



Application for Study Abroad Programs

Date: _____

First Name: _____ Middle: _____ Last: _____

NWTC Email (mymail.nwtc.edu only): _____

- Academic Program(s): _____
- What study abroad destination are you applying for? _____

Cell #: _____

Address: _____

City: _____ State: _____ Zip: _____

- Student ID #: _____ -Current cumulative GPA: _____
- Date of birth (MM/DD/YYYY): _____
- US Citizen? Yes No
- Do you have your passport? ___ Yes ___ No Applied- passport not here yet
- What semester are you currently in? _____ 1st ___ 2nd ___ 3rd ___ 4th +
- When do you plan to graduate? _____
- Are you a full-time (12+credits) or part-time student? ___ Full-time ___ Part-time

Ethnicity: ___ African American ___ Asian American ___ Hispanic Latino/a American
_____ Native American ___ Pacific Islander ___ White Other: _____

Are you planning to take it for credit Y/N

If Yes, what course are you planning on if possible -Career Experience for Business students, Intro to Diversity Studies, other

How did you hear about this opportunity? _____



Optional-Study Abroad Grant Application

- Students are typically awarded \$300-800 to use toward their study abroad costs
- Financial need & merit are considered.
- The grant will be deducted from the final study abroad payment.

Please check all that apply:

Ethnically Diverse

Veteran

First Generation student (First in your family to attend a college/university)

Single Parent

Other

What challenges, if any, did you face in your decision to study abroad? How did you meet these challenges & what impact do you foresee them having on your experience abroad?

Where do the funds come from to pay your living & educational expenses? Please describe any current financial circumstances that impact your ability to fund a study abroad opportunity.

Please include other information you would like us to consider regarding financial support to study abroad.



NWTC Study Abroad Participant Agreements (Retain a copy of this for your records):

Program Price

The cost of the study abroad program is estimated based on current airfares and the rates of exchange between U.S. dollars and foreign currencies at the time the price was established. Therefore, the **program cost is subject to change**. Every effort is made to establish a realistic price for the program. However, in the unlikely event that it becomes necessary to increase the program cost after it has been advertised, participants will not be asked to pay more than 10% of the advertised cost.

_____ I have read and understand the information listed above.

Please initial

Mandatory Orientations

Participants will be required to attend all scheduled orientations. Students who fail to attend the mandatory orientations risk being dropped from the program.

_____ I have read and understand the information listed above.

Please initial

Personal Data

We will use the information provided in your application to our third-party providers to support the study abroad program. In an emergency, we may share information with your emergency contact provided.

I have read and understand the information listed above.

Please initial

Conduct Review

Disciplinary problems that arise after you have been accepted into the study abroad program may constitute grounds for exclusion from the program. Any financial loss incurred due to such a cancellation would be the responsibility of the student.

_____ I have read and understand the information listed above.

Please initial

Felony Background

Being convicted of a felony may prevent your ability to obtain a passport and/or required visa. Please inform the Study Abroad Coordinator if you have concerns about your ability to receive a passport or visa.

_____ I have read and understand the information listed above.

Please initial

Passport

You are encouraged to apply for a passport as soon as you apply to study abroad. The passport typically takes 8-11 weeks to process. If you are not able to travel because your passport didn't arrive in time to travel or to process a visa, a payment refund is not provided.

_____ I have read and understand the information listed above.

Please initial



Payments

Payments must be submitted by the given deadlines. All payments must be made on schedule, or you risk being dropped from the program. Payments are made via Square invoices online.

I have read and understand the information listed above.

Please initial

Cancellation and Refunds

Please understand that, if you change your plans **FOR ANY REASON**, your right to a refund is very limited. **ALL CANCELLATIONS MUST BE MADE IN WRITING AND SENT TO THE EMAIL ADDRESS BELOW.**

The following cancellation schedule applies to all NWTC programs.

1. If cancellation is received prior to the first payment due, the College will refund the full amount deposited.
2. If cancellation is received on or after the first payment deadline and prior to 30 days from departure, **NO REFUND** is likely. At the time of cancellation, a review will be made to determine which funds have been spent including flights, accommodations, service providers, insurance, etc. If there are unspent funds, a refund of the unspent funds will be made to the student, except a \$100 processing fee.
3. If the cancellation is received 30 days or less prior to the departure, **NO REFUND** will be given.

Students may wish to consider purchasing private travel insurance that would reimburse them in the event of cancellation due to last minute medical problems or other emergencies.

_____ I have read and understand the information listed above.

Please initial

Health and Wellness

Students are encouraged to consider their health and wellness as study abroad programs are mentally and physically demanding. It is common for students to walk miles each day, travel on small boats, trains, buses and small planes, participate in activities such as snorkeling, rafting, and hiking, and carry their luggage up and down stairs. NWTC strives to provide equitable learning experiences for all study abroad participants. Please keep in mind that accessibility varies greatly from country to country, as the Americans with Disabilities Act does not apply outside the U.S. If you have questions, please reach out to Disability Services at disability.services@nwtc.edu or stop in SC229.

_____ I have read and understand the information listed above.

Please initial

Rights and Privacy Act

The Family Education Rights and Privacy Act of 1974, as amended, prohibits releasing participant data to anyone without express written permission from the participant. If a situation occurs where NWTC staff deems the participant's well-being is at risk, I authorize them to contact my emergency contact. By signing this section, I give NWTC permission to disclose information about me to my emergency contact as necessary, and I waive all rights under the Act for such disclosure.

_____ I have read and understand the information listed above.

Please initial

I have read, understand, and agree to all NWTC Study Abroad Participant Agreements.

Participant signature: _____ **Date:** _____



Study Abroad Code of Conduct and Rights and Privacy Act

1. All who participate in NWTC study abroad programs are representatives of NWTC and are expected to conduct themselves appropriately and respectfully while abroad. Study abroad students, just like on campus students, **are expected to abide by the NWTC Student Code of Conduct**. You can find the Code of Conduct, located in the NWTC Student Handbook, <https://www.nwtc.edu/about-nwtc/policies/student-conduct>. Participants are expected to abide by the NWTC Study Abroad Code of Conduct, explained below.
2. Participants' behavior traveling during the program will reflect positively on the group, Northeast Wisconsin Technical College, and other participants.
3. Participants are expected to attend scheduled program events. Participants must be prompt and prepared for each event.
4. Participants are to immediately report any accidents, injuries or illness and/or violation of rules to the program leader.
5. Participants are expected to pay any room charges or other personal expenses.
6. Possession and/or use of drugs (controlled substances) as defined by the state of Wisconsin is prohibited regardless of the laws of the host country or countries where the program takes place.
7. Excessive alcohol use is prohibited. Participants of legal age of the host country and choose to drink are responsible for their actions. Program leaders have the authority to determine when consuming alcohol is not permitted during the program. Excessive alcohol use includes but is not limited to the following:
 - a. Consumption of alcohol to the extent that the participant requires medical intervention or transport.
 - b. Endangering self or others while under the influence of alcohol and/or causing property damage while under the influence of alcohol.
 - c. Causing a disruption to the program's educational mission and/or community while under the influence of alcohol.
8. Participants are prohibited from damaging or destroying facilities or property. Participants found responsible of violating this policy will be required to cover the costs of repair or replacement.
9. Violence of all types is strictly prohibited.
10. Theft of property, services, or funds is strictly prohibited.
11. Participants who travel without faculty members are required to provide their destinations, probable time of return, and contact information to the program leader.
12. No participant shall subject another person to unwelcome sexual overtures or conduct, either verbal or physical.



13. No participant shall act in a manner that can be expected to disturb the academic pursuits of others or infringe upon the privacy, rights, or privileges of others, or the health or safety of him/herself or other persons.

Penalties for Violations

When a participant is alleged to have violated, a discussion between the participant and program leader. If a second rule violation occurs, the participant will meet with the program leader again to explain his/her actions. After this meeting, if the program leader determines that a second violation of this policy has taken place, the participant may be terminated from the program and sent home at his/her own expense.

If a participant has violated a rule but been allowed to remain in the program, the participant will be terminated from the program upon the next violation. In addition, if a student has been terminated from the program, the program leader will ask the participant to return home at his/her own expense.

NWTC students who disregard/violate any of these rules/regulations will be subject to the same disciplinary action as if this took place on any NWTC campus or center. This may result in loss of future student travel privileges or college dismissal.

Documentation

Whenever a participant is accused of violating the NWTC Study Abroad and/or NWTC Code of Conduct, they are required to meet with the faculty leaders to explain their actions before deciding on their responsibility for the violation(s). The program leader should document in writing the policy the participant is alleged to have violated, a summary of the evidence that is available concerning the matter, the decision the program leader makes concerning the allegation, and any sanction(s) applied to the student. This written documentation should be sent to the Study Abroad Coordinator within 24 hours of the decision.

BY SIGNING BELOW I CERTIFY THAT I HAVE CAREFULLY READ AND FULLY UNDERSTAND THE STUDY ABROAD CODE OF CONDUCT AND AGREE TO ABIDE BY THEM. I UNDERSTAND NON-COMPLIANCE WITH ANY OF THE AFOREMENTIONED POLICIES MAY RESULT IN DISMISSAL FROM THE STUDY ABROAD PROGRAM WITHOUT REFUND OR REIMBURSEMENT.

Printed Name _____ Participant Signature _____ Date _____



ACCEPTANCE OF RISKS AND RELEASE OF LIABILITY

This Acceptance of Risks and Responsibility Agreement and Release of Liability (“Agreement and Release”) is executed by: _____ (please print first & last name) and is issued to NORTHEAST WISCONSIN TECHNICAL COLLEGE. Participant is participating in a COLLEGE affiliated Program/Course/Practicum/Training/Activity (“Activity”). This Activity will be more fully described in the mandatory pre-departure orientation meetings.

Participant understands that there are certain dangers, hazards, and risks inherent in the Activity, including exposure to the novel coronavirus (SARS-CoV-2) or COVID-19 positive persons. In certain circumstances, these dangers can include severe bodily harm, and even death. Participant agrees to always exercise reasonable care about Participant's own health and safety and about the health and safety of others. Participant agrees to abide by all rules, policies, and procedures of the COLLEGE specific to the Activity.

In consideration for being allowed to participate in the Activity, Participant waives and fully releases, for themselves and for their executors, personal representatives, administrators, assignees, heirs, next of kin, agents, dependents and beneficiaries, any and all rights, claims for damages, losses, demands, and any other actions or claims of whatever nature, whether based in law or equity, including but not limited to, the death of Participant and/or any and all injuries, damages or illnesses suffered by Participant or Participant's property which they have now, may have, or which may arise against or in any way related to, or caused by the Participant's participation in, the Activity. COLLEGE, its employees, faculty, board of directors, agents and volunteers shall not be liable for the foregoing, and Participant, on behalf of themselves and for their executors, personal representatives, administrators, assignees, heirs, next of kin, agents, dependents and beneficiaries, hereby expressly releases COLLEGE, its employees, faculty, board of directors, agents and volunteers from any and all such claims.

Moreover, Participant, for themselves and for their executors, personal representatives, administrators, assignees, heirs, next of kin, agents, dependents and beneficiaries hereby agrees to indemnify and hold harmless the COLLEGE, the COLLEGE'S employees, faculty, board of directors, agents and volunteers from and against any liabilities, claims, damages, losses, including incidental and consequential losses, and expenses, including defense expenses and costs, attributable to losses, including, but not limited to bodily injury, sickness, disease or death, or to injury or destruction of any tangible property, arising out of, or resulting from or caused by the acts or omissions of the Participant.

This indemnification obligation exists regardless of whether such claims, damages, losses or expenses are caused solely by Participant or are contributed to in part by COLLEGE, its employees, faculty, board of directors, agents and volunteers. However, the law of the state of Wisconsin should injury or damage occur may provide for the apportionment of the loss. This release of liability does not, however, apply to any intentional or reckless acts or conduct by the COLLEGE its employees, faculty, board of directors, agents or volunteers. By signing this document, Participant acknowledges that they are fully informed of the contents of this Agreement and Release and represents that they understand it. Participant is not relying on any oral or written representations, statements or inducements, apart from those made in this Agreement and Release.

Further, the Participant understands that signing this form, together with the limitation and waiver of liability contained herein, or an alternative form that is acceptable to the College, is necessary for the Participant to participate in the Activity. Participant further agrees it has had the opportunity to negotiate possible alternate terms with the College and that the College has made representatives available to Participant for such negotiations.

By signing this Agreement and Release, you give up substantial legal rights. Read and understand this entire document before you sign it.

Printed Name _____ Signature _____ Date _____

Return COMPLETED Application to: studyabroad@nwtc.edu

NWTC Reference for Study Abroad

Please send to an NWTC faculty member and have them email the completed reference form for you to studyabroad@nwtc.edu on or before the program deadline.

Student Name:
Student ID#:
Study Abroad Program:
Academic Program:

Reference: Your input is extremely important in evaluating a student's application to participate in a study abroad program as you know them well in an academic setting. Below are characteristics that are crucial to successfully participating in a study abroad program. Please evaluate the applicant on these characteristics as best as you are able, providing any comments you feel relevant.

How long you have known the applicant:
Have you taught the student and in-person or online:

Academic Performance: Note that students with a GPA below 2.0 may be denied participation in study abroad. If the applicant has struggled academically, discuss how/if performance has improved over time or if there are circumstances affecting current GPA that would not affect their ability to successfully participate in a study abroad program (such as a prior illness, family situation, etc.)

Excellent	Good	Poor	Unable to Judge
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Comments:

Motivation: applicant expresses appropriate reasons for wanting to study abroad (please consider their statement above as well as any conversations you have had with the applicant about why they want to study abroad)

Excellent	Good	Poor	Unable to Judge
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Comments:

Coping Skills/Adaptability: applicant demonstrates an ability to deal with stress, ambiguity, changes in schedule, etc.

Excellent	Good	Poor	Unable to Judge
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Comments:

Communication Skills: applicant demonstrates an ability to effectively communicate, both orally and in writing

Excellent	Good	Poor	Unable to Judge
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Comments:

Interpersonal Skills: applicant demonstrates an ability to work well with others in settings such as group projects, classroom and online discussions; consider especially their ability to work with diverse groups and understand that their individual needs are not always the most important.

Excellent	Good	Poor	Unable to Judge
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Comments:

Maturity/Professionalism: applicant displays appropriate maturity and professionalism in situations such as conflict within a group, disagreements with you regarding grades, ability to follow instructions and willingness to take responsibility for their own actions/decisions.

Excellent	Good	Poor	Unable to Judge
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Comments:

Please check the statement that most accurately reflects your opinion regarding this applicant:

The student has my strong recommendation to participate in the program

I cannot recommend this student for the program

I have some reservations about the student's participation in the program and recommend further discussions with the student regarding the following issues:

Signature of Faculty Member (electronic signature OK):

Date:

Please return via e-mail to studyabroad@nwtc.edu on or before your study abroad program deadline.