



<COURSE # & TITLE>
<SESSION & YEAR>
<FACULTY SPONSOR>

APPLICATION / REGISTRATION FORM

INSTRUCTIONS: Please type or print in ink all information requested. Deliver to <NAME OF FACULTY SPONSOR> by <DATE OF DEADLINE FOR ENROLLMENT>. Please note: Passport information may be returned at a later date. All other information must be complete as incomplete forms will be returned unprocessed.

Mr.

Ms.

Last Name

First Name

Middle Initial

College Address: _____ Street _____ City _____ State _____ Zip _____

College Phone: _____ Campus Mail Box: _____ E-mail _____

College Classification:

Freshman

Sophomore

Junior

Senior

Other

Parents' Names _____

Parents' Address: _____ Street _____ City _____ State _____ Zip _____

I have carefully read the accompanying material and hereby make application for enrollment in <COURSE # AND TITLE>.

Signature of Student

Date

Signature of Parent or Guardian

Date

(Signature not required if student is over 21.)

Please be certain to complete the *Parental Approval, Release, and Indemnification Agreement* attached to this form.

Date of Birth: _____ Cumulative Grade Point Average: _____
MM/DD/YYYY

If applicable, passport number: _____ Passport issued at: _____

Issue Date: _____ Expiration date: _____



<COURSE # & TITLE>
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STATEMENT OF RESPONSIBILITY OF WESTMINSTER COLLEGE

We, the faculty and staff of Westminster College, will take the necessary steps to make Summer Session / Post-Term off-campus courses and trips educational, pleasant and safe. However, Westminster College believes that certain matters should be brought to your attention. The College shall not in any way be responsible or liable for any loss, injury, or damage howsoever caused or arising out of or in connection with this program. You will find the *Parent Approval, Release, and Indemnification Agreement* form attached which must be signed as indicated by the appropriate deadline. Unless otherwise stated with respect to any particular trip course, each trip will begin upon boarding the transportation at the city of departure and end upon boarding the transportation at the return city. If a student, with his or her parents' or guardians' express approval, arranges return transportation apart from the group, the trip will end when the student separates from the group.

It is possible that a student may experience a medical (or some other) emergency. We have, therefore, included a provision in the *Parental Approval* form mentioned in the above paragraph requiring parents to be responsible for monies advanced by the College for the benefit of their child in an emergency situation. We must necessarily leave to the discretion of the faculty sponsor in charge of the group the determination of when an emergency exists and the extent to which the College will advance funds for such an emergency.

Westminster College has no control over the means of transportation/traffic, hotel accommodations (or other accommodations as each trip requires) or other services, and the College shall not be or become liable for or responsible in any way whatsoever for any loss, injury, or damage howsoever caused or arising in connection with these matters.

Westminster College reserves the right to withdraw the program or any part of it, to make such alterations in the itinerary as it deems necessary or desirable, to refuse to accept or retain a member of the group at any time, and to pass on to the members of the group any expenditures occasioned by delays and /or events beyond their control.

STUDENT REGULATIONS

Students enrolled in Summer Session / Post-Term off-campus courses and trips are expected to exhibit personal and academic characteristics in keeping with the challenges and responsibilities of this opportunity. The College expects that each student's social conduct will reflect positively on the College and on the other members of the group.

Depending on the particulars of each excursion, living and traveling in a country whose social economic, and political conditions are markedly different from our own can be exhausting and trying at times. Likewise, driving long distances as a group and camping / living in close quarters each night a long distance from home for more than two weeks under conditions markedly different than your daily life can be exhausting and trying at times. Students will be expected to be adaptable, tolerant and cooperative, accepting inconveniences and disappointments with patience and good humor.

Each student will be required to participate actively in all facets of the trip and lead the activities assigned to them by the faculty sponsor.

If, in the opinion of the faculty sponsor or Westminster College, any student's continued affiliation with the course is deemed detrimental to either the program or the other members of the group, Westminster College reserves the right to expel the student from the program and return him/her to the United States or Fulton, Missouri (whichever is most appropriate) at his/her own expense. Such action will result in a complete withdrawal of all responsibilities of the appropriate authorities connected with the course.

APPLICATION AND DEPOSIT DEADLINES

Westminster students must register or confirm enrollment for a course during pre-registration in <INDICATE MONTH>. Applications and deposits will be accepted in the Business Office starting on <INDICATE DATE>, but no later than no on <INDICATE DEADLINE DATE>. Late registration for courses will be accepted at the discretion of the College, and, if accepted, a penalty of \$50.00 will be required, unless the late registrant is a replacement for a student who has withdrawn.

GENERAL INFORMATION

Alternations in the program may become necessary. Westminster College reserves the right to initiate whatever changes may become necessary in the trip itinerary and cost quotations. Students and their parents will be promptly informed of major changes in itineraries and/or costs.

Students not in good standing, academically or otherwise, by two weeks prior to departure will be subject to cancellation. Cancellation refund regulations will apply.

Insurance coverage or travel-related insurance for this study excursion may be available on a limited basis. Participants who are interested in this coverage may wish to seek assistance from their individual insurance broker or the faculty member leading this course.

SCHEDULE OF PAYMENTS AND CANCELLATION REFUNDS

Financial arrangements and commitments for the Summer Session / Post-Term off-campus trips must be made well in advance of the departure date of <INDICATE DATE>. It is, therefore, essential to establish a schedule of payments and policies governing cancellation refunds, which will be compatible with these arrangements:

- ❑ A deposit of <\$_____> shall be paid no later than <INDICATE DATE OF FIRST INSTALLMENT>
- ❑ An additional payment of <\$_____> will be due by <INDICATE DATE>.
- ❑ The balance of <\$_____> shall be due by <INDICATE DATE>.

Any overpayment will be returned to the students as soon as possible after the trip

All fees must be paid directly to the Business Office. Parents and guardians will not be billed.

Students who have delinquent financial obligations pending (including bookstore bills, fees, fines, etc.) by two weeks prior to departure will be subject to cancellation and the refund policies will apply.

CANCELLATION AND WITHDRAWAL REFUNDS

Applications for refunds must be submitted to the faculty sponsor but will be governed by the following schedule in the event of cancellation or withdrawal regardless of reason.

College cancels course: Full refund of amounts paid, or the student may apply the deposit to another trip.

Student withdraws from course:

- On or before <INDICATE DATE>, full refund.
- Between <INDICATE DATE> and <INDICATE DATE>, the portion of the deposit not already committed to deposits by the faculty sponsor for transportation, accommodations, etc. will be refunded.
- After <INDICATE DATE>, the deposit is forfeited.
- Students who for any reason whatsoever leave the program while it is in progress cannot be refunded money for unused portions.



PARENTAL APPROVAL, RELEASE, AND INDEMNIFICATION AGREEMENT

I (We) the undersigned parents or guardians of

Name of Student

have read the accompanying materials about Summer Session / Post-Term Off-Campus Trips, and specifically that part dealing with the limitation of responsibility of Westminster College in connection with any loss, injury, or damage arising out of participation in that program. I (We) also understand that, unless otherwise stated with respect to any particular trip course, each trip will begin upon boarding the transportation at the city of departure and end upon boarding the transportation at the return city. If a student, with his or her parents' express approval, arranges return transportation apart from the group, the trip will end when the student separates from the group.

In consideration of Westminster College offering said program and/or credits in connection therewith, and for other good and valuable consideration, I (we) hereby do forever release, acquit, discharge, and covenant to hold harmless Westminster College, its employees (including faculty sponsors in particular), agents, and directors, from any and all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation on account of, or in any way growing out of or connected with any part of this program which I (we) may have now or hereafter as the parent(s) or guardian(s) of the above named student, and also all claims or rights of action for damages which the above named student may have either before or after he/she has reached his/her majority growing out of or connected with said program.

Further, recognizing the need to be prepared for emergencies, I (we) agree to reimburse Westminster College for any and all sums advanced by it or its agent to or for the above named student during the above described program. I understand the sums contemplated herein are in connection with emergencies that might arise and that the determination of the existence of any emergency, the manner of handling same and the sums expended in connection therewith shall be within the discretion of the adult in charge of the program.

I further state that I have carefully read this approval and release as well as the travel information referred to herein, and know the contents thereof and that I have signed it as my own free act.

Mother or Guardian

Date

Father or Guardian

Date

Witness

Date



STATEMENT OF RESPONSIBILITY OF WESTMINSTER COLLEGE

Addendum, <DATE, IF ADDENDUM DEEMED NECESSARY>

I, the undersigned, acknowledge that I am leaving <NAME OF CITY>, on a date other than <INDICATE COMPLETE DATE OF SCHEDULED DEPARTURE>, the date on which the above-named Summer Session / Post-Term course ends. I, therefore release Westminster College of any responsibility for any and all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation on account of, or in any way growing out of or connected with any part of my stay abroad after I leave the group.

Name of Student: _____ Date _____

I/We have carefully read this addendum of release of responsibility of Westminster College, know the contents thereof, and agree to its implications.

Parent's or Guardian's signature Date

Parent's or Guardian's signature Date

PROOF OF INSURANCE

By signing this document, I / we, the undersigned parent/s or guardian/s of _____
(Name of Student) stipulate that he/she is covered by health insurance provided
through _____ (Name of Company) with Policy Number _____
_____. I / we further confirm that I / we have contacted the company
listed above and that the coverage provided will remain in effect during the period that my son/daughter is in
_____. (List destination(s) of travel course.) with
Westminster College.

Parent's or Guardian's signature Date

DRUG ABUSE POLICY

The abuse of any drug, including but not limited to alcohol, will not be tolerated during this course. Any student who violates this rule will be immediately dismissed from the program, forfeit all fees, and earn an F for the course.

I will abide by the aforementioned stipulation.

Signature of Student Date