



CTC STUDY ABROAD STUDENT APPLICATION COVER SHEET

Germany, Italy, Switzerland - Travel dates mid-May, 2020, for 10 days

Trip Costs: \$3,895 through Oct. 31, 2019 (fees will increase with room and/or insurance upgrades). The price increases after that date.

Deadline to enroll: Jan. 31, 2020

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 or state ID.

_____ If accepted, I am ready to pay within seven days the **non-refundable deposit** and required insurance fees, as well as set up a payment plan for the balance. (Desired upgrades will be added at time of enrollment.)

_____ Once we receive the completed application, we will set up a time to meet with you in person and go over the trip itinerary, rules, and expectations in greater detail, so that you have all the information you need before deciding to enroll.

Completed applications can be submitted via email to Study.Abroad@ChattahoocheeTech.edu or delivered in-person to either coordinator below:

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

Shari Szalwinski, Communications Instructor, Room A232, A Building, Paulding Campus

CTC 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 deadlines posted above.

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 ____

T-Shirt Size: _____ Hoodie/Sweatshirt Size: _____

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 ATTACH A COPY OF YOUR CURRENT TRANSCRIPT (Unofficial from BANNER) TO THIS APPLICATION.**

Indicate the course(s) you anticipate taking during Spring Semester 2020

_____	_____
_____	_____
_____	_____

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

On-Ground: _____ Online: _____ No Preference: _____

Section 2b: Instructor References

Please provide the names of two instructors who are familiar with your academic work and character, and who will provide references for you (cannot be one of the CTC Study Abroad Coordinators):

#1 – Name of Instructor: _____

Phone: _____

Email: _____

#2 – Name of Instructor: _____

Phone: _____

Email: _____

Section 3: Passport Information

1. Are you a U.S. Citizen? Y _____ *N _____

1a. *If no – Country of Citizenship: _____

1b. *If no – Will you require a travel visa? Y _____ N _____

List the consulate and location: _____

(If you are unsure about visa status, please visit www.visacentral.com)

2. Do you have a valid U.S. Passport? Y _____ *N _____

2a. If yes – Passport Number: _____

Place of issue: _____

Date of issue: _____

Expiration date: ____ / ____

2b. *If no – Have you applied for one? Y _____ N _____

Date of application for passport: _____

3. Please provide a COLOR copy of your passport (if in possession) and a COLOR copy of your driver's license or state ID when submitting this application.

Section 4: Medical Information

Once enrolled, it is strongly encouraged that travelers complete a basic medial assessment prior to departure. This study abroad trip will be physically very strenuous with much walking, stairs, uneven surfaces, etc., thus it is strongly recommended that a physician be consulted for clearance to travel. Please initial that this statement has been read and acknowledged. _____

Once enrolled, for safety reasons, participants will be required to give a list of all medications to the Study Abroad Coordinators prior to departure. Participants will also be responsible for ensuring their medications are up to date (with prescriptions if needed) and in the original containers while abroad. Please initial that this statement has been read and acknowledged.

Do you have any special environmental allergy or food requirements (such as dietary, religious-based food restrictions, or aversions? This will not prevent you from being accepted, but rather helps the Study Abroad Coordinators with planning elements. Please list:

Section 5: Experience and Requirements

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

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

Travelers will be assigned two-to-a-room (unless upgrade is paid to room alone). Any special rooming concerns or requirements?

Any special traveling concerns or requirements such as fears [anxiety/panic attacks, claustrophobia, heights, flying, etc.], motion sickness, physical issues, or mental issues of which we need to be aware? This will not prevent you from being accepted, but rather helps the Study Abroad Coordinators with planning elements.

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

Section 6: 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.

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.

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.

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.

Independent Activity: I understand it is a requirement of this study abroad trip to never go off alone, and am strongly encouraged to 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.

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.

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.

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.

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 not withstanding 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:

Participant Signature

Date

REQUIRED:

Notary Signature

Date

Notary Stamp: