



Salve Regina University policy regarding Study Abroad credit is set forth in the Undergraduate Catalog (“the Catalog”). By signing this Agreement, the **Student** acknowledges that s/he has reviewed and understands the Catalog with regard to study abroad credit requirements.

## 2. Payment Obligations

- a. A **Student** who wishes to receive credit toward a Salve Regina University degree for the Program understands and agrees that s/he will be charged by Salve Regina University for tuition at a rate equivalent to tuition on campus for the corresponding time period. An additional tuition charge will be required if the tuition of the host institution exceeds the Salve Regina University tuition.
- b. The **Student** must make payment in accordance with Salve Regina University’s published schedule for payment of tuition and other charges.
- c. The tuition charged by Salve Regina University only covers the cost of the tuition of the study away program. It does not include any study away program costs for room and board, accommodation, transportation, personal expenses, country-specific medical insurance, and passport and visa fees.
- d. A **Student** receiving financial aid must have applied for and submitted all required applications and documents by the published due date. Any financial aid awarded to the **Student** will be reflected on the billing statement.
- e. The **Student** is responsible for paying any deposit required by the Program to confirm or hold admissions.

## 3. Obligations Regarding Unrecoverable Costs and Payments

- a. When Salve makes a non-refundable payment on the **Student**’s behalf to the Program (for example, partial or full payment for tuition), or obligates itself to pay any study abroad fees on the **Student**’s behalf, the undersigned agree to pay to Salve Regina University the billed charges, less whatever credits and payments are received by Salve from financial aid and outside sources, if the **Student** attends the Program.
- b. If after any such non-refundable payments, the **Student** does not attend the Program, and instead studies at Salve for the semester or year of the intended study abroad, the undersigned agree to repay to Salve the full Salve billed charges, PLUS the unrecoverable portions of paid-out or obligated amounts paid to the Program on the **Student**’s behalf. Financial aid may not be applied to the unrecoverable costs.
- c. If, after any such non-refundable payments, the **Student** does not attend the Program and does not return to Salve for that semester or year, the undersigned agree to pay to Salve the unrecoverable portion of any paid-out or obligated amounts related to the previously declared study abroad plans. Financial aid may not be applied to the unrecoverable costs.
- d. The failure to meet these commitments of payment will constitute an unfulfilled financial obligation to Salve Regina University. Monthly late fees may be assessed on any balance remaining unpaid and the **Student**’s account could be placed for collection. The **Student** may be prevented from participating in the housing process, registering for classes, receiving transcripts, or receiving a diploma. In addition, the University reserves the right to have the **Student** withdrawn as set forth in the Catalog.

## 4. Payment Schedule

The payment schedule for study abroad is the same as the Salve Regina University payment schedule for semesters undertaken on campus. Please consult the Student Financial Services web site at [www.salve.edu](http://www.salve.edu) for more information.

5. Loss of Study Abroad Eligibility  
(Before Beginning Study Abroad)

- a. Should the **Student** choose or be required to take a leave from Salve Regina University for any reason, including involuntary leaves such as medical and academic conditional leaves, before or after being accepted by the Program, the **Student** will not be eligible to participate in the Program for credit toward the Salve degree until or unless the **Student** is eligible to return to Salve.
- b. Should the **Student** lose his/her diploma-grade standing, the **Student** will not be eligible to participate in the Program for credit toward the Salve degree.
- c. Should the **Student** have an outstanding balance owed to the University, the **Student** will not be allowed to participate in the Program for credit toward the Salve degree until or unless the **Student** makes payment arrangements acceptable to Student Financial Services.

6. Withdrawal and Refund Policy  
(Once Study Abroad Has Begun)

If the **Student** withdraws from the Program before its completion, this will result in the **Student** receiving no academic credit for the Program. The financial consequences of such a decision, and expulsion from the Program, are set forth below:

- a. If the **Student** withdraws or is withdrawn for any reason before or after the Program begins, but before Salve Regina University has begun classes, the undersigned agrees to pay to the University all amounts owed to the Program (less what the Program returns to the University on the **Student's** behalf). These amounts may include penalty fees for withdrawal from the Program. Please refer to the withdrawal policy for specific programs. These charges are separate and in addition to the regular billed charges at Salve for the following semester.
- b. If the **Student** withdraws for any reason before or after the Program begins, and after Salve Regina University has begun classes, the **Student** will be placed on personal leave rather than study abroad leave. In the case of withdrawal, after settlement of any unrecoverable charges, the University will refund the amount prescribed by the Salve Regina University Refund Schedule. If the amount of the refund is not sufficient to cover all unrecoverable payments or commitments made to the Program on behalf of the **Student**, the undersigned agree to pay the balance due to Salve Regina University within fifteen (15) days of such a determination.
- c. If the **Student** is required to withdraw from the Program with cause, the **Student** will not be eligible for a refund or credit from Salve Regina University.

7. Student Conduct Abroad

- a. As a Salve student studying abroad, the **Student** is required to observe the laws of the country in which the **Student** will be residing, as well as all academic and disciplinary regulations in effect at the Program. The **Student** further understands and agrees that while participating in the Program, the **Student** remains enrolled concurrently as a degree candidate at Salve, and as such, must adhere to Salve's Academic Honor Code and behavioral rules. The **Student's** conduct abroad may be subject to judicial proceedings at Salve Regina University if the alleged conduct violates Salve Regina University expectations for student conduct and academic responsibility.

- b. If the *Student* participates in illegal activity abroad, the *Student* will be solely responsible for any legal action that may be taken against him/her by local governments and authorities, for which Salve Regina University will not provide assistance.
- c. The *Student's* participation in the Program may be terminated immediately by the Program and/or by Salve Regina University if the *Student* engages in conduct endangering him/herself or others.

#### 8. Health and Well-being

- a. There are certain dangers, hazards and risks inherent in international travel, international living, and activities associated with international study, including but not limited to those arising from sanitary or health conditions, crime, civil disturbances, terrorism and travel or other accidents. These dangers, hazards and risks could include serious or even fatal injuries and property damage. **The *Student* is responsible for informing him/herself about known dangers, hazards, and risks**, including, but not limited to review of any U.S. State Department information about the country, which is available at <http://travel.state.gov>, and expressly assumes all risks for any loss, injury, death, or damage resulting from his/her decision to study abroad on the chosen Program in its particular location, and from any precautions (including recommended or required immunizations) the *Student* takes or fails to take.
- b. Salve Regina University has not made, and does not make, any representations regarding the *Student's* personal safety or the safety of the *Student's* property while participating in the Program.
- c. Travel, transition, distance from established support systems, and living in a different culture are all challenging circumstances that can alter previously effective ways of managing medical, physical, or psychological conditions. Salve Regina University cannot assure the *Student* of the provision of these supports abroad. If the *Student* informs the University of any supports the *Student* relies upon in the United States and may need for his/her well being while abroad, the Office of International Programs will offer reasonable assistance in providing information about available options. The *Student's* failure to inform Salve Regina University of any special needs the *Student* may have renders the University unable to offer any such assistance.
- d. The *Student* authorizes and permits Salve Regina University to communicate with the Program and/or the *Student's* parent(s) or legal guardian(s) about any matters pertaining to the *Student's* participation in the Program, including but not limited to the *Student's* health, well-being, conduct, and academic study.

#### 9. Academic Responsibilities

- a. Salve Regina University has the final authority to determine the number of credits the *Student* will be granted for academic work. The Office of International Programs will determine the U.S. equivalent of grades assigned by faculty abroad, when appropriate. Unsatisfactory grades and/or credit shortages from study abroad can lead to a *Student's* not making satisfactory progress toward the degree and to the *Student's* record being reviewed by the Academic Advising office upon the *Student's* return to Salve.
- b. The *Student* will undertake a full course of study in the Program (equivalent to 12 to 16 Salve credits per semester). Any deviation from the normal course schedule must be approved in advance in writing by the Salve Regina University Office of International Programs. The *Student* is bound by the rules and procedures of the Program and of any host institution, including, without limitation, those for registration, course load, dropping and adding courses.

- c. The **Student** is responsible for taking all exams and completing all required course work at the same time and in the same way as other students in the Program, and, when enrolled in a host country Institution, as required for host country students. If the **Student** leaves work incomplete or fails to make arrangements required by the Program for graded evaluation, it may not be possible for Salve Regina University to obtain a grade for the work, resulting in a loss of credit.
- d. The **Student's** withdrawal from the Program before the **Student's** courses are complete will be treated as a personal leave from Salve Regina University, and Salve's rules for leaves of absence, as set forth in the Catalog, apply (see also section 6, above). Early departure from year-long programs is likely to result in a loss of credit. In any case where grades obtained are not final grades based on a complete end-of-course assessment, there is no guarantee that credit will be awarded by Salve; determinations of credit will be made on a case-by-case basis.

10. Program Changes

Salve Regina University reserves the right to alter or cancel a Program or withdraw approval for any Program.

11. The undersigned have read and separately signed the Assumption of Risk and Release form, which is attached to and incorporated into this Agreement.

12. The undersigned have read and understood the above, and agree to be bound by the provisions contained therein.

13. This Agreement shall be governed by the laws of the State of Rhode Island and Providence Plantations.

_____	_____
Student Signature	Date
_____	_____
Witness to Student Signature	Date
_____	_____
Parent/Guardian Signature	Date
_____	_____
Witness to Parent/Guardian Signature	Date