

Appendix I—Release/Waiver

Short-Term Study Abroad Release and Waiver
International Programs Office, Foster College of Business Administration, Bradley University

This is a release of legal rights—read and understand before signing.

Name of Student: _____ Business in Mexican Culture—I B 208

I, _____ (student's name) will be participating in an international experience component of the I B 208 course ("Course") in Mexico from March 15 to March 23, 2003, Spring 2003 term, offered through the Bradley University, Foster College of Business Administration, International Programs Office. I hereby agree as follows:

1. Risks of Study Abroad

I understand that participation in I B 208 involves risks not found in traditional courses at the university. These risks include: traveling to and within, and returning from, a foreign country, foreign political, legal, social, and economic conditions; different standards of design, safety, and maintenance of buildings, public places, and conveyances; and other matters which may be described in the FCBA International Programs Student Handbook and other written information concerning this course which I have received and reviewed. I have made my own investigation and am willing to accept these risks.

2. Independent Activity

Although Bradley University ("University") is sponsoring this course, I understand that neither the University nor any of the faculty, on-site instructor, or travel arrangers will be supervising me at all times. I will have the opportunity and the right to independently leave the group periodically, subject to the on-site instructor's requirements for participation in and attendance at classes and other activities that are a required part of the Course. Therefore, I will be responsible for my own safety and cannot hold the University liable for any injuries to my person or property or any other losses as a result of my participation in the Course.

3. Institutional Arrangements

I understand that the University does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, transportation carrier, hotel, or other provider of goods or services involved in the course. I understand that the University is not responsible for matters that are beyond its control. I hereby release the University from any injury, loss, damage, accident, delay, or expense arising out of any such matters.

4. Standards of Conduct

A. I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use, and behavior. I recognize that behavior violating those laws or standards could harm the University's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the course.

B. I will comply will all rules and regulations issued by the University, on-site instructors, or any coordinating institution. It is within the on-site instructor's discretion to determine that my violation of such rules and regulations warrants my termination from the Course. **In that event, I may be sent home at my own expense.** I agree that the University has the right to enforce its rules and regulations, in its sole judgment, and that it will impose sanctions, up to and including expulsion for the Course, for violation of these rules and regulations or for any behavior detrimental to or incompatible with the interests, harmony, and welfare of the University, Course or other participants. I recognize that due to the circumstances of foreign study programs, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at the University do not apply. If I am expelled, I consent to being sent home at my own expense with no refund of fees. **I also agree that I will (a) not buy, sell, or use drugs at any time, (b) not engage in abusive use of alcohol, (c) participate in all classes and scheduled activities unless ill, and (d) abide by dress and cultural codes suitable in the country visited.**

5. Program Changes

The University may, in its sole discretion, determine that circumstances within a foreign country may require that cancellation of the Course within that country. The University will provide me with as much advance notice as possible of its intention to cancel the Course in which I will participate. I also understand that the University, the on-site instructors, or the foreign government may prematurely terminate the Course. I understand that the University's fees and Course charges are based on current airfares, lodging rates, and travel costs, which are subject to change. If I leave or am expelled from the Course for any reason, there will be no refund of fees already paid. I accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, or sickness, weather, strikes, computer problems, or other unforeseen causes. The University bears no liability for any losses or claims incurred by me in connection with my own early termination from the Course.

6. Health and Safety

A. I have consulted with a medical doctor with regard to my personal medical needs. There are no health-related reasons or problems that preclude or restrict my participation in this Course.

B. I am aware of all applicable personal medical needs. I have arranged, through insurance or otherwise, to meet any and all needs for payment of medical costs while I participate in the Course. I recognize that the University is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility thereof.

C. The University may (but is not obligated to) take any action it considers to be warranted under the circumstances regarding my health and safety. I hereby authorize the University and/or faculty directors to procure all necessary medical assistance while I participate in this Course and to authorize any competent medical person to do all things reasonably necessary to treat any injury or illness that occurs during my participation in the Course. I agree to pay all expenses relating thereto and release the University from any liability or any actions.

7. Assumption of Risk and Release of Claims

Knowing the risks described above, I agree on behalf of my family, heirs, and personal representatives to assume all the risks and responsibilities surrounding my participation in the Course. I and my heirs and successors and assigns agree to release, indemnify, and hold harmless Bradley University, its past and present trustees, officers, employees, agents and the heirs, successors, and assigns of each from any and all loss, cost, damage, liability, or expense (including reasonable attorney’s fees) resulting in or arising from my participation in the Program (including periods in transit to or from any country where the Course is being conducted).

8. Program Charges

I am responsible for any and all required payments and charges applicable to the Course. I understand the Course’s cancellation policies and fees and agree to abide by them. I have read, understand and will abide by the terms of the FCBA International Programs Student Handbook included with this Short-Term Study Abroad Release and Waiver.

9. Health Insurance

I am insured for any medical expenses, which I may incur while I participate in the Course.

I have carefully read this Short-Term Study Abroad Release and Waiver and all eleven (11) pages of the FCBA International Programs Student Handbook before signing my name below. No representations, statements, or inducements, oral or written, apart from the foregoing written statements have been made.

This Agreement shall be effective only upon course registration and shall be governed by the laws of the state of Illinois, which shall be the forum for any lawsuits filed under or incident to this Agreement or to the course.

Student Signature

Date

I, (a) am the parent or legal guardian of the above student; (b) have read the foregoing Short-Term Study Abroad Release and Waiver and all eleven (11) pages of the FCBA International Programs Student Handbook (including such parts as may subject me to personal financial responsibility), (c) am and will be legally responsible for the obligations and acts of the student as described in this Short-Term Study Abroad Release and Waiver, and (d) agree for myself and for the student to be bound by its terms.

Parent/Guardian Signature

Date

RETURN THIS FORM WITH FINAL PAYMENT NO LATER THAN THURSDAY, JANUARY 30, 2003 TO:

**JOHN KOLMER, FCBA INTERNATIONAL PROGRAMS
1501 WEST BRADLEY AVENUE, JOBST 141, PEORIA, IL 61625
TELEPHONE: (309) 677-4321; FAX: (309) 677-3386**

Appendix II—Code of Conduct

Bradley University is committed to establishing an environment conducive to learning during the Mexico travel component of the course Business in Mexican Culture (IB 208). Toward that end, the University requires that all students enrolled in the program adhere to the policies and regulations listed in the FCBA International Programs Office Student Handbook. This position is taken in support of all serious-minded students who deserve an optimum environment to meet the challenges of study abroad.

Drunken, disorderly or disrespectful conduct will not be tolerated. Those who violate the Code of Conduct will be separated from the program, will have their registration canceled, will receive no refund, will be responsible for any additional expenses for returning to the U.S.; whenever possible, their parents/guardians will be informed about violations of the Code of Conduct. The concerns of Bradley faculty and administration relative to conduct focus upon three areas, and all students and their parents/guardians must take them quite seriously: **Academic, Abuse, Attitude.**

Academic

The Mexico travel component, in March 2003, of the course Business in Mexican Culture (I B 208) is an academic program. As such, academic expectations are substantial. Every student, for example, must attend the mandatory orientation sessions on campus. Unexcused absence from the orientation session will result in dismissal from the program and forfeiture of the deposit. In Mexico, students must attend every class session or equivalent. Unexcused absence from any class session or equivalent in Mexico will result in a lowering of the final grade by one letter grade.

Abuse

Substance abuse of any form is utterly unacceptable in this program and will be dealt with swiftly and uncompromisingly by the directors. While the program is not alcohol-free, there will be no toleration of problematic or abusive drinking.

Attitude

Student participants in the program are to be aware that the directors, faculty and staff of the program are each accomplished professionals. They are outstanding resources who are eager to help students have a full and rewarding study abroad experience. On the other hand, they are not service personnel or hired servants. They are to be treated with courtesy and respect.

Students who find this Code or parts of this Code to be troublesome are advised not to join the program. Parents/guardians who believe that these requirements are likely to be troublesome for their students are advised not to allow them to join the program.

Participant's Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

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Appendix III--Insurance

**BRADLEY UNIVERSITY FOSTER COLLEGE OF BUSINESS ADMINISTRATION
I B 208—SPRING 2003 MEDICAL CONSENT FORM**

(The following information will be treated with the strictest of confidentiality)

NAME: _____ SS#: _____

ACCIDENT INSURANCE COMPANY NAME AND ADDRESS: _____

MEDICAL INSURANCE COMPANY NAME AND ADDRESS: _____

_____ I do **not** have a medical/emotional condition that the on-site instructor should be aware of.

_____ I do have a medical/emotional condition that the leader of the field trip should be aware of, such as allergies, physical disabilities, chronic diseases, asthma, motion or altitude sickness, etc.?

If yes, list and explain: _____

Please list any medication you are currently taking: _____

PERSON TO BE CONTACTED IN CASE OF EMERGENCY

NAME _____

ADDRESS _____

PHONE _____ RELATIONSHIP _____

In the event that emergency medical aid or treatment becomes necessary and the parents or guardians of _____ cannot be reached, permission is granted to authorize all necessary emergency treatment or care, all costs for which are to be paid by the undersigned.

I certify that my son/daughter/ward is of sound mind and health and in good physical condition (with the exceptions noted above). I understand that the program fee does not include insurance coverage. I agree that neither Bradley University nor any of its personnel (either directly or indirectly) associated with this program will be held responsible for any claims resulting from accident or illness of the participant named above.

Signature of Parent or Guardian Date

Signature of Participant Date

****RETURN THIS FORM WITH FINAL PAYMENT NO LATER THAN THURSDAY, JANUARY 30, 2003.**

FERPA WAIVER (Family Educational Rights and Privacy Act of 1974)

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, helps protect the privacy of student records. The Act provides for:

- the right to inspect and review education records
- the right to seek to amend those records
- the right to consent the disclosure of information from the records
- the right to obtain a copy of the school's Student Records policy

The following is a list of those who are entitled to student information.

- The student and any outside party who has the student's written consent.
- School officials who have "legitimate educational interest" as defined in FERPA.
- Parents of a dependent student as defined by the Internal Revenue Code.
- A judicial order or subpoena which allows the institution to release records without the student's consent, however, a "reasonable effort" must be made to notify the student before complying with the order.

Bradley will release Directory Information on any student, unless the student signs a request to limit its release. The Office of the Registrar keeps the consent form on file. Should a parent contact a Bradley University faculty/staff member regarding their child, records must first be checked for this authorization prior to releasing any non-directory information. If the student is a dependent of the parent according to the IRS code, the parent needs to fill out a Student Dependency form at the Office of the Registrar in order for information to be released.

I authorize Bradley University to contact and provide information relative to I B 204 or I B 208, including educational records, to my parents and/or guardians.

Name—please print

FCBA Int'l Program--IB 208 course
Program Name

Student signature

Date

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Appendix V – International Student Identity Card (ISIC)

INTERNATIONAL IDENTITY CARD APPLICATION

Which card are you applying for? Student Teacher

Citizenship:

- United States
 Other _____

Last Name _____

First Name _____

Permanent Street Address _____

City _____ State _____ Zip _____

Telephone Number: (Area Code) _____ - _____ - _____

Date of Birth: ____/____/____

School Name:

- Bradley University
 Other _____

I hereby certify that this information is true and understand that any false statements on my part may result in the forfeiture of any benefits associated with the card.

Signature _____

For office use only
International Identity Card Number

Date of Issue
____/____/____