



Trip Destination _____

Trip Dates _____

Director of Program _____

Traveler Information Sheet

~PLEASE TYPE or PRINT~

Student full name (print): _____

Date of birth: _____

Phone: _____ E-mail: _____

Country of Citizenship: _____

Passport Number: _____ Passport Expiration Date: _____

Health Issues: _____

Student permanent mailing address and phone number:

(_____) _____

Spouse, Parent or Guardian name, address and contact number:

(_____) _____

This is my: Spouse Parent Guardian

.....
For Office Use Only:

- | | |
|--|--|
| <input type="checkbox"/> Insurance Application | <input type="checkbox"/> Insurance Payment Yes/No - Due/Paid , if applicable |
| <input type="checkbox"/> Passport Copy | <input type="checkbox"/> Emergency Form (<i>Medical</i>) |
| o Passport Country: _____ | |
| o Expiration Date: _____ | |
| o Passport Number: _____ | |
| <input type="checkbox"/> Waiver of Liability (<i>signed</i>) | <input type="checkbox"/> Transient form, if applicable |
| <input type="checkbox"/> Code of Conduct (<i>signed</i>) | |
| <input type="checkbox"/> Study Abroad Guidelines (<i>signed</i>) | <input type="checkbox"/> Deposit Paid / Receipt # _____ |
| <input type="checkbox"/> Study Abroad trip PAID IN FULL | |

Return original to Center for International Studies and 1 copy to the Program Director prior to departure.

STUDY ABROAD GUIDELINES

Name of Traveler: _____

Trip Destination: _____

PAYMENTS:

- \$100 deposit is non-refundable and non-transferable for each study abroad trip. Deposit money will not be transferred from one trip to another. If you decide to change trips the \$100 deposit is non-refundable and non-transferrable; therefore, you will be required to pay an additional \$100 deposit for each trip.
- All outstanding amounts due must be paid no later than 30 days before departure – no exceptions. If not, your trip participation is subject to cancellation and refund based on the refund policy.
- Payment deadlines are generally as follows, unless indicated otherwise:

90 days before trip departure date	\$2,000
60 days before trip departure date	\$1,500
30 days before trip departure date	BALANCE
- Checks/money orders are made payable to:
 - USC UPSTATE
- Payments can be mailed or delivered to:
 - USC UPSTATE
Center for International Studies
800 University Way, CLC 202
Spartanburg, SC 29303
- All payments should include your name and the trip name on the payment.
- The Center for International Studies (CIS) cannot accept credit card payments.
- Receipts will be given at time of payment. If payment is mailed, your receipt will be mailed to you – be sure you include your mailing address.

REFUNDS:

- \$100 initial trip deposit is **non-refundable**. (This deposit may be in addition to any deposit required from third party trip providers.)
- If you are eligible for a refund the request must be made in writing and include your name, social security number (*required by financial office*), address to mail your check, and a reason why you need the refund.
- If any payments including your airline ticket, travel insurance, or program cost invoices have already been paid by the CIS these amounts will be deducted prior to any balance being refunded per the schedule below.
- Refunds are pro-rated and based on the following schedule:

- o 180-90 days before trip departure date 100%
- o 89-60 days before trip departure date 80%
- o 59-30 days before trip departure date 50%
- o 29-01 days before trip departures 20%

- No refunds will be considered for any reason on or after the departure date.
- Refunds can take eight (8) weeks to process.
- No reduction or refund will be made for services not used by the student and no substitutions will be allowed for services not used. Services cannot be transferred to another person.

PASSPORTS and VISA:

- In order to purchase airline tickets a copy of your passport is required – we will need a legible copy. Feel free to stop by with your passport and we will gladly make the copy.
- If you do not have a passport, you should apply for one immediately.
- It is the responsibility of each student to obtain a passport and/or visa as may be required for study/travel abroad purposes. Full responsibility for obtaining appropriate travel documents on a timely basis and for all related costs resides with the student/traveler.

REQUIRED DOCUMENTS:

You will receive a packet of documents to be completed, signed, and returned no later than 30 days prior to your departure. These documents include:

- Passport – we will need a legible copy. Feel free to stop by with your passport and we will gladly make the copy.
- Travel Insurance – required for all travelers. Students may purchase higher coverage through CIS. The amounts generally included in program costs.
- Medical Information
- Code of Conduct
- Waiver of Liability

These documents must be returned to the Center for International Studies.

By signing this document, I have read and agree to all items listed above and have received a copy for my records.

Dated: _____

Signed: _____

Print Name: _____

.....
FOR OFFICE USE ONLY:

Copy of Signed Study Abroad Guidelines given on _____

iNext Travel Insurance Application

The Center for International Studies has contracted with iNext Travel Insurance to provide coverage for all students, faculty and staff traveling abroad.

In order to purchase insurance you must:

1. Return this form and pay fee to the Center for International Studies, CLC 202
2. A registration email will be sent to the email account provided
3. Sign-in to the iNext system and complete your profile (upload a clear face shot of yourself)
4. The iNext card will be mailed to the address you provided in your online profile

iNEXT INSURANCE BENEFITS AT A GLANCE

	Basic \$75	Premium \$100
Deductible	\$0	\$0
Accident Medical Expense	\$25,000	\$50,000
Sickness/Hospital Benefit	\$165 per day	\$250 per day
Emergency Medical Transportation	\$250,000	\$500,000
Repatriation of Remains	\$25,000	\$50,000
Accident Death & Dismemberment	\$5,000	\$10,000
Baggage Delay	\$100	\$200
Travel Document Replacement	\$500	\$1,000
24-hour Medical Assistance Services	Included	Included
24-hour Legal Assistance Services	Included	Included
24-hour Travel Assistance Services	Included	Included
Travel Delay	n/a	\$200
Baggage and Personal Effects	n/a	\$500
Mental Health	n/a	n/a

*Platinum coverage is available through an online upgrade ONLY.

Name (as it appears on your passport) *(please print)*

Social Security Number

Institution/School Name

Expected graduation Date (MM/YY)

Date of Birth (MM/DD/YYYY)

Phone Number

E-mail address *(please print legibly)*

Alternate Phone Number

Mailing Address

Destination

City, State, Zip

Trip Dates

Coverage selected: _____ Basic _____ Premium

MEDICAL AND EMERGENCY CONTACT INFORMATION

This information will be kept confidential. Only the Director of the program and the Center for International Studies will have the information to be used for emergency reasons.

PLEASE PRINT

STUDY ABROAD PROGRAM: _____

FULL NAME: _____

SOCIAL SECURITY NUMBER: _____

AGE: _____ BLOOD TYPE: _____

INSURANCE CARRIER: _____ POLICY NUMBER: _____

MEDICATION(S) YOU CURRENTLY TAKE:

HEALTH ISSUES/ALLERGIES (AND IF NECESSARY, EMERGENCY STEPS TO BE TAKEN)

CONTACT PERSON IN CASE OF AN EMERGENCY:

NAME: _____ RELATION: _____

ADDRESS: _____ STATE: _____ ZIP: _____

PHONE: _____ CELL: _____ WORK: _____



UNIVERSITY OF SOUTH CAROLINA UPSTATE
STUDIES ABROAD PROGRAMS

Statement of Responsibility/Waiver of Liability

NAME: _____

In consideration of my (self, son, daughter) being permitted to participate as a student in the _____ program administered by the University of South Carolina Upstate, I hereby certify that I understand and agree with the following terms of my participation in the program and I do hereby release the University of South Carolina Upstate from liability and assume the risk and financial responsibility as follows:

1. I understand that as a visitor in a foreign country, I will be subject to the laws of that country. I agree to conduct myself in a manner that will comply with the regulations of the University of South Carolina Upstate and of my host university. I understand that illegal or otherwise inappropriate behavior is cause for my dismissal from the program by officials of the University of South Carolina Upstate or my host university.
2. I understand that while representatives of the University of South Carolina Upstate International Studies office will make every effort to assist me in the event of an emergency, responsibility for my safety and welfare is mine alone. I am aware that the International Studies office recommends in orientation programs and in written pre-departure materials that I register with the U.S. Embassy or Consulate in my host country, and that I take a variety of actions to avoid illness, injury, crime, terrorism, political disruption and war.
3. I have read and understand pre-departure information and references, including but not limited to the sections on health, safety and security abroad in the "USC Upstate Study Abroad Handbook" and in the "Pre-departure Checklist". I take full responsibility for following the precautions and instructions as described in the above-mentioned materials and on the US State Department Travel Advisories, located at <http://travel.state.gov/travel/warnings.html>
4. I understand that I am required to secure adequate health and hospitalization insurance to cover myself during the entire period of my participation in the program.
5. In the event of illness or injury to me, I authorize an official representative of the University of South Carolina Upstate or of my host university to secure medical treatment on my behalf, including surgery and the administration of an anesthetic, and I accept all financial responsibility for such treatment
6. I understand that I am solely responsible for any and all costs arising out of my voluntary or involuntary withdrawal from the program prior to its completion, including withdrawal caused by illness or disciplinary action by officials of the University of South Carolina Upstate or the host university.
7. I agree to pay tuition and other academic fees for full-time study for the duration which I have been selected to participate in the study abroad or exchange program. I understand that I am obligated to pay these fees for the full period even in the case of my voluntary

or involuntary withdrawal from the exchange program. I understand that these fees cannot be refunded or used to cover the cost of classes for which I register at the University of South Carolina Upstate unless appropriate officials at the University of South Carolina Upstate determine that my withdrawal is due to exceptional circumstances beyond my control and that a refund will result in no financial loss by the University of South Carolina Upstate or my host institution.

8. I agree to complete a "Study Abroad Approval Form" and submit it to the Study Abroad office prior to participation in the study abroad program. I understand that final decisions on transfer of academic credit toward college and department requirements can be made only after my return from abroad and after presentation of satisfactory documentation of my program of study.
9. I expressly understand and agree to indemnify and hold harmless the University of South Carolina Upstate and my host institution and their agents, affiliates, officers, and employees from any and all claims and causes of action for damage to or loss of property, personal illness or injury, or death arising out of my participation in this program.

I have read and understand the above provisions and agree to be bound thereby.

Signature of Participant

Date

Name (please print)

If the above-signed is not of legal age at the date of signing, this form must also be signed by the participant's parent or legal guardian below.

As the parent or legal guardian of the participant whose signature appears above, I have read and understand the conditions outlined above, have given my child or ward permission to participate in the program, and agree to be bound by the conditions outlined above as if I myself had signed above.

Signature of Parent/Legal Guardian

Date

Name (please print)

**PLEASE RETURN TO THE CENTER FOR INTERNATIONAL STUDIES
(CLC 202) BEFORE DEPARTURE**

Student Code of Conduct Form

Student name (please print) _____

**STUDENT CODE OF CONDUCT FOR PARTICIPANTS
IN STUDY ABROAD PROGRAMS WITH THE UNIVERSITY OF SOUTH CAROLINA UPSTATE**

To participate in a USC UPSTATE study abroad program you must agree to abide by the following standards of behavior. The provisions of this Student Conduct Code for Participants in Study Abroad Programs are supplemental to other policies governing conduct of USC UPSTATE students, including, but not limited to, the USC UPSTATE Academic and Non-academic Code of Conduct as it is outlined in the USC UPSTATE Student Handbook. While abroad on a USC UPSTATE sponsored program, students must abide by U.S. federal and S.C. state laws as well as by laws of their host country.

1. A student recognizes his/her ambassadorial responsibilities as a representative of USC UPSTATE while abroad. Therefore, any behavior that creates a negative impression or that is detrimental to the image of USC UPSTATE must be avoided.
2. A student must treat all property, including temporary and long-term lodging facilities and personal property, with care and respect in order to avoid damage or other abuse. Just as a student is responsible for damage to the condition of his/her housing on campus, a student is responsible for damage to hotel rooms and other lodging facilities.
3. A student is expected to act with patience, politeness and civility (in accordance with local cultural standards) towards all service persons, hosts, and others; to promptly pay charges for food, beverages, etc; to avoid boisterous, loud, and otherwise disruptive behavior in all public places; observe quiet hours during the night (day) when other residents and guests are attempting to sleep where you are lodging.
4. A student may not use or possess illegal drugs. **Should legal authorities be involved, a participant will be subject to the laws of the area they are visiting.** A student caught using or possessing illegal drugs will be subject to immediate termination. He/she will be sent back home at his/her own expense. He/she may be subject to prosecution in the host country.
5. Although alcohol laws of the host country may differ from U.S. laws, a student must remember that it is against South Carolina law and USC UPSTATE policy to purchase, possess or consume any alcoholic beverage if you are under the age of twenty-one. Students' excessive and irresponsible drinking leading to intoxication and behavior that interferes with the rights of others is subject to immediate disciplinary action, including program termination, parental notification and return home at his/her own expense.
6. Students should recognize that driving or renting a motor vehicle, motorbike, etc. exposes them to certain risks and USC UPSTATE, therefore, discourages it. However, if a student chooses to do so, then he/she is advised to carry sufficient insurance for adequate coverage. In addition, the student will be responsible for costs of litigation and other expenses that may be incurred as a result of accidents or infractions of local laws.
7. A student must always notify the Director of the Program of his/her general whereabouts during the study abroad experience; for example, if a student chooses to travel during a weekend, the Director should know where the student is and how to get in touch with him/her.
8. A student should always show respect for program participants, the Program Director, faculty and program providers.
9. Racial harassment, sexual harassment and sexual assault of program faculty or staff member, program participants or guests are prohibited and shall subject the offender to appropriate disciplinary action.
10. The Director of the Program will determine appropriate disciplinary action required for violations of this Student Code of Conduct. If necessary, the Director of the Program will inform the Director of International Studies and refer the student to the Campus Judicial Officer for violations of the Non-Academic Code of Conduct. Violations of Academic Integrity may be referred to the Dean of Students.

I have carefully read all 10 points and agree to abide by this code of conduct.

Student signature: _____ Date: _____