

Non-UR Commitment Form – SAMPLE ONLY

Updated February 2016

I understand by signing this form that my name will be withdrawn from the housing pool and my registration for classes at Richmond will be cancelled for the term for which I have been approved to study abroad.

I acknowledge that I am responsible for paying a \$1,500 administrative fee to the University of Richmond for the semester I am abroad on a pre-approved non-UR program. This administrative fee is non-refundable regardless of circumstances.

I realize that no Richmond financial aid will apply for the semester I am abroad on the approved non-UR program, and that I will not receive any of the financial benefits granted to students participating in a UR semester abroad program (e.g., travel allowance, health/travel insurance, and reimbursements for any study abroad-related expenses).

I know that I may not concurrently register for classes at Richmond during the semester(s) when I intend to be abroad. If I register for an independent study at Richmond in tandem with the approved non-UR program abroad, I understand and agree to pay the part-time fee for the corresponding tuition rate as published on the [UR Controller web page](#).

I agree to maintain good conduct during the semester preceding my study abroad and that my approval for the non-UR program will be revoked if the RC or WC Dean's office recommends against my participation in the program abroad. If my approval is revoked, Richmond's Office of International Education will notify the program abroad of that approval has been revoked. I understand it is my responsibility to explain why approval was revoked to the program abroad.

I will carefully read all materials provided to me electronically and in paper in regards to my study abroad. While abroad, the University of Richmond will continue to send me important emails to my richmond.edu address. I understand it is my responsibility to read my emails on a regular basis while abroad and respond promptly as required.

I understand it is my responsibility to request that an official transcript following the end of the program abroad be mailed to: Office of International Education, 28 Westhampton Way, University of Richmond, VA 23173 USA.

I realize that I am required to register for a full course load for each semester I am abroad that meets the host country's student visa requirements and that equates to a minimum of 3.5 transferable units towards my Richmond degree. Courses not approved for transfer credit towards my Richmond degree (such as certain language courses) are not calculated towards the 3.5 transferable units. I acknowledge that it is my responsibility to seek course approvals prior to going abroad in order to earn transfer credit from study abroad.

I have read and understand the University's transfer credit policy for semester study abroad programs at <http://registrar.richmond.edu/registration/programs/studyabroad/index.html>.

I agree that it is my responsibility to purchase health and travel insurance that will cover me while outside of my home country. This insurance will include medical evacuation and repatriation.

I agree to complete a Final Report upon completion of my study abroad. Final Reports will be completed in the GatewayAbroad online application system.