



# CENTRAL WASHINGTON UNIVERSITY

## STATEMENT OF PARTICIPANT FINANCIAL RESPONSIBILITIES (FIRST OF THREE WAIVERS — PLEASE READ AND SIGN ALL THREE)

Please read the following sections carefully and sign as an indication that you understand your obligations and responsibilities to Central Washington University.

Program fees for international study sponsored by Central Washington University include tuition and miscellaneous fees. In some cases, room and/or board is also included. Unless otherwise stated, I understand that I will be responsible for all costs related to international airfare, travel passes, textbooks, passport, visa fees, insurance, and personal expenses.

I understand and agree to abide by the conditions stated in this document concerning my enrollment and participation in the international program sponsored by Central Washington University. This agreement covers the period of study that I may be accepted for and any extension of stay I may organize through Study Abroad and Exchange Programs at Central Washington University.

I have been informed about the financial arrangements for the study abroad program, and agree to make payments on or before the due dates for the program, as arranged with the Study Abroad Advisor and/or the agent involved in the program.

I understand that, should I fail to make these payments as agreed, my account will be subject to standard collection procedures, including placement with a commercial collection agency. Failure to make payments as agreed will result in a hold on my academic records and subsequent registration. I further understand that Study Abroad and Exchange Programs may assess a \$50 late fee for payments received more than three days after due.

Should I decide to cancel my enrollment after acceptance to the program, and that program is billed by CWU, I agree to abide by the Study Abroad and Exchange Programs' cancellation policy.

I realize that cancellation of the program must be done in writing, and that I am responsible for all program fees until official notice of withdrawal is received by Study Abroad and Exchange Programs.

**Financial Aid Recipients:** I further understand that if I have applied for or have been awarded any form of financial aid through Central Washington University, I will abide by the following conditions:

I authorize the Financial Aid Office to release information regarding my financial aid status and award to the Study Abroad Advisor and Student Receivables Office. I hereby authorize Central Washington University to credit the proceeds of my financial aid directly to any outstanding bills I may have for program fees. If I anticipate receiving a student loan, I understand that it is my responsibility to make all arrangements regarding my financial aid and disbursement of award prior to departure with the Study Abroad Advisor, Financial Aid Office, and Student Receivables Office.

I understand my obligation to contact the Financial Aid Office in the event that: a) my award includes any type of Work Study or a tuition waiver; b) I wish to apply for a revision in my financial aid award; or c) I cancel my enrollment in the study abroad/exchange program at any time.

I have read the financial aid satisfactory progress policy and understand the necessity of maintaining my academic status as defined by that document. I accept the financial conditions of participation in the program as explained in this document.

Name of applicant (please print): \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date \_\_\_\_\_

*Parent/guardian (if applicant is under 18 at time of signing):* In addition to the foregoing, I hereby agree to assume responsibility for the financial obligations incurred by my son/daughter as a result of application and/or participation in a study abroad or exchange program.

Signature of parent or guardian: \_\_\_\_\_ Date \_\_\_\_\_

**Study Abroad and Exchange Programs**  
Office of International Studies and Programs  
400 East University Way . Ellensburg WA 98926-7407 . Office: 509-963-3612 . Fax: 509-963-1558



**CENTRAL WASHINGTON UNIVERSITY**

**ACKNOWLEDGEMENT OF RISK, RELEASE OF CLAIMS, AND AUTHORIZATION  
(SECOND OF THREE WAIVERS — PLEASE READ AND SIGN ALL THREE)**

I hereby acknowledge that I have voluntarily applied for and chosen to participate in a study abroad program and voluntarily engaged in activities of the program conducted by Study Abroad and Exchange Programs, including those conducted by any host institution or host individual(s).

I am aware that participating in this international studies program and its activities may involve the risk of injury to my person and property. These risks may include, but are not limited to, the following: death, bodily injury, property damage, etc. I voluntarily accept all risks of personal injury and/or damage arising as a result of program participation or travel in the host country or region.

I further understand that Central Washington University does not provide any medical insurance or life insurance to cover accidental injuries, illness or loss of life, nor coverage for personal property damage; and I acknowledge that I am completely responsible for my own medical and hospital care, expenses, and (worldwide) insurance coverage.

Being fully aware of the possible risks and consequences of my voluntary participation in the international studies program, I hereby agree to forever hold harmless Central Washington University and each of its officers, employees, and agents from any and all responsibility or liability for any injuries or damages not directly caused by the negligence of the University, its officers, agents, and employees.

I understand that the Family Education Rights and Privacy Act of 1974, as amended, affords students the right to authorize the release of education information to third parties. I also understand that studying abroad may involve circumstances which require CWU to release certain information to third parties, where it could be difficult to obtain my prior written permission. For these reasons, I herewith authorize university officials to release my education information to parties who, in those officials' judgment, have an interest in the study abroad contemplated by this document. This authorization is valid for a period of one semester after my program ends.

I acknowledge and accept the terms laid out in the paragraphs above. In addition, I grant Study Abroad and Exchange Programs permission to contact my home institution to verify that I am in good standing, which I understand to be a condition of participation for study abroad and exchange programs through Central Washington University.

Name of applicant (please print): \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date \_\_\_\_\_

*Parent/guardian (if applicant is under 18 at time of signing):* In addition to the foregoing, I hereby agree to hold harmless the University, its officers, employees, and agents, from all claims that I or my spouse might have or assert based on any injury or damage to my child that is not directly caused by University negligence.

Signature of parent or guardian: \_\_\_\_\_ Date \_\_\_\_\_



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## CANCELLATION AND REFUND POLICY (THREE OF THREE WAIVERS — PLEASE READ AND SIGN ALL THREE)

Refund policies of SAEP are consistent with Washington State requirements that state agencies may not provide services without charge unless specifically exempted by State laws. Students who cancel or withdraw early from a program are also subject to the cancellation and refund policies of the host and/or sponsoring institutions.

Once a student has been accepted as a participant in a study abroad or exchange program through Study Abroad and Exchange Programs (SAEP) at Central Washington University, withdrawal from the program must be made in writing directly to SAEP. Notification to the credit issuing study abroad office is not acceptable. Until official notice is received by SAEP, the student will be held responsible for all program fees. For participants who are registered through, and billed by, CWU, refunds after official cancellation are subject to the following cancellation policy.

Cancellations which occur more than 45 days in advance of the program start date are not subject to a cancellation fee. The application fee is not refundable.

*For quarter, semester, or year long programs (excludes ISEP and CWU Direct Exchange):*

1. Any cancellation made less than 45 days before the beginning of the program, but before the sixth day of the program is subject to a \$300.00 cancellation fee. All other program fees above this amount will be refunded and concurrent enrollment charges for programs longer than one quarter will be removed from the student's account at CWU.
2. Cancellation after the sixth calendar day of the program, but before the 30th calendar day of the program will result in a 50% refund of program fees after the \$300 cancellation fee.
3. No refunds will be issued to students who cancel on or after the 30th calendar day of the program.

*For ISEP, CWU Direct Exchange, and programs less than one quarter in length:*

1. Cancellations for the International Student Exchange Program (ISEP), short-term or cyclical (usually four week) programs which occur less than 45 days before the first day of the program, but before the program begins are subject to a \$300.00 cancellation fee.
2. No refunds will be issued to students who cancel after the program begins.

I understand and agree to abide by the above cancellation and refund policy.

Name of applicant (please print): \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date \_\_\_\_\_

*Parent/guardian (if applicant is under 18 at time of signing):* I understand the cancellation and refund policy outlined above and agree to abide by it on behalf of my son/daughter who has applied for a study abroad/exchange program.

Signature of parent or guardian: \_\_\_\_\_ Date \_\_\_\_\_