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## Pre-Departure Agreement for Study/Intern/Teach Abroad/Away

Please return this completed and signed form to the Office of Global Education no later than April 30 for summer and fall programs or **December 1** for spring programs.

### PLEASE PRINT OR TYPE:

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

MaineStreet ID#: \_\_\_\_\_ Major: \_\_\_\_\_

E-mail: \_\_\_\_\_@maine.edu Current (local/cell) Phone: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Name of Study/Intern/Teach Abroad Program, Institution, & Location: \_\_\_\_\_

Dates of Program: from \_\_\_\_\_ to \_\_\_\_\_  
(Month/Day/Year) (Month/Day/Year)

- I. Do you want on-campus housing upon return to UMF?  YES  NO  UNDECIDED  
If yes, have you notified Campus Housing?  YES  NO

- II. Complete the following only if you will be graduating immediately upon return.  
I have made arrangements to apply for graduation.  YES  NO\*  
\* IF NO, IT IS YOUR RESPONSIBILITY TO DO SO.

- III. I am applying for Financial Aid (including student loans) and/or using scholarships to cover my study abroad expenses.  
 YES  NO I receive Veterans Benefits.  YES  NO

- a) I understand that not all financial aid awards will come to UMF at the same time, and that some funds may not be available for several weeks after the beginning of each semester. **I have made alternate financial arrangements to cover my expenses until my student aid is available.**
- b) I understand that students may find it convenient to give Power of Attorney to a parent or responsible friend to sign and deposit checks; but that students must sign their own promissory notes for Perkins and Stafford loans.
- c) I have discussed these matters with Student Financial Aid (and Veteran Affairs if applicable), and I understand them. I further understand that any financial aid award must cover my program costs first before personal expenses, and that funds may not be released until the completed **Verification of Study Away Enrollment** form with official administrative signature has been returned to the Office of Global Education from my program site.

- IV. **Financial Obligations:** I understand the method of payment for my study/student teach abroad program, which I have checked below. {Please ask the Study Abroad Advisor if this is not clear.}

- UMF Direct Exchange: pay tuition and fees to UMF; pay all other expenses to host institution or out of pocket.  
 Provider sponsored program: pay provider program fee to UMF; pay all other expenses directly to provider, host institution or out of pocket.  
 Student Teach Abroad/Away: Pay tuition and fees to UMF; pay all other expenses directly to program provider, host school or out of pocket.

- V. **Correspondence while away:** I understand that while I am away, correspondence will be conducted via e-mail to my maine.edu address and I agree to regularly check this email account and respond as required.

- VI. **Early termination/withdrawal:** I understand that there are procedures for terminating a study/intern/student teach abroad/away program early or withdrawing once I have agreed to accept placement. Except for reasons of emergency, I understand that I should not withdraw from my program once I have accepted a placement with the program and confirmed with the Office of Global Education my intent to study/intern/student teach abroad/away. If for any reason I do withdraw, I must notify the UMF Office of Global Education, UMF Financial Aid Office, the host institution/program provider and in-country resident director **in writing** of my intent to withdraw. I understand I may forfeit any deposit, program fee and/or any other unrecoverable costs, such as room and board.
- VII. **Academic credit transfer (Study/Intern Abroad):** I have discussed my courses with my academic advisor and completed and submitted the **Study Abroad Credit Approval Form**. (Changes in this status can be negotiated via email communication with my academic advisor and notice to the Office of Global Education.) I understand that credits earned for courses taken on UMF exchange programs will be posted as UMF credits, carrying quality points which will factor into my UMF GPA. Credits earned for courses taken on provider sponsored programs will be applied as transfer credits, adhering to UMF transfer credit policies. I will request that my host institution or my program sponsor sends to the Office of Global Education an official transcript/grade report from my study abroad program. **Transcripts must be official and in a sealed envelope from the host school, program, or sponsor/provider.** I understand it is my responsibility to follow-up to ensure my official transcript has been received.
- VIII. **Eligibility:** I understand that UMF requires that I be in good academic and social standing in order to participate and remain in a study/intern/student teach abroad/away program. I must maintain the required minimum cumulative GPA and good social standing in the semester preceding my enrollment in study/intern/student teach abroad/away, as well as during participation. Failure to do so may result in cancellation of this privilege. Upon my return to UMF, I agree to participate in promotional activities, such as the Study Away Fair and cultural programming, to encourage other UMF students to study/intern/student teach abroad/away.
- IX. **Dismissal from Program:** I understand that dismissal from a program because of failure to meet the good standing requirement may result in the loss of all monies paid for participation in my chosen program. Further, I understand that while at the host institution I must comply with all the regulations, customs, and attitudes that govern that institution and my host country. If my behavior is considered unacceptable to UMF and/or the host institution and/or country, I may be required to withdraw from the program. In that situation, neither the University of Maine at Farmington nor the host institution/program sponsor is under any obligation to refund any portion of my program expenses or other personal expenses.
- X. **Medical Insurance:** UMF students who study/intern/teach abroad/away are required to have international travel insurance. For UMF Direct Exchange and Teach Abroad/Away\* programs, students will be enrolled in international travel insurance through the University of Maine System. Enrollment will be handled by the Office of Global Education. Provider programs include insurance policies. Such insurance must be in place for the period I am abroad/away and includes coverage for repatriation and medical evacuation. The University of Maine at Farmington is not liable for health problems I may incur during my participation in a student exchange program. Participant in the Alaska Student Teach Away program will be required to purchase additional travel insurance.
- XI. **Registration with U.S. Embassy Abroad:** I understand that it is **REQUIRED** that I register with the U.S. Embassy in my host country, by enrolling in the **Smart Traveler Enrollment Program (STEP)** at the following website: <https://step.state.gov/step/>. If I do not know the local address in my host country at the time of registration, I understand that I should update my account to report my local address upon arrival in my host country. Since some external program sponsors do this on behalf of their students, I realize that I need to check with the sponsor or host exchange coordinator before registering. Upon registration I must provide the UMF Office of Global Education with a copy of the enrollment confirmation.
- XII. **I authorize the Office of Global Education to discuss details of my study abroad program with the parent(s)/guardian(s) listed below. I understand that this DOES NOT include disclosure of grades earned for study abroad.**

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**REQUIRED SIGNATURES**

Student	Date
Study Abroad Advisor	Date