



**ACCEPTANCE OF INTERNATIONAL AREA STUDY POLICIES,**  
**Please Read Carefully and sign.**

Academic/Policies/Procedures:

All University policies including those involving academic honesty, sexual harassment, drug and alcohol usage, etc., are applicable to the students in the international study programs offered by the University of Redlands, School of Business. While abundant opportunities exist for students to explore outside the classroom, the focus of the Program is academic. Students should consider the program's educational requirements when planning self-directed sightseeing or arranging guest participation.

Grading:

The grade you earn for international study courses will appear as a University of Redlands course on your transcript and will be calculated into your grade point average.

It is your responsibility to coordinate with University of Redlands faculty leading the international study course regarding all curricular requirements, as outlined in the course syllabus, both before your departure to overseas and upon returning to campus.

Student's Responsibility:

With the return of this form I notify you of my acceptance of the University's offer of international study. I do so with the knowledge that it is my responsibility to work out the academic implications of this program of study with the instructors whose class I might miss while overseas.

1. Space Reservation Deposit: The \$500 space reservation deposit is **non-refundable** and is due 3 months prior to departure or before the trip fills up. The space reservation deposit will be applied toward the international program fees (initial).
2. Airfare: The estimated round trip airfare is based upon students traveling as a group. If you do NOT plan to travel on the scheduled flights or dates, you must notify the International Programs Assistant via email of your alternate schedule at least 90 days in advance of the trip. All students are personally responsible and liable for any additional cost of airfare and ground transportation incurred as a result of NOT traveling with the group.
3. It is your responsibility to make arrangements for and cover the cost of getting from your point of departure (residence) to the Los Angeles International Airport (LAX).
4. Housing/Hotels: The University of Redlands has contracted with our overseas partners for housing. Room assignments will be prioritized with consideration for any special needs or requirements, (i.e. medical, disability, etc.). Please notify Khanhvy Nguyen, 909.748.8749 of any lodging limitations. Rooms and prices are based on **double occupancy**.
5. Your financial arrangement with the University for International Study requires payment of University of Redlands **tuition plus the cost of travel**. Costs for the international study program include flights, hotel and or ship cabin costs, tour fees, lecture fees, excursion transportation, etc. All payments will be submitted to the University of Redlands only. (initial)



## INTERNATIONAL STUDY POLICIES

My signature verifies that I have read and understood the "International Study Policies" and my financial obligations as listed here:

1. I understand that my financial arrangement with the University of Redlands for off-campus study requires me to pay University of Redlands tuition if taking this course for credit.
2. I understand that **in addition to University of Redlands tuition**, I am responsible for paying the overseas program fee (flights, hotel stays, lecture series, corporate site visits, excursions, local transportation, etc.) Fees are subject to change as travel costs can fluctuate. I understand the \$500 deposit is non-refundable.  
\_\_\_\_\_ (initial)
3. If I withdraw, any fees, costs, or expenses advanced on my behalf by the University of Redlands are my liability and will be added to my University account.
4. I further understand that the cost of getting to and from the airport (in the U.S.) is not part of the packaged financial calculations and is at my own expense.
5. I understand there are three mandatory Saturday Pre-Departure sessions that I must attend as part of my grade for this course. \_\_\_\_\_ (initial)
6. I understand that I may be enrolled concurrently with another course while traveling and it is my responsibility to make arrangements with the instructor to accommodate class meetings that are missed during travel. Please contact your Student Services Manager with any questions regarding your academic schedule.

My signature below affirms that I have read, understood, and agreed to the above statements and the International Study Policies of the University of Redlands. Furthermore, I agree to make tuition and fee payments as they become due. I also understand that if legal action is instituted to collect any amount due under this agreement, I will pay for attorney fees and other collection costs the courts find responsible.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Date Signed \_\_\_\_\_

**TO CONFIRM YOUR DECISION TO STUDY OVERSEAS, PLEASE SUBMIT YOUR SIGNED ACCEPTANCE OF INTERNATIONAL STUDY POLICIES AND YOUR STUDY ABROAD REGISTRATION FORM WITH YOUR NON-REFUNDABLE \$500 SPACE RESERVATION DEPOSIT TO: [Khanhvy.Nguyen@redlands.edu](mailto:Khanhvy.Nguyen@redlands.edu) Phone: 909.748.8749**

University of Redlands School of Business  
c/o Khanhvy Nguyen  
Hornby Hall 209  
1200 East Colton Ave  
Redlands, CA 92373-0999

Or call Khanhvy Nguyen with a credit card payment 909.748.8749

**Space Reservation Deposit should accompany this signed form**

## GRADUATE STUDY ABROAD REGISTRATION

**PLEASE PRINT AND COMPLETE IN BLUE INK AND SCAN IN COLOR TO [Khanhvy.Nguyen@redlands.edu](mailto:Khanhvy.Nguyen@redlands.edu)**



Personal Information as it Appears on Your Passport

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID# \_\_\_\_\_ D.O.B \_\_\_\_\_ U.S Citizen YES or NO (circle)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Emergency Contact Name and phone: \_\_\_\_\_

**Trip Registration & Course Substitution**

Please register me for the following study abroad trip: Please checkmark your selection or highlight:

☐ United Kingdom/France INTB 470/670 UF19 ☐

☐ ☐

\_\_\_\_\_

☐ I am an MBA student requesting to substitute my study abroad trip for the following course: (circle or highlight)

- BUAD 655W or INTB 655 • or FINC 662W (old MBA) • or GISB 692W • or INTB 693W (New MBA)
- or BUAD 642 • or INTB 694W

☐ I am a MAM student and request to substitute my study abroad trip for **MGMT 690, Strategy**.

☐ I will be traveling as a guest.

**Concurrent Enrollment Notification:** Students should consider the academic implications of participation in an overseas program that occurs while enrolled in another course. It is the responsibility of the student to make arrangements with their instructor to accommodate class meetings that are missed during travel. Please contact your Student Services Manager with any questions regarding your academic schedule.

FOR INTERNAL USE ONLY

**Dean's Office**

SSM Name: \_\_\_\_\_ Student's Campus Location \_\_\_\_\_

Substitution Course Title: INTB 670 \_\_\_\_\_ in lieu of the \_\_\_\_\_

Course Dates: \_\_\_\_\_

☐ STRK

Signed Acceptance of Policies Received ☐ No ☐ Yes

Space Reservation Deposit Received (\$500) ☐ No ☐ Yes

**Registrar**

Study abroad registration and course substitution processed ☐ No ☐ Yes