



SUMMER EXCHANGE STUDY ABROAD POLICIES

Please read each statement and initial after each one to indicate that you understand these policies. If you have any questions or concerns about these policies, contact International Business at goglobal@unf.edu or Honors Hall (Building 10), Suite 2125.

Student Name	N Number	Exchange Destination	Semester(s)

I. ACADEMICS

- a. I understand that International Business has no influence over courses taught at partner institutions each summer semester. (International Business bases expectations for future offerings on courses that have been offered at a given institution in past years.) _____
- b. I understand that I must be registered for and pay tuition for the relevant XCH4000 or XCH6000 placeholder course for the term(s) I will spend abroad. _____
- c. I understand that I must be registered for the GEB4940 Semester Exchange Program for 0 credits for the term(s) I will spend abroad and that I must meet all the requirements for this course in order to pass the course (see GEB4940 syllabus), including
 - i. attending the mandatory pre-departure meetings during the spring semester, and
 - ii. attending the mandatory re-entry meeting the following fall semester. _____
- d. I understand that the course schedule at my host institution may change, even as late as the first couple of days of class. While International Business will assist me in finding the most appropriate courses, they cannot guarantee that all courses will count toward my degree. I am willing to be flexible and assume this risk. _____
- e. I understand that if I have not successfully completed study abroad prerequisites as agreed upon with my study abroad advisor or academic advisor by the time my term abroad begins,
 - i. I may not be able to participate, or
 - ii. I may not be able to find courses that will count toward my degree. _____
- f. I understand that all grades that appear on my final transcript from overseas will be calculated into my transfer GPA and my overall GPA, but not my UNF GPA. _____
- g. The federal Family Educational Rights and Privacy Act ([FERPA](#)) affords students certain rights with respect to their educational records. I understand that, due to FERPA, International Business cannot share certain information regarding my study abroad program with anyone (e.g., parent, guardian, spouse, friend, etc.) other than me. _____

II. FINANCES

- a. I understand that the only payment I will make to UNF is for tuition/fees. I will make all other payments for my summer exchange program directly to providers (e.g., the host university, airline, hotel, health insurance company, etc.) The estimated cost listed on UNF’s website is only an estimate. _____
- b. I understand that if I cancel my participation in a semester abroad for any reason, including failing to meet course or GPA prerequisites, International Business is not responsible for any financial losses I may incur. _____



- c. I understand that International Business strongly encourages me to consider purchasing travel insurance with “cancelation for any reason” within 15 days of the first purchase I make toward my study abroad. _____
- d. I understand that any financial aid I receive through UNF will not be disbursed until about 2 weeks after my final, signed learning agreement is received. International Business recommends students have enough money on hand to cover at least the first 4-6 weeks of expenses abroad. _____
- a. I understand that if courses are not counting toward my UNF degree, Financial Aid reserves the right to withhold scholarship money. It is my responsibility to meet with a financial aid representative with any questions about my financial aid eligibility. _____

III. TRAVEL

- a. I understand that I have the flexibility to purchase my own flight. Therefore, it is my responsibility to book travel that arrives in my study abroad destination city by the time and date set by my host university. _____
- b. Visa requirements vary by nationality. It is my responsibility to obtain the necessary visa for my study abroad program, if required. _____
- c. It is my responsibility to make sure I have valid versions of all required travel documents including, but not limited to, passports, visa, and permanent resident card. _____

IV. CONDUCT AND PROFESSIONALISM

- a. I understand that as a participant in this UNF study abroad program, I am bound to UNF’s [Student Conduct Code](#), both in the U.S. and abroad. _____
- b. I acknowledge that while abroad I am a representative of UNF, my state, and my country. I am expected to conduct myself professionally during this academic program. _____
- c. If UNF incurs any fees because of my behavior abroad (e.g., hotel room damage, missed travel connections, etc.), these fees may be passed on to me and posted as charges to my myWings account. _____

V. WITHDRAWAL

- a. I understand that in order to withdraw from a study abroad program, I must submit the request in writing to International Business at goglobal@unf.edu. _____
- b. If I choose with withdraw after arriving overseas and beginning my courses abroad, I must first follow the withdrawal request procedures at my host university before I can attempt to withdraw from UNF. It is my responsibility to be aware of any deadlines and regulations regarding host school withdrawal. _____

I have read and understand all the statements listed above.

STUDENT SIGNATURE: _____ DATE: _____