

College of Architecture and Urban Studies  
 Interdisciplinary Summer 2010 Education Abroad Travel Program

Terry Clements ([tclement@vt.edu](mailto:tclement@vt.edu))

|                                      |                |                             |                         |
|--------------------------------------|----------------|-----------------------------|-------------------------|
| Student's Family Name                | First          | Middle                      | <e-mail address>        |
| Campus/Local Address                 | Local Tel. No. | College/Major/Year          | Major Professor         |
| Birth Date                           | Place of Birth | VT issued Student ID Number |                         |
| INTERNATIONAL TRAVEL PASSPORT NUMBER |                | Place of Issue              | Date of Issue           |
| Parent's/Guardian's Name             | Address        | City/State/Zip              | Permanent Phone Numbers |
| Father's e-mail address              |                | Mother's e-mail address     |                         |

Submission of this form and deposit does **NOT** constitute acceptance of the applicant for the program. Each student applicant will be advised of acceptance by the program leader. If an applicant cannot be accepted, all prepaid fees will be promptly refunded. **The travel program is limited to 30 people. The travel program normally needs at least 20 participants to be effective. Under enrolled programs may be canceled.**

For non-Virginia Tech students, admissions procedures **MUST** be completed **PRIOR** to the beginning of the program; otherwise, the participant will not be admitted to Virginia Tech, will not be registered as a student, no credit will be received for the course of study, and there will be no refund.

It should be understood that this is a regular course of study for academic credit. Each participant is a registered student at Virginia Tech and is subject to University rules and regulations, including *University Policies and Student Life*.

**I have read, understand, and accept the charges, terms, and policies stated in this document.** (If under age 21, the parent's/guardian's signature is also required.) **I acknowledge that I am required to have medical insurance active for travel outside the US indicated on the attached "International Health Insurance Verification Form" and forms required by the University.**

|  |                      |                  |                               |
|--|----------------------|------------------|-------------------------------|
| Date   | Student Signature    | Date             | Parent's/Guardian's Signature |
| <b>PLEASE CIRCLE APPLICABLE STUDENT STATUS AND APPLICABLE PROGRAM:</b> |                      |                  |                               |
| Virginia Student   | Non-Virginia Student | Graduate Student | Undergraduate Student         |

The following costs are estimates. Final program costs will be given during program orientation meetings.

**Travel Program Fees – payment schedules** (80% VT Tuition and no on-campus student fees for travel programs)

**A \$500 Non-Refundable Program Fee Deposit will be billed upon submission of this form. Forms will be accepted beginning November 16, 2009. Balance will be billed on March 10<sup>th</sup> 2010 and payment due on April 10<sup>th</sup>. 2010**

( ) Summer Interdisciplinary Travel program fee **\$6000 + VT tuition + airfare + personal expenses**

**ASSOCIATED CHARGES WILL BE POSTED TO YOUR STUDENT ACCOUNT, AND WILL BE BILLED BY THE UNIV. BURSAR**

**Send all related forms directly to: Teresa Phipps, VPI & SU, School of Architecture + Design, 122 Burruss Hall (0190) Blacksburg, Virginia 24061.**

**THE NON-REFUNDABLE \$500.00 DEPOSIT (PART OF TOTAL PROGRAM COST) WILL BE POSTED TO YOUR STUDENT ACCOUNT UPON SUBMITTING THIS COMPLETED AGREEMENT FORM TO TERESA PHIPPS, LANDSCAPE ARCHITECTURE PROGRAM 122 BURRUSS HALL. ALL OTHER FEES WILL BE BILLED TO YOU BY THE UNIVERSITY BURSAR. THE TOTAL PROGRAM FEES WILL BE POSTED IN MARCH AND DUE IN APRIL. SEE WITHDRAWAL PENALTIES OF REVERSE SIDE.**

**Due to changing currency exchange rates and itinerary variations, the program price is subject to change.**

**PROCEDURES / REGULATIONS**

**1. PROGRAM COST**

- a. The cost of the program is indicated above. Please note that 1) *non-Virginia students will be charged the additional out-of-state tuition fee, and 2) the deposit, which will be billed upon receipt of this agreement is NON-REFUNDABLE and it is part of the total cost of the program.*
- b. **For all Travel Program Students while on education abroad tours** - This cost covers: group transportation for all tours which are a part of the formal academic program; two meals a day and lodging, on a shared-room basis, during the academic program. Visiting lectures and special events are covered.

- c. Not covered are costs of individual travel and local transportation which is not a part of the official program including international flights to the program base, personal entertainment, private meals when group dining arrangements have already been paid, passport fees, international student identification cards, laundry and other personal expenses, and the incidental expenses which will be incurred during any period of independent travel.

## 2. FEE PAYMENTS

- a. All fees must be paid in full prior to departure – deferred payments are not permitted in this program.
- b. Scholarship arrangements; a detailed, complete written statement must be attached to this application; indicate name and address of organization, person to be contacted, and dollar amount of scholarship.
- c. All checks must be made to the Office of the Treasurer, Virginia Tech. The program director is not permitted to accept installment payments on the program fee.
- d. The total program fee must be paid by the payment deadline indicated on the reverse side. Failure to render full payment by this date may result in the student being dropped from the program and forfeiture of the non-refundable deposit. Students will not be allowed to participate unless fees are paid prior to program beginning.

## 3. RESIGNATIONS

**All resignations from the program must be submitted in writing to the program director, Terry Clements.** The notice should be e-mailed to [tclement@vt.edu](mailto:tclement@vt.edu). The program withdrawal date will be the date the resignation is received.

## 4. REFUNDS (See payment deadline on reverse side.)

Since Virginia Tech cannot make binding financial commitments on a credit basis, failure to remit payment by the payment deadline may result in being dropped from the program. This provision is extremely important and will be rigidly observed.

- a. If dropped (or resigned) from the program prior to the payment deadline, all payments will be refunded except the NON-REFUNDABLE deposit.
- b. If dropped (or resigned) from the program on or after the payment deadline, the NON-REFUNDABLE deposit will be forfeited, and the balance of payments billed will be returned subject to the following cancellation schedule.
- c. If the program is canceled by the University, payments will be refunded subject to the following cancellation schedule.
- d. Refunds for privately arranged meals, lodging and special events outside of the pre-arranged program provisions will not be granted unless approved before the program commences.

### CANCELLATION SCHEDULE:

- for cancellation until 61 days before departure: no cancellation fee.
- for cancellation from 60 until 45 days before departure: 20% of the arrangement.
- for cancellation from 44 until 31 days before departure: 50% of the arrangement.
- for cancellation from 30 until 15 days before departure: 80% of the arrangement.
- for cancellation from 14 until 1 day before departure: 90% of the arrangement.
- for cancellation on the day of departure: 100% of the arrangement.

## 5. RESPONSIBILITY

A Virginia Tech faculty member will be in charge of the education abroad program, and will personally accompany the group through the completion of the academic phase. During the academic phase, the program director will be available to assist students if problems arise. The following conditions, however, should be recognized:

- a. Any period of independent travel will be without the supervision of the program director.
- b. While every possible assistance will be rendered, Virginia Tech can not be held responsible for the personal actions of any student, which may result in financial plight, involvement with local police authorities, failure to observe travel schedules resulting in missed connections with prepaid transportation, loss of personal effects, or for any illness and/or accident to any program participant.
- c. If the student voluntarily resigns or is dismissed for any reason, the University is relieved of any and all responsibility as of the date of resignation or dismissal. If under the age of 21 years, the parents will be notified as quickly as possible.
- d. The student should make arrangements to have emergency funds or credit cards available to him/her on short notice for unforeseen events not covered by the basic cost of the program (e.g.: airplane transportation home prior to the conclusion of the program, replacement of lost clothing, loss of personal funds, etc.) The University cannot assume the responsibility for supplying emergency financing of a personal nature.
- e. Virginia Tech acts only in the capacity of agent for the passengers in all matters pertaining to hotel accommodations, tours, and transportation whether by air, railroad, motor coach, motor car, steamship, boat, or any other means, and as such hold themselves free of responsibility for any loss, injury, or damage to persons, property, or otherwise in connection with any accommodations, transportation, or other services resulting, directly or indirectly, from accidents, acts of government or other authorities, de jure de facto wars, whether declared or not, hostilities, civil disturbances, strikes, riots, thefts, pilferage, epidemics, quarantines, medical or customs regulations, delays or cancellations or changes in itinerary or schedules, or from any causes beyond the control of Virginia Tech or for any loss or damage resulting from improper or insufficient passports or other documents; and Virginia Tech shall not be or become liable or responsible for any additional expense or liabilities sustained or incurred by the student as a result of any of the foregoing causes.
- f. Virginia Tech reserves the right to change or alter any part of the itinerary without notice and for any reason; to pass on to participants any expenditures occasioned by delays or events beyond its control; to make adjustments to rates, as necessary, in case of any appreciable variation in the cost of transportation, hotel accommodations and other services provided in connection with the program; to cancel the program at any time, if there is not a sufficient number of participants to warrant the operation of the program or, if at any time, any act or event would prevent the operation of any program.

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