



## STUDY ABROAD APPLICATION COVER SHEET

**Please initial by each item showing completion/agreement to criteria**

- \_\_\_\_\_ I have completed the entire application
- \_\_\_\_\_ I have signed the application and had it notarized
- \_\_\_\_\_ I have included a copy of my transcript (may be unofficial from BANNER)
- \_\_\_\_\_ I have submitted a COLOR copy of my passport
- or
- \_\_\_\_\_ I have applied for my passport (Passport does not have to be in the possession of the student at the time of application)
- \_\_\_\_\_ I have submitted a COLOR copy of my driver's license
- \_\_\_\_\_ If accepted, I am ready to pay the deposit for this trip within seven days upon receiving approval or be willing to reapply after the seven days have passed

Completed applications can be submitted via email to [Study.Abroad@ChattahoocheeTech.edu](mailto:Study.Abroad@ChattahoocheeTech.edu) or delivered in-person to one of the following:

Allison Budaj, Humanities Instructor, Room B209.7, B Building, Marietta Campus

Frank Inscoe, Spanish/English Instructor, Room B209.8, B Building, Marietta Campus

Shari Szalwinski, Communications Instructor, Room 232A, A Building, Paulding Campus

## STUDY ABROAD APPLICATION FORM

### Instructions

To apply for consideration in the Chattahoochee Tech Study Abroad program, please complete all sections below, including all necessary attachments; then have the application notarized with a signature and date at the end of the form. The application can be returned via email or in-person but submission must be no later than the deadline posted.

### Section 1: Personal Information [Please Print Neatly]

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

CTC School ID#: 900 \_\_\_\_\_ Social Security #: \_\_\_\_\_

Email address: CTC \_\_\_\_\_

Preferred \_\_\_\_\_

Phone: Cell \_\_\_\_\_ Work \_\_\_\_\_ Home \_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gender: F \_\_\_\_ M \_\_\_\_

Emergency Contacts:

#1 – Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Phone: Cell \_\_\_\_\_ Work \_\_\_\_\_ Home \_\_\_\_\_

Email: \_\_\_\_\_

#2 – Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Phone: Cell \_\_\_\_\_ Work \_\_\_\_\_ Home \_\_\_\_\_

Email: \_\_\_\_\_

Section 2a: Academic Information

Program major at CTC: \_\_\_\_\_

How many semesters of study at CTC: \_\_\_\_\_

Current GPA: \_\_\_\_\_

Expected date of graduation: \_\_\_\_ / \_\_\_\_

Please circle the course/courses you are interesting in taking in order to be eligible:

- |                                    |                                |
|------------------------------------|--------------------------------|
| ARTS 1101 Art Appreciation         | HUMN 1101 Intro to Humanities  |
| COMM 1109 Human Communication      | MUSC 1101 Music Appreciation   |
| ENGL 1101 Composition & Rhetoric   | POLS 1101 American Government  |
| ENGL 1102 Literature & Composition | PSYC 1101 Psychology           |
| ENGL 2110 World Literature         | SOCI 1101 Intro to Sociology   |
| ENGL 2130 American Literature      | SPAN 1101 Spanish I            |
| HIST 1111 World History I          | SPAN 1102 Spanish II           |
| HIST 1112 World History II         | SPCH 1101 Public Speaking      |
| HIST 2111 US History I             | THEA 1101 Theater Appreciation |
| HIST 2112 US History II            |                                |

Other course not listed above: \_\_\_\_\_

Do you prefer to take classes on-ground (traditional/hybrid) or online?

On-Ground \_\_\_\_\_ Online \_\_\_\_\_ No Preference \_\_\_\_\_

Section 2b: Instructor References

List the name of two instructors who are familiar with your academic work and character, and who will provide references for you (cannot be a CTC Study Abroad Coordinator):

#1 – Name of Instructor: \_\_\_\_\_

Contact Information:

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#2 – Name of Instructor: \_\_\_\_\_

Contact Information:

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**\*Please provide a copy of your current unofficial transcript from BANNER when submitting your application for consideration**

Section 3: Passport Information

Citizenship: U.S. Citizen? Y \_\_\_\_\_ \*N \_\_\_\_\_ (If not, specify: \_\_\_\_\_ )

Have a valid passport? Y \_\_\_\_\_ \*N \_\_\_\_\_ (If no, have you applied for one? Y \_\_\_ N \_\_\_ )

If yes – Place of issue: \_\_\_\_\_

Date of issue: \_\_\_\_\_

Expiration date: \_\_\_\_ / \_\_\_\_

**\*Please provide a COLOR copy of your passport and a COLOR copy of your driver’s license when submitting your application for consideration**

Section 4: Experience and Goals

Have you previously traveled outside of the U.S.? \*Y \_\_\_\_\_ N \_\_\_\_\_ \*If yes, where, when, and for how long?

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Do you speak any languages other than English and/or have studied any other languages?

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Any special rooming concerns or requirements?

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Any special traveling concerns or requirements (such as anxiety, allergies, or claustrophobia)?

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Please write in the space below specific sites or activities you would like to participate in while visiting the planned country/countries:

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## Section 5: Terms and Conditions Statement

Chattahoochee Technical College adheres to the Standards of Good Practice for Short-Term Education Abroad Programs, as developed by The Forum on Education Abroad. The focus of these standards foster student learning and development in the following six areas: Student Development, Learning Outcomes, Language and Intercultural Development, Intrapersonal Development, Environmental and Cultural Responsibility, and Assessment. Each CTC Study Abroad trip will integrate curriculum and on-site field work, meeting all Technical College System of Georgia (TCSG) state standards for each particular course. All CTC Study Abroad students have an obligation to prepare adequately, and remained focused on the academic purpose of the trip. This is NOT simply a pleasure excursion.

**Please carefully read and initial each of the following Terms and Conditions Statements, acknowledging the student's role in a successful CTC Study Abroad trip:**

**Student Intent to Participate:** I acknowledge that I am voluntarily requesting participation in this study abroad trip, am fully aware of the academic nature of the study abroad trip, and agree to participate fully in the mandatory curriculum, activities, and excursions, both before, during, and after the trip.

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**Acceptable Conduct by Participant:** I understand that while on the trip, I will be under the direct supervision of CTC faculty and travel vendor staff at all times. I further acknowledge that the supervising faculty/staff have sole authority to make decisions regarding my continued participation in the program, and if my conduct necessitates disciplinary actions, I will forfeit some, or all, of the trip, and will be sent home at my own expense and legal considerations. I agree to act in an appropriate manner at all times, and will abide by Chattahoochee Tech's stated Code of Conduct policies, as well as local laws and statutes.

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**Legal Problems:** I understand and acknowledge that should I develop legal problems during the course or related to the study abroad trip, that I will be responsible for using my own funds and resources to handle those problems. Neither Chattahoochee Technical College, its staff/faculty, nor the travel vendor representatives will be responsible for providing assistance under those circumstances.

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**Risks of Study Abroad:** I further acknowledge that participation in a study abroad program involves some risk of injury, illness, or loss of personal property. I agree to release and forever

discharge Chattahoochee Technical College, its members individually, and its officers, agents, and employees, for all claims, demands, rights, and causes of action whatever kind or nature, arising from and by reason of any and all known and unknown, foreseen and unforeseen bodily and personal injuries, including death, damages or loss of property and the consequences thereof, resulting from my participation in this study abroad program and related activities.

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**Independent Activity:** I understand it is a requirement of this study abroad trip to never go off alone, and always venture out on independent activity with a minimum of three members of the study abroad group. I understand and acknowledge that neither Chattahoochee Technical College, its members individually, and its officers, agents, and employees is responsible for any injury or loss that I may suffer when I travel independently, are separated from, or are otherwise absent from any Program activity or the rest of the group.

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**Institutional Arrangements:** I understand and acknowledge that neither Chattahoochee Technical College, its members individually, and its officers, agents, and/or the study abroad coordinators and supervising faculty are responsible for matters that are beyond their control, and I hereby release the aforementioned from any loss, injury, damage, accident, delay, or expense arising from such matters.

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**Health Problems:** I further acknowledge that, to the best of my knowledge, I am in good physical and mental health and am deemed capable of undertaking study in a foreign country. I acknowledge that any medical, mental, or health-related problems I may have, have been fully disclosed and explicitly described in this application. I further acknowledge that Chattahoochee Technical College, its members individually, and its officers, agents, and/or supervising faculty have my permission to access my relevant medical/mental health records, and are authorized to obtain and provide treatment and/or services that I may require during this study abroad program.

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**CTC's Rights and Powers:** Chattahoochee Technical College reserves the right to cancel, without penalty, the offering and conduct of the study abroad program, to make any alterations, deletions, or modifications in the itinerary as necessary.

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Please carefully read and sign the following in front of a notary public:

**Waiver of Chattahoochee Technical College Liability and Indemnification of the College for**

**Risks and Damages:** As a condition precedent to my participation in this study abroad program, I agree to exercise reasonable care at all times with respect to the safety of my own person and personal property, and with respect to the safety of other participants and their personal property. I understand, however, that there are certain dangers, hazards, and risks inherent in the activities included in this study abroad program. I acknowledge that participating in this study abroad program may involve the risk of damage to property, bodily injury, and in some cases, even death. Neither Chattahoochee Technical College, its members individually, its officers, agents, and/or supervising faculty or program coordinators, assumes any responsibility for such personal injuries or property damage. I further acknowledge that I am at least 18 years of age, and am competent to sign this document.

Accordingly, I myself, my spouse (if applicable), heirs, assigns, related individuals and related entities, do hereby waive, release, absolve, discharge and agree to hold harmless Chattahoochee Technical College and its Board of Trustees, directors, officers, employees, faculty, staff, agents and insurers, and the study abroad coordinators (collectively, the "Released Parties"), from and against any and all rights, claims, demands, causes of actions, obligations, suits, liens, damages, or liabilities of any kind and character whatsoever, whether known or unknown, suspected, or claimed, which I shall, or may have, in the future against the Released Parties arising out of, based on, related to, or connected with, my enrollment and participation in this study abroad program. I also agree to indemnify and hold the Released Parties harmless from the payment of any and all judgments settlements, costs, disbursements and attorneys' fees that are associated with the Released Parties having to defend or investigate any claim, action or proceeding of any type whatsoever arising out of my enrollment or participation in the study abroad program, including, but not limited to, claims for breach of contract, negligence, strict liability, or otherwise. This indemnification obligation and Release, Waiver of Liability and Hold Harmless Agreement does not, however, absolve the Released Parties from any liabilities, damages, costs, disbursements and attorneys' fees incurred due to its intentional or reckless conduct. I understand that if any fact with respect to which this Release, Waiver of Liability and Hold Harmless Agreement is executed is found hereafter to be other than or different from the fact in that connection now believed by me to be true, I expressly accept and assume the risk of such a possible difference in fact and agree that this Release, Waiver of Liability and Hold Harmless Agreement shall be and remain effective notwithstanding such difference in facts.



Other Provisions:

- a. The Released Parties are granted permission to authorize emergency medical or mental health treatment, if necessary, and that such action by the Released Parties will cause them to assume no responsibility for any injury or damage, which might arise out of, or in connection with, such emergency treatment.
- b. It is my express intent that this Release, Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse (if applicable), and if I am deceased, it shall be deemed as a release, waiver, discharge, and covenant not to sue the Released Parties by my family and spouse (if applicable), for any matter arising out of my participation in this study abroad program.
- c. By signing this document, I acknowledge and represent that I am fully informed of the contents of this Release, Waiver of Liability and Hold Harmless Agreement. By reading it before signing it, and by signing this document as my own free act and deed, I confirm that no oral representations, statements, or inducements, apart from those made herein, have been made;

THIS RELEASE, WAIVER OF LIABILITY AND HOLDS HARMLESS AGREEMENT REQUIRES YOU TO GIVE UP SUBSTANTIAL LEGAL RIGHTS. PLEASE CAREFULLY READ AND UNDERSTAND THIS DOCUMENT BEFORE YOU SIGN IT.

REQUIRED:

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Participant Signature

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Date

REQUIRED:

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Notary Signature

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Date