



## **INTERNATIONAL STUDY POLICIES**

**Please read carefully and sign.**

### Academic/Policies/Procedures:

All University policies including those involving academic honesty, sexual harassment, drug and alcohol usage, etc. are applicable to the students in the international study programs offered by the University of Redlands, School of Business. While abundant opportunities exist for students to explore outside the classroom, the focus of the program is academic. Students should consider the program's educational requirements when planning self-directed sightseeing or arranging guest participation.

### Grading:

The grade you earn for international study courses will appear as a University of Redlands course on your transcript and will be calculated into your grade point average.

It is your responsibility to coordinate with University of Redlands faculty leading the international study course regarding all curricular requirements, as outlined in the course syllabus, both before your departure and upon returning to campus.

### Student's Responsibility:

With the return of this form I notify you of my acceptance of the University's offer of international study. I do so with the knowledge that it is my responsibility to work out the academic implications of this program of study with the instructors whose class I might miss while overseas.

1. Space Reservation Deposit: The \$500 space reservation deposit is **non-refundable** and is due 3 months prior to departure or before the trip fills up. The space reservation deposit will be applied toward the international program fees. \_\_\_\_\_ **(initial)**.
2. Airfare: The estimated international round-trip airfare is based upon students traveling as a group. If you do NOT plan to travel on the scheduled flights or dates, you must notify the International Programs Assistant via email of your alternate schedule at least 90 days in advance of the beginning of the overseas portion of the program. All students are personally responsible and liable for any additional cost of airfare and ground transportation (to and from the airports) incurred as a result of NOT traveling with the group and must be at the overseas point of arrival by the beginning of the program. \_\_\_\_\_ **(initial)**.
3. It is your responsibility to make arrangements for and cover the cost of getting from your point of departure (residence) to the Los Angeles International Airport (LAX). \_\_\_\_\_ **(initial)**.
4. Housing/Hotels: The University of Redlands has contracted with our overseas partners for housing. Room assignments will be prioritized with consideration for any special needs or requirements, (i.e., medical, disability, etc.). Please notify Khanhvy Nguyen, 909.748.8749 of any lodging limitations. Rooms and prices are based on **double occupancy**. \_\_\_\_\_ **(initial)**.
5. Your financial arrangement with the University for International Study requires payment of University of Redlands **tuition plus the cost of travel**. Costs for the international study program include flights, hotel and/or ship cabin costs, tour fees, lecture fees, excursion transportation, etc. All payments will be submitted to the University of Redlands only. \_\_\_\_\_ **(initial)**.
6. All travelers must maintain primary health insurance coverage while abroad. The University is not responsible for any medical or dental expenses (including medivac) incurred by the student while abroad. \_\_\_\_\_ **(initial)**.



## INTERNATIONAL STUDY POLICIES

My signature verifies that I have read and understood the "International Study Policies" and my financial obligations as listed here.

1. I understand that my financial arrangement with the University of Redlands for off-campus study requires me to pay University of Redlands tuition if taking this course for credit.
2. I understand that **in addition to University of Redlands tuition**, I am responsible for paying the overseas program fee (flights, hotel stays, lecture series, corporate site visits, excursions, local transportation, etc.). Fees are subject to change as travel costs can fluctuate. I understand the \$500 deposit is non-refundable.
3. If I withdraw from the program, any fees, costs, or expenses advanced on my behalf by the University of Redlands are my liability and will be added to my University account.
4. I further understand that the cost of getting to and from the airport (in the U.S.) is not part of the packaged financial calculations and is at my own expense.
5. I understand that there are three mandatory Saturday Pre-Departure Sessions that I must attend as part of my grade for this course. These sessions are typically held on the University of Redlands Main Campus.
6. Students should consider the academic implications of participation in an overseas program that occurs while enrolled in another course. I understand that I may be enrolled concurrently with another course while traveling and it is my responsibility to make arrangements with the instructor of that course to accommodate class meetings that are missed during travel. Please contact your Student Services Manager with any questions regarding your academic schedule.

My signature below affirms that I have read, understood, and agreed to the above statements and the International Study Policies of the University of Redlands. Furthermore, I agree to make tuition and fee payments as they become due. I also understand that if legal action is instituted to collect any amount due under this agreement, I will pay for attorney fees and other collection costs the courts find responsible.

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

Date Signed \_\_\_\_\_

**TO CONFIRM YOUR DECISION TO STUDY OVERSEAS, PLEASE SUBMIT YOUR SIGNED ACCEPTANCE OF INTERNATIONAL STUDY POLICIES AND YOUR STUDY ABROAD REGISTRATION FORM WITH YOUR NON-REFUNDABLE \$500 SPACE RESERVATION DEPOSIT TO: [Khanhvy.Nguyen@redlands.edu](mailto:Khanhvy.Nguyen@redlands.edu) (or call Khanhvy Nguyen if you would prefer to pay your deposit using a credit card - 909.748.8749)**

University of Redlands School of Business  
c/o Khanhvy Nguyen  
Hornby Hall 209  
1200 East Colton Ave  
Redlands, CA 92373-0999

**Space Reservation Deposit should accompany this signed form**



## STUDY ABROAD UNDERGRADUATE STUDENT REGISTRATION

PLEASE PRINT AND COMPLETE IN BLUE INK AND SCAN IN COLOR TO [Khanhvy.Nguyen@redlands.edu](mailto:Khanhvy.Nguyen@redlands.edu)

### Personal Information as it Appears on Your Passport

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Passport # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact Name and Phone #: \_\_\_\_\_

### Trip Registration & Course Substitution

Please register me for the following study abroad trip: Please checkmark your selection:

United Kingdom & France: INTB 470 UF19  
(Cambridge, Oxford, London, & Paris)

South Africa: INTB 470 SA19  
(Cape Town, Johannesburg, Pilanesberg Reserve)

Adriatic Adventure: INTB 470 CI19  
(Croatia, Slovenia, & Italy)

Western Mediterranean: INTB 470 MC19  
(Italy, France, & Spain)

- I am a BSB or BSM student and request to substitute my study abroad program for: [BUSB 342, International Business](#).
- I am a BSB or BSM student and request to substitute my study abroad program for my capstone course ([BUSB 485, Analysis and Integration in Business and Management](#)).
- I am a BSB or BSM student and request to take this program for elective credit.
- I am a student taking the course for 0 credit and I will be traveling as a guest

**Note: Please submit a copy of the photo page of your passport with this registration form.**

FOR INTERNATL USE ONLY:

#### Dean's Office

SSM Name: \_\_\_\_\_ Student's Campus Location: \_\_\_\_\_

Substitution Course Title: INTB 470 in lieu of the \_\_\_\_\_

Course Dates \_\_\_\_\_

STRK Noted  No  Yes

Signed Acceptance of Policies Received  No  Yes

Space Reservation Deposit Received (\$500)  No  Yes

Eligible to take as capstone course, per SSM:  No  Yes

Date registration submitted to Registrar: \_\_\_\_\_

#### Registrar

Study abroad registration and course substitution processed  No  Yes