



**INTERNATIONAL STUDY POLICIES**  
**Please read carefully, initial and sign.**

Guest's Responsibility:

With the return of this form I notify you of my acceptance of the University's offer to participate in an international study program.

1. Space Reservation Deposit: The \$500 space reservation deposit is refundable up to 90 days prior to departure. After that time the \$500 deposit is non-refundable. The space reservation deposit will be applied toward the international program fees. \_\_\_\_\_ **(initial)**.
2. Airfare: All guests are personally responsible and liable for any cost of international airfare and ground transportation (to and from both the domestic and international airports). Guests are required to be at the overseas point of arrival by the beginning of the program and must travel with the group for the entire duration of the program. \_\_\_\_\_ **(initial)**.
3. It is your responsibility to make arrangements for and cover the cost of getting from your point of departure (residence) to and from the Los Angeles International Airport (LAX) or other point of departure. You are also responsible for the cost of travel to and from any overseas airports(s) and the beginning and ending location of the program \_\_\_\_\_ **(initial)**.
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 Charlotte Roth, 909.748.8749 of any lodging limitations. Rooms and prices are based on **double occupancy**. \_\_\_\_\_ **(initial)**.
5. Your financial arrangement with the University for International Study requires payment of University of Redlands overseas travel fees. Costs for the international study program include hotel and/or ship cabin costs, tour fees, lecture fees, excursion transportation, etc. All payments will be submitted to the University of Redlands or one of their travel partners. \_\_\_\_\_ **(initial)**.
6. All travelers must maintain primary health insurance coverage while abroad. The University is not responsible for any medical or dental expenses (including medivac) incurred by the guest while abroad. \_\_\_\_\_ **(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 I am responsible for paying the overseas program fee (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 refundable up to 90 days prior to departure, after which the deposit is non-refundable. \_\_\_\_\_ **(initial)**.
2. If I withdraw from the program, any fees, costs, or expenses advanced on my behalf by the University of Redlands are my liability. \_\_\_\_\_ **(initial)**.
3. I further understand that international airfare and the cost of getting to and from the airport (in the U.S.), as well as the cost of travel to and from any overseas airports(s) and the beginning and ending location of the program is not part of the packaged financial calculations and is at my own expense. \_\_\_\_\_ **(initial)**.
4. I understand that there are Saturday Pre-Departure Sessions that I may attend as part of this program (these workshops are voluntary for guests). One of these sessions is typically held on the University of Redlands Main Campus and the others are virtual \_\_\_\_\_ **(initial)**.

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 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 \$500 SPACE RESERVATION DEPOSIT TO: [charlotte\\_roth@redlands.edu](mailto:charlotte_roth@redlands.edu) (or call Charlotte Roth if you would prefer to pay your deposit using a credit card - 909.748.8749)**

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

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



STUDY ABROAD GUEST REGISTRATION

PLEASE PRINT AND COMPLETE IN BLUE INK AND SCAN IN COLOR TO [charlotte\\_roth@redlands.edu](mailto:charlotte_roth@redlands.edu)

Guest/Alumni

Please register me for the following study abroad program. Please checkmark your selection:

United Kingdom & France  
(Cambridge, London, & Paris)

Portugal & Morocco  
(Lisbon, Marrakesh & Casablanca)

Adriatic Adventure  
(Italy & Slovenia)

Panama  
(Panama City & Rio Hato)

Personal Information as it Appears on Your Passport

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

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

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

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

Emergency Contact Name and Phone: \_\_\_\_\_

PASSPORT NUMBER\* \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Notes:

**\*Please submit a copy of the photo page of your passport with this registration form.**

**Guests are welcome to attend the pre-departure sessions, but they are not required to attend.**

**Guests are welcome to travel with students to all excursions and must be at least 16 years old (unless prior approval has been received from the School of Business). The program travel cost is the same for guests as for students.**