



# Application for 2018 Cambodia Summer Study Abroad Program

Applicants must be age 18 or older by the program start date. The minimum age requirement is strictly upheld.

Cumulative Grade Point Average of 2.50 / 4.0 or higher is required.

A complete application must be submitted in order to be considered for this program.

Application deadline is March 1<sup>st</sup> or until all spots are filled. Late applications accepted, space permitting.

If accepted into the program, a \$500, non-refundable deposit, will be required upon registration.

Submit your completed application via email to Amanda Muñoz, [careerdevelopment@waubonsee.edu](mailto:careerdevelopment@waubonsee.edu), or mail to:

Waubonsee Community College  
Career Development Center  
Rt. 47 at Waubonsee Drive, STC 209  
Sugar Grove, IL 60554

## Applicant Information

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last name First name M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_

City State ZIP Code

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

Are you applying for Financial Aid? YES  NO   
If applying for Financial Aid, what type? \_\_\_\_\_

Passport Number: \_\_\_\_\_ Citizenship: US  OTHER   
If other, country of residency: \_\_\_\_\_

Languages studied and/or spoken: \_\_\_\_\_

How did you find out about the program? \_\_\_\_\_

## Academic Information

Current College: \_\_\_\_\_ Home Institution \_\_\_\_\_  
 Student ID: \_\_\_\_\_

Major: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_  
 2.50 or higher required

Are you in good academic standing? If no, explain:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you had any disciplinary actions? If yes, explain:	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## Emergency Contacts

	<b>Contact #1</b>	<b>Contact #2</b>
Name:		
Relationship:		
Home Phone		
Cell Phone		
Home Address		
E-Mail Address		

## Travel Experience

Have you been outside the United States before?

YES <input type="checkbox"/>	Please specify (when & where).	NO <input type="checkbox"/>
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Have you participated in a study abroad program before?

YES <input type="checkbox"/>	Please specify (when & where).	NO <input type="checkbox"/>
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Have you been to Cambodia before?

YES <input type="checkbox"/>	Please specify (when & where).	NO <input type="checkbox"/>
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## Essay

In 500 words or less, explain why you want to study in Cambodia. Attach additional sheet if necessary.

An interview with the Faculty Directors will be part of the selection process of the program.

If accepted to the program, you will also be required to attend a 2-day pre-departure orientation (May 4 - 5, 2018) at Waubensee Community College, attend the full three week program in Cambodia (May 20 – June 10, 2018) and attend a post program event on June 15, 2018.

YES <input type="checkbox"/>	I will attend all pre-class/pre-departure orientation sessions.	NO <input type="checkbox"/>
YES <input type="checkbox"/>	I will attend all sessions in Cambodia.	NO <input type="checkbox"/>
YES <input type="checkbox"/>	I will attend the post-class session.	NO <input type="checkbox"/>

## Study Abroad Participant Information

### Program Price

You will receive an itemized list of activities and services covered by the program price. It also stipulates anticipated expenses that are not covered by your program fees. The costs are estimated based on the rates of exchange between U.S. dollars and foreign currencies at the time the price was established. As a result, 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 may withdraw from the program within seven days of the date of the revised invoice with no penalty whatsoever. Withdrawal for reasons other than price increase falls under the normal cancellation policy described in a separate section.

### Use of Photos and Testimonials

Students participating in Waubensee Community College study abroad programs permit Waubensee Community College to use their names and photographs taken during the education abroad experience and statements made in written program evaluations in study abroad publications, reports, press releases, promotional literature, websites, and posters. Waubensee Community College reserves the right to copyright all photos and promotional literature used by Waubensee Community College.

### Passports

Students who do not have a passport at the time of application are strongly encouraged to apply for a passport immediately. Failure to secure a passport may mean that the student will not be able to participate in the program.

### Air Transportation

Participants will make their own flight arrangements to their destination.

### Deposits and Payments

A non-refundable \$500 deposit is due upon acceptance into the program. Payments must be made on schedule or the student risks being dropped from the program.

### Orientation

The 2018 Cambodia Summer Study Abroad Program Orientation will be held at the Waubensee Community College Sugar Grove campus on May 4, 2018 and May 5, 2018 from 8:00 a.m. to 4:00 p.m. each day. Orientation is mandatory. Final processing, meeting other participants and obtaining detailed program information during orientation will maximize the student's experience.

### Financial Aid

Students may apply for financial aid. Students who will receive financial aid, but not in time to make scheduled payments, must arrange for a short-term loan. Deposits must be made on time to overseas institutions and vendors so Waubensee Community College cannot wait for payments beyond the established deadlines.

## Cancellation and Refund Policies

### Cancellation Policy:

**If, for any reason, Waubonsee Community College cancels a scheduled study abroad program prior to departure, Waubonsee Community College's only liability will be to refund the monies paid into the program by the student.**

### Refund Policy:

In the event that a participant wishes to withdraw from a program for which they are registered, certain penalties may apply. Services are planned and commitments are made on behalf of all participants, in advance of actual departure: suppliers require advanced deposits and payments, and final payments for all services are sent to vendors months in advance of departure. These payments are non-refundable since contractual agreements stipulate penalties to be applied to services requested but not used. Please note that no refunds will be made for any services provided in the itinerary that you do not use.

Please understand that if you change your plans for ANY reason, your right to a refund is limited.

All cancellations and refund requests must be made in writing by completing a *Student Account Appeal*. Return completed form via mail or fax to:

**Waubonsee Community College  
Registration and Records  
Rt. 47 at Waubonsee Drive  
Sugar Grove, IL 60554-9454**

**FAX: (630) 466-4964**

**No refunds will be made for any services provided in the itinerary that you do not use.**

If you have any questions regarding the above information, please contact your Waubonsee Community College representative or the Waubonsee Community College Program Assistant at the above address.

## Liability Release and Terms of Program

Please read the following information carefully. Your signature signifies that you have read and agree to all terms of the program. Please make a copy of the following information for your records.

I, the undersigned, having applied to the 2018 Cambodia Summer Study Abroad Program for the Summer 2018 semester do covenant and agree as follows:

I am aware that during study abroad, under the arrangements of Waubonsee Community College and its partners, certain risks and dangers may occur. These risks can include but are not limited to: death, slips and falls, adverse weather-related injuries, accidents resulting from equipment failure, accidents while traveling in motor vehicles, accidents caused by inexperienced drivers, accidents while traveling in motorized and non-motorized boats, drowning, trauma from falling objects, injuries caused by other people's actions or negligence, rough terrain, lightning, animal- and plant-related injuries, diseases, accidents or illness in remote areas, unexpected events, and the hazards of traveling in diverse environments including but not limited to mountain, desert, river, marine, tropical, and foreign cultures. I release Waubonsee Community College and its partners from any liability or damage or loss of property, injury, illness, or death during the period of the program.

I understand that there are risks associated with activities that may be included in the study abroad program. Death is a possibility in any program. Conditions in foreign countries are frequently quite different than conditions in the U.S. Physical and mental health problems can be exacerbated by local conditions, the stress of cultural adjustment and differences in medical practices abroad. Sanitary conditions may promote the spread of diseases not usually encountered at home. Medical facilities and medical care may differ from U.S. standards, and the means of medical care, evacuation and trauma care available may be extremely limited. Problems created by a lack of familiarity with language and local customs can, in rare instances, result in serious injury. Upon

acceptance to the program, I will voluntarily disclose all medical conditions and disabilities to the program and agree that Waubonsee Community College will not be held liable for any problems incurred as a result of my failure to disclose such medical conditions. I also understand that if I have special needs, the program will attempt to make whatever reasonable accommodations are possible. However, it may be difficult for those with severe physical, mental, emotional or learning disabilities to travel abroad.

The possibility of theft or loss of luggage or valuables exists. Faculty/directors will attempt to take reasonable precautions, but cannot guarantee that the problems mentioned above will never occur. I understand that I will be responsible for any additional medical evacuation or expenses incurred as the result of loss, injury, illness or theft.

I understand and agree that neither Waubonsee Community College, its agents, officers, or employees, nor any educational institution associated in this endeavor shall assume any liability for damages or loss of property or for any financial or other obligations incurred by participants either in the United States or elsewhere.

I further understand and agree that while participating in the Program, I shall be subject to the supervision and authority of Waubonsee Community College, its agents, officers and employees, including the sole decision-making responsibility with respect to any participants whose conduct or academic standing may warrant expulsion or withdrawal from the Program. I understand that participants are expected to attend classes regularly unless otherwise indicated by illness or unavoidable circumstances and to conduct themselves in a mature and responsible way as representatives of their colleges and their country.

I further understand and agree that when I travel independently from travel arrangements and fieldtrips organized by Waubonsee Community College for participants in the Program I do so at my own risk. I assume responsibility for my own health, safety, and responsibility for all of my luggage and valuables as a result of this decision. I hold Waubonsee Community College harmless for this decision and was advised as to my personal responsibility for this decision.

I hereby acknowledge and agree that if I should be required to withdraw from the program for failure to maintain appropriate standards of study or behavior, that my rights to a refund of any program fees may be limited and that I would no longer have access to any of the facilities of the Program.

I represent that I am at least eighteen years of age at time of application; if I am not, I have secured the signature of my parent or guardian as well as my own. I further represent that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this agreement, I have the right to consult with any advisors, counselors, or attorneys of my choice.

I agree that, should any provision or aspect of this agreement be found to be unenforceable, that all remaining provisions of the agreement will remain in full force and effect.

### **Medical Agreement and Release / Permission for Emergency Treatment**

On rare occasions, an emergency will develop which requires medical care, hospitalization, or surgery for a participant. So that such treatment can be administered without delay, we ask that each applicant sign the following statement authorizing Waubonsee Community College representatives abroad to secure any necessary treatment.

In the event of injury or illness, I, \_\_\_\_\_, hereby authorize any representative abroad of Waubonsee Community College to secure any necessary treatment, including the administration of an anesthetic and surgery. I understand that I may encounter certain illnesses or medical emergencies when traveling that may require hospitalization or medical treatment. I further understand that neither Waubonsee Community College nor any tour agency or provider has any responsibility to me or any member of my family for medical costs incurred on my behalf in the event of an illness or medical emergency. I hereby certify that I am covered by a medical insurance plan and have verified that the coverage provided is in force and effect in the country or countries to which I am traveling. Such medical insurance is a requirement for participation in this program.

**In the event of an accident, illness or death, I agree to pay for my evacuation and medical expenses.**

## Student Code of Conduct and Agreement

Participation in the Waubensee Community College study abroad program is conditional upon the understanding and following of specific behaviors, rules of the host country and your home institution, and accountability for one's actions while participating in the program. Therefore, Waubensee Community College representatives, as well as those in charge of Waubensee Community College programs on site, have full authority to enforce agreed-upon standards. Further, they have full authority to take necessary steps to provide for the safety and full participation of all students, while participating in on-campus activities, off-campus field trips, and other travel as decided upon by the student. This may include, but not be limited to: advising the student's family, giving a warning of possible future dismissal from the program, and finally, sending the student home at the student's expense, with no reimbursement of payments. The student agrees to the following:

### **Personal Conduct**

As a guest in another country students are responsible and must conform to all laws of that country and rules, customs, and standards. Be aware that you are also under any code of conduct determined by your home institution. Students must conduct themselves in an appropriate manner at all times. Inappropriate behavior is cause for dismissal from the program.

### **Program Participation and Class Attendance**

Students are expected to attend classes and all field trips. Attendance is mandatory unless specific arrangements have been made with the on-site program directors. Unauthorized absences are grounds for disciplinary action and possible dismissal from the program.

### **Independent Travel**

While it is assumed that students may wish to participate in additional travel unrelated to the program, students must understand that commitment to their educational program is primary and takes precedence over all other recreational travel. Students must understand and acknowledge that they accept full responsibility for personal travel. Students must inform their program directors of overnight absences, and provide their itinerary so that in case of emergency they may be contacted.

### **Legal Problems**

The student is responsible for all legal problems with any foreign nationals or government jurisdictions of the host country. Waubensee Community College cannot be held responsible for the well-being, health or safety of the student when he/she is absent from the program. The student accepts liability and is financially responsible for any damage or injury he/she may cause. Waubensee Community College does not guarantee what, if any, assistance can be provided.

### **Dismissal Policy**

The In-Country Program Directors reserve the right to dismiss any student at any time for any of the following infractions:

- violation of any rules mentioned above,
- disruptive behavior,
- excessive absences from the academic program including field trips,
- use of illegal drugs,
- excessive use of alcohol,
- any conduct that appears in the In-Country Program Director's judgment to be disruptive to the student or incompatible with the interest or welfare of others or the reputation of the program.

Students dismissed from the program will remain responsible for all program costs incurred on their behalf, and will be sent home at their own expense. Full loss of academic credit may also result.

## **Dismissal Procedure**

1. The In-Country Program Directors identify violation of any program rules.
2. In-Country Program Directors discuss the violation with the student and a course of action is agreed upon and documented. This is faxed to the Study Abroad Coordinator who will contact the appropriate parties.
3. If remediation does not occur within the agreed-upon time frame, and if the student continues to break the rules of the agreement, he or she will be contacted by the In-Country Program Directors for immediate dismissal.

All students participating in a Waubonsee Community College program must sign this agreement. Any student who refuses to sign will not be allowed to participate in a Waubonsee Community College program.

## **Sexual Misconduct**

Students participating in a Waubonsee Community College-sponsored or approved study abroad program are entitled to an experience free from sexual misconduct. Sexual misconduct is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct:

1. Either explicitly or implicitly is made a condition of your education, or
2. Interferes with your academic performance, or
3. Creates an intimidating, hostile or offensive educational or living environment.

If you are traveling/studying abroad, you must realize that ideas of what constitutes misconduct are different in other countries. If you feel you are a victim of sexual misconduct during a field or study abroad experience, you should tell the offending person to stop what s/he are doing, and you should report the incident to the faculty/director(s) in charge who will notify the appropriate Waubonsee Community College official.

Sexual misconduct is illegal under both state and federal law. In some cases, it may be susceptible to prosecution under the Criminal Sexual Conduct Law. As a student participant in a Waubonsee Community College-approved program, you may not subject others to misconduct nor should you condone any misconduct, either verbal or physical, of others. All complaints of sexual misconduct will be investigated, and students guilty of sexual misconduct will be subject to disciplinary action. For more information, please review the Title IX information located at [www.waubonsee.edu/title-ix](http://www.waubonsee.edu/title-ix)

## Disclaimer

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to my selection to participate in this program, I understand that false or misleading information in my application or interview may result in the acceptance of my application to be rescinded.

## Agreement to terms of Waubonsee Community College Study Abroad Programs

I acknowledge that I have read and understood the following documents:

- Study Abroad Participant Information;
- Cancellation and Refund Policies;
- Liability Release and Terms of Program;
- Medical Agreement and Release / Permission for Emergency Treatment;
- Student Code of Conduct and Agreement (including expectations and dismissal policy);
- Disclaimer.

As an applicant to the program, I agree to such terms. I authorize Waubonsee Community College to disclose information contained in this application to the Director and Assistant Director of this study abroad experience. I also authorize Waubonsee Community College to use my name, photographs taken during the education abroad experience and statements made in written program evaluations in study abroad publications, reports, press releases, promotional literature, websites, and posters.

\_\_\_\_\_  
Signature of Student Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
WITNESS SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian  
(if Participant is under 18 years of age at time of application)

\_\_\_\_\_  
Date

For Questions, please contact:

Prof. Kathy Westman  
Director/Professor  
[kwestman@waubonsee.edu](mailto:kwestman@waubonsee.edu)  
(630) 466-2557

Dr. Paul Edleman  
Assistant Director  
[paul.edleman@svcc.edu](mailto:paul.edleman@svcc.edu)  
(815) 288-5511