _____
Major _____ Area of Interest _____

Cumulative Grade Point Average: _____ Number of Credit Hours completed at end of current semester: _____

Are you applying for Financial Aid? If yes, what type? _____

Passport #: _____ Citizenship: US Other _____ (specify)
(To be filled in before departure) If other, country of residency _____

List at least 2 emergency contacts:

NAME	RELATIONSHIP	TELEPHONE	ADDRESS
1. _____	_____	(____) _____	_____
2. _____	_____	(____) _____	_____

Signature of Student Date

Signature of Campus Study Abroad Representative Date

PRELIMINARY COURSE SELECTIONS:

Prefix & Course #	Name of Course	Instructor
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

ESSAY: Submit with this application a one-page, typed essay stating reasons why you want to study abroad.

TRANSCRIPT: Submit an *official* transcript with this application.

RELEASE AGREEMENT
FOR INTERNATIONAL STUDIES AND PROGRAMS
ILLINOIS CENTRAL COLLEGE

I, the undersigned, having applied to the ICC Study Abroad program in _____
for the _____ semester, 20____, do covenant and agree as follows:

I understand and agree that neither Illinois Central College (ICC), its agents, officers, or employees, nor any educational institution associated in this endeavor shall assume any liability for damages or loss of property or for any financial or other obligations incurred by participants either in the United States or elsewhere.

I further understand and agree that while participating in the Program, I shall be subject to the supervision and authority of ICC, its agents, officers and employees. Being "subject to the supervision and authority of ICC, its agents, officers and employees" includes accepting decisions with respect to any participants whose conduct or academic standing may warrant expulsion or withdrawal from the Program. I understand that participants are expected to attend classes regularly unless otherwise indicated by illness or unavoidable circumstances and to conduct themselves in a mature and responsible way as representatives of ICC and their country. I also agree to no changes or deviations from the itinerary or schedule.

I hereby acknowledge and agree that if I should be required to withdraw from the program for failure to maintain appropriate standards of study or behavior, only that portion of my payment would be refunded which had not actually been spent or committed and that I would no longer have access to any of the facilities of the Program.

I acknowledge that I have read and understood the foregoing statement and I acknowledge that I have read and understood the refund policy and affix my signature at

_____ on this _____ day of _____, 20____.
City, State

Signature of Student Participant



MEDICAL AGREEMENT AND RELEASE
ILLINOIS CENTRAL COLLEGE

MUST BE SIGNED BY APPLICANT.

If an emergency should arise which requires medical care, hospitalization, or surgery for a participant, we ask that each applicant sign the following statement authorizing ICC representatives abroad to secure any necessary treatment, so that such treatment can be administered without delay.

Permission for Emergency Treatment

In the event of injury or illness of _____, I hereby authorize any representative abroad of ICC to secure any necessary treatment, including the administration of an anesthetic and surgery.

Signature of Applicant

Date



PARTICIPANT INFORMATION

Program Price

You are provided with a list of activities and services covered by the program price. Anticipated expenses that are not covered by your program fees are listed on a separate document. The costs are estimated based on the rates of exchange between U.S. dollars and foreign currencies at the time the price was established. As a result, the ***extra program costs (field trips, concerts, etc.) are subject to change.*** Every effort is made to establish a realistic price for all parts of the program. ***However, in the unlikely event that it becomes necessary to increase costs of something after its advertisement, participants may decline to attend or participate with no penalty whatsoever.*** Withdrawal from extra activities for reasons other than price increase falls under absences described in a separate section.

Use of Photos and Testimonials

Students participating in ICC study abroad programs permit ICC to use their names and photographs taken during the education abroad experience and statements made in written program evaluations in study abroad publications, reports, press releases, promotional literature, websites, and posters. ICC reserves the right to copyright of all photos and promotional literature it uses.

Air Transportation

Participants will make their own flight arrangements to their destination. Each ICC program will provide information on meeting the group at a pre-arranged time and place (usually an airport or the point of entry for the group). ***Failure to meet the group on time and any extra costs incurred as a result is solely the responsibility of the participant. No changes or deviations in itinerary/schedule are allowed. Trip extensions are not allowed.***

Deposits and Payments

Students will make a deposit of **\$500** when they submit their completed application. They will participate in interviews to determine eligibility for the study abroad program. (If for any reason the student is not accepted into the program, the \$500 deposit will be returned, less \$25 to cover administrative costs.) Information in the letter of acceptance from ICC includes dates of orientation meetings and the payment schedule.

All payments should be made to ILLINOIS CENTRAL COLLEGE – ICC Study Abroad and must be received by ILLINOIS CENTRAL COLLEGE according to the schedule of payments. ***Payments must be made on schedule or the student risks being dropped from the program. Students who are not paid in full by the departure date will not be allowed to participate in the program and will also forfeit any monies already spent on program costs.***

Financial Aid

Students apply for financial aid according to need. Students who will receive financial aid, but not in time to make scheduled payments, must arrange for a short-term loan to cover their cash

flow problems. *Deposits by ICC to overseas institutions and vendors must be made according to agreed arrangements, therefore students must make payments to ICC on time.*

Participant Information REVISED 3/08

Cancellation and Refunds

If, for any reason, ICC cancels a scheduled study abroad program prior to departure, ICC's only liability will be to refund the monies paid into the program by the student.

In the event that the participant wishes to *withdraw from the program, certain penalties may apply* since arrangements for your program occur months prior to its actual operation. Special services are planned and commitments are made on behalf of all participants. Suppliers require advance deposits and payments. Final payments for all services are sent to the host institution at least 30 days in advance of departure. These payments become non-refundable since contractual agreements stipulate penalties to be applied for services requested, but not used.

Please understand that, if you change your plans FOR ANY REASON, *your right to a refund is limited*. The following cancellation schedule applies to the Luxembourg Study Abroad program.

Written Notice received by ICISP	Cancellation Penalty
48 hours after orientation	The deposit, less \$25, will be returned to student.
Less than 30 days before departure	The cancellation penalty will be determined by ICC based upon advance deposits and payments.
Day of departure or later	NO REFUND

ALL CANCELLATIONS MUST BE MADE IN WRITING AND SENT TO:

Barbara Burton
ICC International Education Coordinator
ILLINOIS CENTRAL COLLEGE
1 College Drive
East Peoria, IL 61635-0001
CAMPUS: 309-694-8817
FAX: 309-694-5450
EMAIL: Barbara.Burton@icc.edu

Please note that **no refunds** will be made for any **unused services** provided in the itinerary.

Questions regarding study abroad? Please contact Barbara Burton listed above.

Participant Information REVISED 2/09



After reading the Participant Information sheet, please sign below and return to the International Education Coordinator at ICC.

I have read the Participant Information and understand the Cancellation and Refund Policy as stated.

Name

Date



Housing Form

PROGRAM _____

SEMESTER/YEAR _____

LAST NAME _____

FIRST _____

MIDDLE _____

DATE & PLACE OF BIRTH _____

SOCIAL SECURITY NUMBER _____

PASSPORT NUMBER _____

MAJOR _____

MINOR _____

Write brief comments on the topics below.

CAREER PLANS:

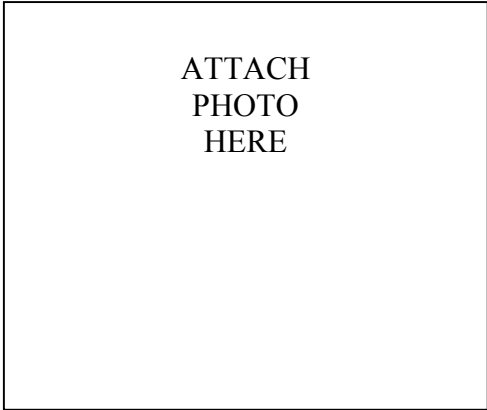
WORK EXPERIENCE:

TRAVEL EXPERIENCE:

SPECIAL INTERESTS AND/OR HOBBIES:

LANGUAGE(S) STUDIED AND/OR SPOKEN:

HOW DID YOU FIND OUT ABOUT THE PROGRAM?



PROGRAM _____

SEMESTER/YEAR _____

LAST NAME FIRST MIDDLE

Female () Male ()

One of the most important experiences of the study abroad program is the living situation in the host country, because the experience gives you greater insight into the society and culture. Although living in dormitory-style housing necessarily requires some adjustments, at times even the sacrifice of a small amount of your independence, almost all students agree that making the living arrangements work is worth the effort. You can be assured that the staff at the Youth Hostel desires your stay to be an enjoyable experience. Ultimately, it will depend upon you, whether your stay at the Hostel is like being at a home away from home.

I would prefer a family: ___ with children ___ without children ___ no preference

I would prefer: ___ close contact ___ more independence

It is extremely important that I have a single room: _____ yes _____ no

I smoke: _____ yes _____ no

I am a vegetarian: _____ yes _____ no

List any allergies you have: _____

Other comments:

FACULTY RECOMMENDATION (Form 1)



_____ has applied for admission to the Study Abroad Program
in _____ for the _____ semester, 20____.

Please indicate below your evaluation of this student:

	Excellent	Good	Poor	Unable to Judge
Probable academic success	5	3	1	0
Dependability	5	3	1	0
Maturity	5	3	1	0
Ability to get along with others	5	3	1	0
Adaptability to a new environment	5	3	1	0
Independence	5	3	1	0
Trustworthiness	5	3	1	0
Open-mindedness	5	3	1	0
Social contact	5	3	1	0
Sense of humor	5	3	1	0
Good ambassador from your college/United States	5	3	1	0

Please comment on the student's ability to do academic work abroad and to adjust to living in a foreign environment.

Signature of Faculty Member Division/Department Date

Please return this form to _____ as soon as possible.

ICC International Education Coordinator



FACULTY RECOMMENDATION (Form 2)

_____ has applied for admission to the Study Abroad Program
in _____ for the _____ semester, 20____.

Please indicate below your evaluation of this student:

	Excellent	Good	Poor	Unable to Judge
Probable academic success	5	3	1	0
Dependability	5	3	1	0
Maturity	5	3	1	0
Ability to get along with others	5	3	1	0
Adaptability to a new environment	5	3	1	0
Independence	5	3	1	0
Trustworthiness	5	3	1	0
Open-mindedness	5	3	1	0
Social contact	5	3	1	0
Sense of humor	5	3	1	0
Good ambassador from your college/United States	5	3	1	0

Please comment on the student's ability to do academic work abroad and to adjust to living in a foreign environment.

Signature of Faculty Member

Division/Department

Date

Please return this form to _____ as soon as possible.
ICC International Education Coordinator



ICC STUDENT CONDUCT AGREEMENT

Participation in the ILLINOIS CENTRAL COLLEGE (ICC) study abroad program is conditional upon the understanding and following of specific behaviors, rules of the host country and your home institution, and accountability for one's actions while participating in the program. Therefore, ICC and its representatives, as well as those in charge of ICC programs on site, have full authority to enforce agreed-upon standards. Further, they have full authority to take necessary steps to provide for the safety and full participation of all students, while participating in on-campus activities, off-campus field trips, and other travel as decided upon by the student. This may include, but not be limited to: advising the student's home representative, advising the student's family, giving a warning of possible future dismissal from the program, and finally, sending the student home at the student's expense, with no reimbursement of payments.

The student agrees to the following:

PERSONAL CONDUCT

As a guest in another country students are responsible and must conform to all laws of that country and rules, customs, and standards of the host institution. Be aware that you are also under any code of conduct determined by ICC. Students must conduct themselves in an appropriate manner at all times. Inappropriate behavior is cause for dismissal from the program.

PROGRAM PARTICIPATION and CLASS ATTENDANCE

Students are expected to attend classes, maintain a full-time course load as defined by the program, and attend all field trips. Attendance is mandatory unless specific arrangements have been made with the on-site program directors. Unauthorized absences are grounds for disciplinary action and possible dismissal from the program.

INDEPENDENT TRAVEL

While it is assumed that students may wish to participate in additional travel unrelated to the program, students must understand that commitment to their educational program at the host institution is primary and takes precedence over all other recreational travel. Students must understand and acknowledge that they accept full responsibility for personal travel. Students must inform the ICC representatives of the program, of overnight absences, and provide their itinerary so that in case of emergency they may be contacted.

LEGAL PROBLEMS

The student is responsible for all legal problems with any foreign nationals or government jurisdictions of the host country. ICC cannot be held responsible for the well being, health or safety of the student when he/she is absent from the program. The student accepts liability and is financially responsible for any damage or injury he/she may cause. ILLINOIS CENTRAL COLLEGE does not guarantee what, if any, assistance can be provided.

GENERAL RELEASE AND WAIVER

By signing below, the student releases ICC from any liability or damage or loss of property, injury, illness, or death during the period of the program.

DISMISSAL POLICY

The In-Country Program Directors reserve the right to dismiss any student at any time for any of the following infractions:

- ◆ violation of any rules mentioned above,
- ◆ disruptive behavior,
- ◆ excessive absences from the academic program including field trips,
- ◆ use of illegal drugs,
- ◆ excessive use of alcohol,
- ◆ any conduct that appears in the In-Country Program Director's judgment to be disruptive to the student or incompatible with the interest or welfare of others or the reputation of the program.

Students dismissed from the program will remain responsible for all program costs incurred on their behalf, and will be sent home at their own expense. Full loss of academic credit may also result.

DISMISSAL PROCEDURE

1. The In-Country Program Directors, the host institution, or staff at the Youth Hostel identifies violation of any program rules.
2. In-Country Program Directors discuss the violation with the student and a course of action is agreed upon and documented. This is faxed to the ICC Study Abroad Coordinator who will contact the home representative.
3. If remediation does not occur within the agreed-upon time frame, and if the student continues to break the rules of the agreement, he or she will be contacted by the In-Country Program Directors for immediate dismissal.

All students participating in an ICC program must sign this agreement. Any student who refuses to sign will not be allowed to participate in an ICC program.

I, the undersigned, have carefully read this policy and agree to abide by its terms and conditions.

Print Name

Signature of Participant

Date

Program

Semester/year



STUDENT APPLICATION CHECKLIST

Name: _____

The following items constitute a complete application:

- _____ Completed application form, including completed preliminary course selections. Passport numbers can be completed after the student receives his/her passport.
- _____ Page with student's signature verifying agreement with the terms explained on the Participant Information form.
- _____ 2 completed housing forms.
- _____ 2 faculty recommendation forms. These forms may be mailed directly to the address above by the faculty member, if desired.
- _____ A 'Statement of Purpose' essay. This full-page, typed essay should explain the reasons for participating in the study abroad program, including expectations and how the program will relate to personal and/or career goals.
- _____ An *official* college transcript to verify student's GPA and completion of English 101 or equivalent. An unofficial transcript may be sent with the application, but the official transcript must be submitted before departure for the program.
- _____ \$500 Application fee. The fee is applied to the program cost after the student is accepted. Make check payable to: *ILLINOIS CENTRAL COLLEGE-Study Abroad*.
- _____ 2 passport-type photos. Attach one to the front of the application and one to the second housing form.

Please mail the remainder of the cost for your study abroad program with the above items to:

ILLINOIS CENTRAL COLLEGE (ICC)
Barbara Burton
International Education Coordinator
Illinois Central College
1 College Drive
East Peoria, IL 61635