

Study Abroad Student Participation Agreement for Online Programs

The following agreement holds all program participants to a unified list of expectations for student participation in a Rutgers Global–Study Abroad program. Once enrolled, all students, regardless of their home institution, are considered Rutgers students.

GUIDELINES/EXPECTATIONS

Program Orientation

- I am responsible for reading all the orientation and enrollment materials provided in my online program application(s), for submitting all required documents by the specified due dates, for following course registration instructions, and for complying with requests regarding my program enrollment. I am aware that failure to comply with the above instructions may result in my removal from the program.

Behavior and Conduct

- Given the differing conditions and unique contexts that characterize virtual programming, I understand that while participating in a virtual study abroad program I must comply with policies and procedures of the host institution, as well as any laws that may be applicable within the context of my virtual program. Within each host culture, there will be a set of cultural norms that I must respect and laws I must abide by.
- I agree to conduct myself as a responsible member of the Rutgers University community. To that end, I am responsible for reading the Rutgers University Code of Student Conduct before participation in this program. I agree to observe standards of conduct that support the academic goals of the program including, but not limited to, being respectful of all participants, faculty and staff of the program, as well as others with whom I interact while enrolled in this international course; refraining from behavior that would jeopardize the health, safety, or welfare of myself or others; and maintaining the cohesion of the program.
- In the event of violation of the Code of Student Conduct or other University policy, Rutgers Global–Study Abroad, at its discretion, may convene a formal inquiry or conduct appropriate due process proceedings.

Personal Responsibility

- I am responsible for my own safety and well-being. I understand that Rutgers University cannot be held responsible for an illness or injury to my person, or damage or loss of my property.

Distribution of Information

- I consent to and understand that Rutgers Global–Study Abroad will be sharing information regarding my participation in this study abroad program with necessary and appropriate offices, departments, or units on campus, such as, but not limited to, financial aid, student accounting, student affairs, the Registrar’s Office, CAPS, Disability Services, and the Dean of Students. I also consent to and am aware information can be shared with program contacts, faculty directors, and any entity providing services for my chosen virtual study abroad program.

Legal Responsibilities

- While studying with an international university, I may be subject to certain laws of my host country and I agree to comply with those laws. I understand that I am fully responsible for any consequences of not following those laws.

Disability Accommodations

- It is at my responsibility to disclose whether or not I need accommodations for a disability. Rutgers reserves the right to request documentation of the disability in order to plan accommodations accordingly.
- I am aware that the access to accommodations varies by country and that my case may need to be discussed with my Study Abroad Advisor and the Rutgers Office of Disability Services.

ACADEMICS

Study Abroad Course Participation

- It is my responsibility to attend all scheduled class sessions, required excursions, participate in interviews, take all examinations, and complete all coursework required by my program.

Class Attendance

- Unless otherwise specified in the syllabus provided by my program director or by an instructor at my host university, I am responsible for attending all of my classes except in the event of illness or extraordinary circumstances beyond my control. I will complete or make-up any coursework I may miss as a result of being absent. I am to remain in attendance at my host university for the duration specified on the program webpage or as indicated by my host university.

Course Equivalencies

- It is my responsibility to secure the necessary approvals for each course I intend to take that requires a course equivalency evaluation. I will actively work with my academic advisor/department head/chair/dean on all curriculum matters relating to my degree progress.

FINANCIAL RESPONSIBILITY

Program Deposit

- I acknowledge that my program may require a monetary deposit to secure my space in the program and I will not be considered a participant in the program until my deposit is paid.
- I understand that once paid, my program deposit is non-refundable and cannot be transferred to another program or term.
- I agree to pay my non-refundable program deposit in accordance with the timeline set by Rutgers Global–Study Abroad.

Program Fees

- It is my responsibility to understand the costs associated with this program.
- I understand that I am responsible for the full and timely payment of the billable costs for my study abroad program.

- I understand that I am responsible for reviewing my term bill and registration for accuracy.
- I am responsible to pay my term bill and confirm my attendance by the due date on my term bill. Failure to do so, may result in deregistration and/or loss of program credits. Deregistration does not absolve me of any previous billed or future charges.

Termination of Participation

- I understand and agree that my participation in a summer program offered by Rutgers Global–Study Abroad is contingent upon making all of the necessary payments, and submitting all of the required documentation, by the specified due dates. I further understand that my spot in the program is not confirmed until required payments have been made, and the necessary documentation has been submitted.
- I understand and agree that if I terminate my participation, or otherwise withdraw from the program for any reason, I will be responsible for any and all costs and expenses associated with my program. I further understand that if I terminate my program participation while enrolled, I am responsible for any costs associated with cancellation and I will receive no refund of tuition, administrative fees, or other expenses.

Cancellation/Withdrawal Policy

After you have been accepted to a virtual global internship summer program and, if applicable, paid the required deposit, you are considered an enrolled participant in that program. By making such payment you are expressing your intent to participate in the program, you are acknowledging that the deposit is non-refundable, and you are recognizing that you will be held responsible for some or all of the full program fee, even if ultimately you do not participate in the program.

If you are considering withdrawing from a Study Abroad program for which you have already paid a program deposit, please review this policy and take the following steps:

1. Speak with Rutgers Global–Study Abroad, specifically your Study Abroad advisor. We may be able to help you find a way to still participate, even if withdrawing seems inevitable.
2. Review the withdrawal timelines and financial obligations below. Remember: Program deposits are non-refundable.
3. If after speaking with Rutgers Global–Study Abroad, you still intend to withdraw, students must fill out and sign the Withdrawal Form.

Withdrawals are not considered official and valid until a completed Withdrawal Form is received. Withdrawals will be effective on the date we receive (via email) your official Withdrawal Form.

If you withdraw ON or AFTER	then your financial obligation will be:
SUMMER	
April 1	25% of program costs
April 15	50% of program costs
May 15 or Program Start Date (whichever is first)	100% of program costs
FALL or ACADEMIC YEAR	
July 1	25% of program costs**
August 1	50% of program costs**
On or after Program Start Date **Select Fall and AY programs begin in July or August. For these programs, 100% of program cost is owed on or after program start date.	100% of program costs
FALL EMBEDDED or WINTER	
November 1	25% of program costs
December 1	50% of program costs
December 20 or Program Start Date (whichever is first)	100% of program costs
SPRING	
November 1	25% of program costs
December 1	50% of program costs
On or after Program Start Date	100% of program costs
SPRING EMBEDDED	
January 1	25% of program costs
January 15	50% of program costs
On or after February 1	100% of program costs
VIRTUAL Programs	
Deadlines are assigned by partners	See Policy Form here
*** Remember: For all Programs, deposits are non-refundable	