

Acceptance of Richmond's Study Abroad Offer

February 2018

IMPORTANT: You MUST sign this document by the post-decision deadline EVEN IF your host institution application is still pending.

By signing below, I confirm that I have read, understand, and agree to the following expectations and responsibilities for undertaking my study abroad experience:

I accept the University of Richmond's offer to study abroad at the institution/program and the term to which I applied. I understand that I am accountable for my own study abroad preparation, and I agree not to rely on my parent/guardian, the International Education staff, friends or my host institution to do this on my behalf.

I will thoroughly read all materials and resources available online on studyabroad.richmond.edu (including my program's Dates & Costs sheets) and my host university/program as well as information provided to me, including materials posted to Gateway Abroad, by International Education, and understand that International Education will redirect me to those materials and resources, when relevant.

I am responsible for completing all requirements of the International Education office, the host institution and the foreign government by the posted deadlines. I understand that International Education's requirements are due even if my host institution application is still pending. I acknowledge that my failure to meet deadlines may jeopardize my participation in the program.

I agree to share and discuss study abroad information with my parent/guardian, if applicable, and to assist my parent/guardian in researching answers to any questions related to my study abroad experience.

I will pledge to read my University of Richmond email account on a regular basis throughout the study abroad process and pledge to reply promptly to all emails requiring a response.

I acknowledge that, during the semester preceding my study abroad, I must maintain the minimum GPA required for the program abroad; otherwise my admission to the program may be revoked.

I understand that if I fail to remain in good academic standing and/or if I am placed on conduct probation, am evicted from University housing or am suspended from the University prior to my planned semester abroad that my admission to the program abroad will be revoked.

I understand that if my admission to the program is revoked that I am liable for any non-recoverable costs already paid on my behalf by the University of Richmond.

I will talk to my major advisor at Richmond about how courses abroad fit into my plans to graduate prior to finalizing my registration abroad.

I understand 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. I also understand I must register for a course load 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 understand that I must be enrolled in a full-time course load while studying abroad that equates to a minimum of 3.5 transferable units towards my Richmond degree. If I fail to enroll as a full-time student while abroad, I may be liable for repaying to the University of Richmond any monies paid to me or for me on my behalf such as travel allowances and reimbursements. There may also be financial aid implications if I am under-enrolled. In addition, I understand that my situation will be reviewed by the appropriate dean and may result in academic deficiency, as described in the Undergraduate Catalog. Students who deceive University officials about their registration abroad in any way, including misrepresentation or omission, may face disciplinary action.

I have read, understand and agree to the University's transfer credit policy on UR semester abroad programs at <http://registrar.richmond.edu/registration/programs/studyabroad/index.html>. I have also read and understand the credit and grade transfer information listed on the [program brochure page](#) for my program on the UR study abroad website.

I understand that, by signing this form, my name will be withdrawn from the UR housing pool for the semester(s) I will be abroad.

I acknowledge that on-campus housing at Richmond is not guaranteed for students returning to campus in the spring term after fall abroad. I further understand that housing is assigned on a space-available basis, and that specific housing

requests (roommates or residence halls) are not possible. I understand the possibility exists that lounges will be used to house returning study abroad students when space is at a premium.

I agree to complete a Final Report upon completion of my study abroad. I understand that an administrative hold will be placed on my UR account if the report is not submitted by the deadline provided by the Office of International Education. Final Reports will be completed on the GatewayAbroad online application system.

NAME: _____ DATE: ____ / ____ /20 ____

URID: _____ PROGRAM: _____

SAMPLE