



STATEMENT OF RESPONSIBILITY

Office of Study Abroad – 109 International Center – East Lansing, MI 48824-1035

I, _____, have been accepted to participate in an MSU study abroad program. I accept my admission to the program and agree to abide by the following statement of responsibilities:

- 1. Alcohol and Drugs.** As a participant in an MSU study abroad program, I must abide by host country laws and local institutional regulations with respect to alcohol and other drugs. Unless permitted by host country law and local institutional regulations, I will not possess, consume, furnish, or distribute any alcoholic beverages. Further, I understand that Michigan State University has a zero-tolerance policy with respect to the possession, use, manufacture, production, sale, exchange, or distribution of illegal drugs. I am responsible for knowing and obeying the laws of the host country, as well as all local institutional regulations, regarding alcohol and other drugs. I understand that violations of law or policy may result in (i) immediate dismissal from the program; (ii) academic withdrawal from the University for the semester in progress; and (iii) disciplinary action upon my return to campus.
- 2. University Policies.** I must abide by Michigan State University policies, including the MSU General Student Regulations, while enrolled in the program and I may be subject to disciplinary action for violations of those policies upon my return to campus.
- 3. Host Country Customs.** I will abide by the laws and customs of my host country, community, institution and program. I know that I need to be sensitive to the social mores of the host culture. I am also subject to the disciplinary codes and processes of the host institution.
- 4. Dismissal.** If I seriously disrupt the group learning process, or if my behavior gives the program director reasonable cause to believe that my continued presence in the program poses a danger to the health or safety of persons or property, or impedes, disrupts or obstructs the program in any way, I will face immediate dismissal. Alcohol, drug and weapons related violations, assault, and sexual or racial harassment are so seriously problematic that dismissal is highly likely. For lesser infractions, the disciplinary procedure described in the "Disciplinary Withdrawal" section of the *Study Abroad Student Handbook* (available at <http://studyabroad.msu.edu/abcs/index.html>) will apply. Before I may be removed from the program, I will have an opportunity to explain my conduct to the program director(s). A decision to dismiss me from the program would be final and no refund would be made. Transportation back to the United States would be at my own expense. (Only applicable to MSU-sponsored study abroad programs.)
- 5. Travel Arrangements.** The University may make changes to the program itinerary, including cancellation, at any time and for any reason. I will be responsible for any loss due to such cancellation or change. The University is not responsible for penalties assessed by air carriers or any other associated costs based on operational and/or itinerary changes. If I travel independently and arrive after the start of the program, I will notify my program leader or Office of Study Abroad personnel and am responsible for all academic consequences such as lost class time and assignments. I must confirm departure and arrival times and locations with my program leader. My property is transported at my risk. The University is not responsible for travel delays and hassles. I will notify my program leader or on-site personnel of my itinerary whenever I leave the site for longer than one day. The University is not responsible for any injury or loss I may suffer when I am traveling independently or am otherwise separated from any University-sponsored activities. If I become separated from the program group, for any reason, I will rejoin, at my own expense, the group at the first opportunity. The University may substitute hotel accommodations or housing at any time. Specific room and housing assignments are within the University's sole discretion. (Only applicable to MSU-sponsored study abroad programs.)
- 6. Spouses/Partners and Children.** The University is not responsible for providing support for accompanying non-participants, i.e., spouses/partners and children. I must obtain overseas health insurance for any accompanying non-participants. Such persons cannot attend classes or other activities formally associated with the program. If such a person disrupts the program, it may be grounds for my dismissal.
- 7. Health.** I will be responsible for my own health maintenance. In the event of serious illness, accident or emergency, I will inform an appropriate program official so that assistance may be secured and so that my designated emergency contact may be notified.
- 8. Fees.** I will be responsible for the non-refundable application fee. I understand that my withdrawal after submitting the *Decision Form* indicating my acceptance of admission may be very costly, and that my failing to turn in all completed acceptance materials and payments in a timely manner may result in my removal from the program. (Only applicable to MSU-sponsored study abroad programs.)
- 9. Withdrawal/Transfer*.** If I withdraw or transfer from the program after accepting admission, I understand that notifying the program leader is not sufficient and that I must submit written notice to the Office of Study Abroad. If my written notice of withdrawal or transfer is received at the Office of Study Abroad more than 8 weeks before the program's first day, I will be financially responsible for the \$100 application fee and \$200 deposit (if applicable) if completely withdrawing from study abroad; if

* Freshman Seminar Abroad participants are not permitted to transfer their application

I am transferring my application, I understand the \$100 application fee will be transferred only once to an alternate program and I will be financially responsible for the \$200 deposit (if applicable). If I withdraw or transfer from the program after accepting admission and my written notice of withdrawal or transfer is received at the Office of Study Abroad less than 8 weeks before the program's first day, I will be financially responsible for the \$100 application fee and \$200 deposit or any non-recoverable costs incurred and/or committed by MSU and its affiliates on my behalf at the time of my withdrawal (whichever is more). After the program's first day, I will be financially responsible for the entire program fee.

If I withdraw or transfer, I will notify the Office of Study Abroad in writing. The date the *Decision Form* or written notification is received is the date by which the financial calculation will be determined. If a balance is due to the Office of Study Abroad at the time of withdrawal, I will pay MSU to cover expenses incurred to that point. If I should decide to withdraw and fail to submit any written notification of my withdrawal and/or fail to show up at the program site, I understand I will be financially responsible for the entire program fee.

If I withdraw from the program prior to the program's first day, I will be required to withdraw from my course(s)[†] and will receive a full refund of tuition and matriculation fees. If I withdraw after the program's first day, refunds for recoverable tuition and fees will be based on the University calendar, as stated in the *Study Abroad Student Handbook* (available at <http://studyabroad.msu.edu/abcs/index.html>).

If I am put on probation or recessed from the University after acceptance, it is my responsibility to withdraw from my program.

10. **Credit for Non-MSU Students.** If I am a non-MSU student and participate in a faculty-led program, I understand MSU will issue the transcript. If I am a non-MSU student and participate in a co-sponsored program, I understand that MSU will not issue a transcript. I am responsible for ascertaining whether and how my home institution will accept such credit directly from the institution abroad.
11. **Credit.** I will comply with the MSU Office of Study Abroad course credit requirements and with MSU's academic policies and procedures. I will maintain enrollment for the duration of the program in the specified courses for at least 12 credits (MSU credits or equivalent MSU credits) for a semester program (unless the particular program requires more) or the minimum number of credits specified for my short-term program. I understand the only exceptions to this policy are enrollments for graduating seniors *who are abroad during their final semester* and graduate students who are participating in programs requiring more than three credits. These students must take at least one of the regularly offered program courses and no less than three credits. Doctoral dissertation credits cannot substitute for program credits. If I fail to enroll (or fail to remain enrolled) for the minimum number of credits, I may be dismissed from the program and/or I will be billed and responsible for paying an additional program fee. Even if I pay this additional fee after completion of the program, I cannot be retroactively enrolled in my desired courses.

If I miss a substantial portion of the program, for whatever reason, the amount of credit awarded will be determined at the program leader's discretion. If I withdraw, depart or am dismissed from a program before its formal completion, I may be ineligible for academic credit. Should I receive permission to return home early, I may be eligible to receive a grade of "W" on my academic transcript. Any refund of tuition and fees would be according to the policy stated on the MSU Office of the Registrar Web site (<http://www.reg.msu.edu/>). (Only applicable to MSU-sponsored study abroad programs.)

I understand that if I participate in certain co-sponsored programs, I must enroll in and will be financially responsible for paying tuition for the minimum number of credits and will not receive a refund if I enroll in fewer credits. I understand that there are **no exceptions** to this policy for graduating seniors who are abroad during their final semester or graduate students who participate in such co-sponsored programs.

12. **Waiver.** In the case of an emergency in which I cannot be reached, I authorize U.S. Embassies and Consulates to release information concerning my welfare and whereabouts to Michigan State University. In authorizing this release of information, I hereby waive 5 USC Section 522 (b) (8).
13. **Release of Claims and Indemnity.** For myself and all those who may claim through me, I release the University (and its employees and representatives) from liability for all injuries, illnesses, and losses, including death, I may sustain to my person and/or property, which are in any way connected to my program participation, except as regards any claim of "gross negligence" that is actionable under Michigan's Governmental Tort Liability Act. I further agree to defend and hold the University harmless with respect to any loss, claim or expense it may sustain by reason of my behavior as a program participant.
14. **Governing Law.** Any dispute arising from this Statement will be determined according to Michigan law.

In signing this document I acknowledge that I have had an opportunity to ask any questions I have about it, that I have read and understand it, that I accept its terms, and that I have signed it knowingly and voluntarily.

Signature: _____ Date: _____

Parent/Guardian Signature (if participant is under age 18): _____ Date: _____

[†] Freshman Seminar Abroad participants will not need to withdraw from their FSA course; OSA will do this on their behalf