



APPLICATION FOR STUDY ABROAD

I AM APPLYING FOR STUDY IN:

City, Country fall semester, 20
spring semester, 20
summer semester, 20

Name Telephone ( )

Permanent Address Street City State Zip Code

E-mail Address

Social Security Number - - Age Date of Birth (must be 18+years of age to participate)

Major Cumulative Grade Point Average

Credit Hours completed at end of this semester English Composition completed? YES NO

College presently attending:

Passport #: Citizenship: US Other (specify) (to be filled in before departure)

Name and Address of Parent or Guardian, if applicable:

Name Street City State Zip Code (AC) Telephone

List others to be notified in case of an emergency (if parents cannot to be reached): NAME ADDRESS TELEPHONE RELATIONSHIP

- 1.
2.

Signature of Student Signature of Parent/Guardian (if student is under 21)

Signature of Campus Study Abroad Representative Date

**PRELIMINARY COURSE SELECTIONS:**

Your ICC Representative has a current course list of articulated classes. In conjunction with an academic counsel or advisor, make sure your courses satisfy coursework required for graduation

Prefix & Course # (at your institution)	Name of ICC Course	ICC #
1. _____	_____	
2. _____	_____	
3. _____	_____	
4. _____	_____	

**REQUIRED:** Please list Alternate course(s), as your preferred course(s) may not be available.

5. _____	_____
6. _____	_____

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

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

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**RELEASE AGREEMENT  
ILLINOIS CENTRAL COLLEGE**

I, the undersigned, having applied to the ICC Study Abroad program in the \_\_\_\_\_ for the \_\_\_\_\_ semester, 20 \_\_\_\_\_, do covenant and agree as follows.

I understand and agree that neither the Illinois Central College, 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, including the sole decision-making responsibility 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 was as representatives of their colleges and their country.

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 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**

**MUST BE SIGNED BY APPLICANT'S PARENT/GUARDIAN IF APPLICANT IS UNDER 21.**

On rare occasions, an emergency will develop which requires, medical care, hospitalization, or surgery for a participant. So that such treatment can be administered without delay, we ask that each applicant and each minor applicant's parent or legal guardian sign the following statement authorizing ICC or the host institution representatives abroad to secure any necessary treatment.

**PERMISSION FOR EMERGENCY TREATMENT**

In the event of injury or illness of \_\_\_\_\_, I/we hereby authorize any representative abroad of ICC or Xiamen or Shenzhen Colleges to secure any necessary treatment, including the administration of an anesthetic and surgery.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Parent/Guardian (if 18-21 years of age)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Health insurance to be used while overseas \_\_\_\_\_

Name of Policy Holder \_\_\_\_\_

Policy Number \_\_\_\_\_ Group Number \_\_\_\_\_





## PARTICIPANT INFORMATION

### PROGRAM PRICE

Your campus ICC representative has provided you with an itemized list of activities and services covered by the program price. It also stipulates anticipated expenses that are not covered by your program fees. For the first group of select students all fees, travel, room and board and tuition will be covered by funds through the ICC foundation. *However, in the unlikely event that it becomes necessary to increase the program cost after it has been advertised, participants may withdraw from the program within seven days of the date of the revised invoice with no penalty whatsoever.* Withdrawal for reasons other than price increase falls under the normal cancellation policy described in a separate section.

### Air Transportation

Group transportation is arranged for all ICC programs on regularly scheduled airlines. Charter flights will not be used. Airfares are based on the best group fares available at the time of booking and are *subject to change up until the tickets are written.* Tickets are written usually 21 days in advance of departure and cancellation penalties are set by the airline. Students withdrawing from a program or canceling airfare once travel arrangements have been confirmed will be assessed a *penalty by the air carrier.*

### Financial Aid

Students apply for financial aid on their *home campuses.* 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 must be made on time to overseas institutions and vendors so the ICC cannot wait for payments beyond the established deadlines.*



**Cancellation and Refunds**

*If, for any reason, ICC cancels a scheduled study abroad program prior to departure, ICC is only liability will be to contact the student regarding the cancellation.*

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 foreign University 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.

Written Notice received by ICC	Cancellation Penalty
31 days or more prior to departure	Penalty based on airline imposed fee
30-0 days before departure	Cancellation penalty determined by study abroad institution based upon advance deposits made on the students behalf, plus airfare penalty imposed by airline.
Day of departure or later	Penalty imposed by airline

**ALL CANCELLATIONS MUST BE MADE IN WRITING AND SENT TO:**

**Dr. Barbara Burton  
Illinois Central College  
One College Drive  
East Peoria, IL 61635**

**It is important to remember that no refunds will be made for any services provided in the itinerary that you do not use.**

**If you have any questions regarding the above information, please contact you local ICC representative or:**

**Dr. Barbara Burton  
International Education Coordinator  
Illinois Central College  
One College Drive  
East Peoria, IL 61635  
Phone: 309-694-8817  
Fax: 309-694-5450  
E-mail: [Barbara.Burton@icc.edu](mailto:Barbara.Burton@icc.edu)**



**After reading the Participant Information sheet, please sign this and return with your completed application to Dr. Barbara Burton. Following review of completed applications, the top applicants will be required to interview prior to final selection.**

**The deadline for applications November 4, 2005. There will be a mandatory informational meeting on November 7, 2005 at 3:00 – 4:00pm in Room L422.**

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

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**Name**

**Date**



PROGRAM \_\_\_\_\_

SEMESTER/YEAR \_\_\_\_\_

LAST NAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_

MIDDLE \_\_\_\_\_

DATE & PLACE OF BIRTH \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

PASSPORT NUMBER \_\_\_\_\_

NAME, ADDRESS, AND PHONE NUMBER OF PARENT OR GUARDIAN \_\_\_\_\_

UNIVERSITY OR COLLEGE PRESENTLY ATTENDING \_\_\_\_\_

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 ( )

Date of Birth \_\_\_\_\_

In order to give the college administration a preliminary idea on the housing arrangements that should be provided, please fill in the information below.

Home College \_\_\_\_\_

If possible, I would like to room with \_\_\_\_\_

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

I smoke: \_\_\_\_\_ yes \_\_\_\_\_ no

I am vegetarian: \_\_\_\_\_ yes \_\_\_\_\_ no

List any allergies or medical conditions that should be taken into consideration when assigning your housing:

\_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

Other comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## FACULTY RECOMMENDATION

\_\_\_\_\_ 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
<b>Probable academic success</b>	5	3	1	0
<b>Dependability</b>	5	3	1	0
<b>Maturity</b>	5	3	1	0
<b>Ability to get along with others</b>	5	3	1	0
<b>Adaptability to a new environment</b>	5	3	1	0
<b>Independence</b>	5	3	1	0
<b>Trustworthiness</b>	5	3	1	0
<b>Open-mindedness</b>	5	3	1	0
<b>Social contact</b>	5	3	1	0
<b>Sense of humor</b>	5	3	1	0
<b>Good ambassador from your College/United States</b>	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 Dr. Barbara Burton as soon as possible.



## **ICC STUDENT CONDUCT AGREEMENT**

Participation in the 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, representatives, as well as those in charge of 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 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 a foreign country students are responsible and must conform to all laws of that country and rules, customs, and standards of the host College. Be aware that you are also under any code of conduct of your home institution. 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 and field trips and maintain a full time course load as defined by the program. Attendance is mandatory unless specific arrangements have been made with the on site program directors. Unauthorized absences are ground 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 programs, 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 host institution contact 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 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. The host institution, ICC or the student's host College does not guarantee what, if any, assistance can be provided.

### **GENERAL RELEASE AND WAIVER**

By signing below, the student and guardian release ICC and the host institution from any liability or damage or loss of property, injury, illness, or death during the period of the program.

**DISMISSAL POLICY**

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

- For violation of any rules mentioned above,
- For disruptive behavior,
- For excessive absences from the academic program,
- For use of illegal drugs,
- For excessive use of alcohol,
- Or for any conduct that appears in their judgment to be disruptive to the student or incompatible with the interest or welfare of other 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 program directors, the host institution, or the host institution identifies violation of any program rules.
2. Program directors discuss the violation with the student and a course of action is agreed upon and documented. This is faxed to the ICC International Education Coordinator who will contact the ICC 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 directors of the program 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. If the applicant is under 18 years of age, a parent or guardian must also sign this agreement.

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program

\_\_\_\_\_  
Semester/year