Please note that the Enrollment Agreement Form is an electronic form that must be completed by logging into your Arcadia Portal Account. This document is a copy of the form for your records and does not provide an option to complete the form.

Confirming Your Enrollment

To confirm your enrollment in the program you must complete this Agreement within 10 days of being notified of your acceptance into the program.

In completing this agreement, you understand that you are responsible for paying a $500 non-refundable program deposit within 5 days of confirming your enrollment. Payments can be made electronically in your Arcadia Portal Account. (Please refer to the Fees & Payments tab in your Arcadia Student Portal to see whether your home school will pay your deposit on your behalf.)

In completing this agreement, you also understand that you are financially responsible for non-refundable fees or payments made on your behalf as per the financial and refund policies of Arcadia University, The College of Global Studies as published online at http://studyabroad.arcadia.edu/how-to-apply/whats-included/refund-withdrawal-policies. You understand that Arcadia University’s financial and refund policies supersede any policies of your overseas program host institution.

If you have any questions about completing this Enrollment Agreement, please contact your Program Advisor or email auabroad@arcadia.edu.

Conditions of Participation

Student Certifications. I certify that the information submitted on the Arcadia University Application for Study Abroad and all subsequent forms and materials is correct. I am in good academic standing at my home institution and agree to notify Arcadia University if my status changes. I understand that my acceptance to participate on the program may be rescinded at any time if my status changes and I no longer meet the eligibility requirements; if my acceptance is rescinded for any reason, I remain subject to the Financial and Refund Policies as described in this agreement.

Participant Waiver. In consideration for receiving permission to participate in the program identified above, I hereby release, waive, discharge and covenant not to sue, and agree to hold harmless for any and all purposes Arcadia University, its Board of Trustees, officers, servants, agents, volunteers, or employees (herein referred to as Releasees) from any and all liabilities, claims, demands or injury, including death, that may be sustained by me while participating in such activity, or while on the premises owned or leased by Releasees.
Arcadia is Not Responsible for Loss, Injury, Damage or Delay. I understand that there are certain dangers and risks inherent in international travel and study in foreign countries, and that Arcadia University and its employees cannot control these risks or guarantee my personal health and safety abroad. Neither Arcadia University nor any of its employees nor any other persons, parties, organizations or agencies collaborating with them is or shall be responsible for or liable for injury, loss, damage, deviation, delay or curtailment, however caused, or the consequences thereof which may occur during any of the travel or programs. Additionally, I understand and accept responsibility for loss or additional expenses related to delays or other changes in the means of transportation, other services, or sickness, acts of God, strikes or other unforeseen causes.

Financial and Refund Policies. I agree to be subject to the financial and refund policies of Arcadia University, The College of Global Studies as published online. I understand that Arcadia University’s financial and refund policies supersede any policies of my overseas program host institution.

Non-Refundable Program Deposit. A deposit must be submitted on behalf of each participant. Arcadia University has special billing agreements with many home institutions; please refer to the fee information in your Arcadia Portal account to see whether your home school will pay your deposit. Payments can be made by logging into your Arcadia Portal Account. Please specify below how your non-refundable deposit will be paid.

Financial Obligations. I understand my ability to participate in the program requires my Arcadia account to be in good financial standing before my scheduled program departure date. This includes, but is not limited to, documentation related to disbursement dates for external funding, such as student loans. I also agree to ensure that my account will remain in good financial standing for the duration of my program and understand that failure to submit scheduled or deferred payments when due will result in late payment fees and/or removal from the program. I acknowledge it is my responsibility to understand and prepare for the costs associated with my program beyond the posted program fees, as delineated in the Estimate of Additional Expenses.

University Policies. I certify that I have read the Arcadia University, The College of Global Studies Student Handbook on the Arcadia University, The College of Global Studies website. I understand and agree to be subject to the Code of Academic Responsibility, the Code of Conduct, the Housing Policy and all other policies and regulations regarding my participation in an Arcadia program. I expressly acknowledge the right of Arcadia University to require the immediate withdrawal, at any time, of my participation in the program for violation of these policies and/or if my actions or general behavior, in the sole discretion of Arcadia University, are determined to interfere with or disrupt the conduct of classes or any other activity of the program.

Health Disclosures and Required Additional Documentation. Arcadia University requires participants to disclose any known medical, mental health conditions, or disabilities that require accommodations to participate in the program so that Arcadia can properly advise you of the resources available in your host country to optimize your health and safety while abroad. In certain circumstances, Arcadia University requires written verification from medical professionals, specific campus officials, or other third parties. If staff from Arcadia University request specific additional documentation for participation, it must be provided by the specified deadline. I understand that failure to disclose any known conditions/disabilities or to provide additional documentation could result in my being prohibited from participating in the program.
I acknowledge my responsibility for promoting my own health and wellness, and that I play a role in, by taking appropriate precautions, contributing to the health and wellness of my fellow program participants, as well the local community where my program is hosted. I understand that my failure to follow health and safety guidance, such as mandatory and encouraged vaccinations, or advanced arrangements for in-country physical and mental health condition management, may mean that I will, even if anticipated otherwise, be unable to participate in my program, or in program activities. I understand that the posted refund policy and corresponding deadlines apply for program fees, and no refunds will be available for mandatory activities in which I am unable to participate once my program has begun. I am aware that my failure to follow pre-departure guidance, especially regarding health and safety, may increase my risk of contracting a preventable infectious disease or exacerbation of pre-existing symptoms and I am willing to accept such medical risk. I understand that circumstances, both foreseeable and not, may impact my ability to participate in my program, including but not limited to:

- local governments may decide travelers must be vaccinated to enter the country;
- local governments may request additional medical documentation or physical exams upon arrival to issue an exemption, and they may deny an exemption regardless of the outcome of this process;
- local conditions, as assessed by Arcadia University, may require a vaccine in order to engage in the local environment and move freely;
- entry to venues such as museums, shops, restaurants, nightclubs, and sporting events may require proof of vaccination;
- airline travel requirements may shift and require proof of vaccination to travel; and
- if there is a vaccine-preventable disease outbreak in my location or a specified time of high community spread of COVID-19, it could result in limitations of access to my participation, including my ability to travel freely, to my host institution's campus, or to Arcadia Centers, and/or the requirement of other mitigation efforts.
- insufficient local access to medical or mental health care, as recommended by a licensed care provider.

**Mandatory Participation in Arcadia Orientation.** I understand that I will be expected to participate in a mandatory orientation given by Arcadia University staff at the beginning of my program. I agree to arrive in my host country by the published program participation date and time. I will complete any and all virtual pre-departure orientation requirements as instructed by Arcadia University staff. Failure to comply with our orientation policies will result in disciplinary action and may incur additional fees for rebooking travel to adhere to program arrival parameters.

**Proper Travel Documentation.** I agree to be in possession of a valid passport for the duration of my time abroad and for any required amount of time after I return as stipulated by the immigration policy of my host country. I agree to obtain any and all visa and clearances prior to my time abroad and ensure I have obtained the proper authorization to study in my host country. I understand that Arcadia University is not responsible for any decisions made by foreign embassies or consulates regarding approval of visa documentation and/or immigration clearance.

**Arcadia Reserves the Right to Cancel,Alter, Suspend or Amend.** Arcadia University, The College of Global Studies reserves the right to cancel, alter, suspend, or amend any part of any program or to increase fees should circumstances make these actions advisable or necessary. I understand that the program calendar dates posted on the Arcadia University, The College of Global Studies website are tentative in nature, and can change at any time. Arcadia University will alert me of any such changes and will work to minimize any disruption to my planning. Arcadia University is
not responsible for any accommodation or flight costs associated with changes in the program calendar.

**Permission to Use Images.** I permit Arcadia University to use any images of me (such as photos or video) or any submitted testimonials in their marketing, web or pre-departure material.

**Authorization to Release Information.** I hereby authorize employees, agents and representatives of Arcadia University, my home institution, and my host institution, health care providers and others who, in the sole discretion of Arcadia University, have a need to know said information to share information and materials from my academic and education records with one another, and also to communicate with one another and with my parents or legal guardians concerning any emergency, medical, academic, disciplinary, financial, legal or health-related issue involving or related to me, or to any conduct, misconduct, alleged misconduct, student disciplinary proceeding(s), academic proceeding(s), or legal proceeding(s) involving or relating to me in any manner. I further authorize my student health insurance carrier or its duly authorized subcontractors to release to Arcadia University or designee medical or health information of any nature whatsoever, including medical records or information of mental/nervous disorders, HIV/AIDS or any other physical or psychological condition. The confidentiality of this information will be maintained consistent with the University’s need to provide program services.

**Reading, Understanding, and Acceptance of Terms.**

{} By checking this box and completing this section, I acknowledge that I have read, understood and I accept all of the terms of this Agreement.

{} By checking this box, I am confirming my enrollment in the program.

{} By checking this box, I acknowledge that I am responsible for paying a $500 non-refundable program deposit within 5 days of confirming my enrollment. Payments can be made electronically in your Arcadia Portal Account. (*Please refer to the Fees & Payments tab in your Arcadia Student Portal to see whether your home school will pay your deposit on your behalf.*)

{} By checking this box, I also acknowledge that I am financially responsible for any non-refundable fees or payments made on my behalf as per the financial and refund policies of Arcadia University, The College of Global Studies as published online at [http://studyabroad.arcadia.edu/how-to-apply/whats-included/refund-withdrawal-policies](http://studyabroad.arcadia.edu/how-to-apply/whats-included/refund-withdrawal-policies). I understand that Arcadia University’s financial and refund policies supersede any policies of my overseas program host institution.