



Center for Professional Education | International Programs

Guatemala | July 18-29, 2019 | \$2995

Application Checklist

To be considered for this travel opportunity, you must submit the following by **March 4, 2019**:

- International Programs Application & Agreement (attached)
- Non-refundable Deposit of \$895

*** Once your application and deposit have been approved, you will receive information about how to submit remaining program fees and register for credits.*

Overview of Key Program Dates & Fees

- Application and Deposit (\$895) Due: March 4, 2019
- Program Fee #1 (\$850) Due: April 8, 2019
- Program Fee #2 (\$850) Due: May 13, 2019
- Registration for 3 (5,000-level) Continuing Education credits (\$400) Due: June 16, 2019

***Doctoral candidates enrolled in an SPU program may be eligible to complete 7,000-level credits toward their degree requirements at a discounted rate. Please select "Doctoral Credits" under "Registration Selection" to receive full cost and registration information.*

Notification of Application Status

- Applicants will be notified by their program leader(s) of their application status within two weeks of submission.
- Application to a program does not guarantee admission. All applications are subject to approval.

Please submit completed application materials to:

Email: CPEprojects@spu.edu

Center for Professional Education | International Programs | **Application**

International Programs Location: _____ Year: _____

Applicant's Information

Name: _____
Last First Middle

Date of Birth: ____/____/____ Gender : Male Female

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race: Alaskan Native African-American or Black American Indian Asian

Caucasian or White Native Hawaiian or Pacific Islander

Not Listed (please specify): _____

Permanent Mailing Address: (street) _____

(city) _____ (state) _____ (zip) _____

Cell Phone: (_____) _____ Personal Email: _____

Emergency Contact: _____ Relationship to Applicant: _____

Phone: (_____) _____ Email: _____

Professional Background Information

Current role, title or position: _____ Where: _____

From(date): _____ To(date): _____ Part-Time Full-Time

Previous role, title or position: _____ Where: _____

From(date): _____ To(date): _____ Part-Time Full-Time

Registration Selection

Continuing Education Credits (5,000-level offered through SPU's Center for Professional Education)

Doctoral Credits (7,000-level | only available for candidates currently enrolled in an SPU doctoral program)

Personal Interests

Have you traveled outside the U.S. previously? Please describe the nature of your visit(s) (e.g. study abroad, mission trip, vacation, work):

Why do you want to participate in this off-campus opportunity?

Language(s) spoken: _____ Fair Good Excellent Native

Passport Information

If you currently have a passport, it should be **valid for at least six months after the end date of this trip**. If you do not have a passport, apply for one now, and write *"in process"* below. Visit www.travel.state.gov for more information about passport applications. A valid passport is required for admittance.

Legal name on passport: _____ Passport number: _____

Place of birth: _____

Date of issue: ____/____/____ Expiration: ____/____/____

Place of Issue/Authority: _____

Global Entry Status: Yes No

Global Entry Status is preferred. For information: <https://www.cbp.gov/travel/trusted-traveler-programs/global-entry>

I certify that the information on this application and attachments is true and accurate.

Applicant's Signature: _____

Printed Name: _____ Date: _____

Center for Professional Education | International Programs | Agreement

Expectations Agreement for International Programs

Participants in CPE's International Programs are expected to maintain behavior consistent with the Seattle Pacific University behavioral community expectations, academic performance consistent with SPU's standards, observe rules and laws of the locality in which the program occurs, and behave in a manner that protects their safety and that of others in the group to reflect positively on SPU as a member of the international educational community.

Seattle Pacific University considers all forms of SPU sponsored educational opportunities that occur abroad to be subject to the same standards of conduct and academic performance as opportunities that occur on campus. In addition, SPU recognizes that off-campus learning opportunities may present unique circumstances, which may require greater diligence on the part of participant to maintain behavioral and academic excellence.

As every off-campus experience is unique, and it is impossible to anticipate every unique situation that may occur, SPU reserves the right to dismiss any participant from a program for any reason that may, in SPU's sole discretion, negatively impact SPU or the health, well-being, or academic growth of participants. Such dismissal will be without refund of program fees. Return transportation, if applicable, will be at the participant's expense. Behaviors that violate SPU's behavioral community expectations will be reported to the Office of Student Life and the appropriate action will be taken.

There are some basic and inviolable rules of behavior related to every travel abroad program, including:

1. Participants must maintain an academic performance consistent with SPU standards in the program and behave responsibly in their living situation and on group excursions.
2. Participants must comply with the "SPU Behavioral Community Expectations" (as outlined in the *Student Handbook* at <http://spu.edu/administration/office-of-student-life/handbook/behavioral-community-expectations/student-standards-of-conduct>) and other applicable expectations as established by the University and/ or the program leader(s). Participants who do not comply with expectations will be removed from program and immediately placed on a return flight to Seattle at participant's expense.
3. For safety and security reasons while participating in off-campus programs, participants must refrain from political activity of any sort (e.g., joining political parties or unions, demonstrations, soliciting political material, or picketing).
4. The possession, use, distribution, or sale of illegal drugs or the illicit use of prescription drugs is not tolerated. Participants must recognize that laws and judicial processes around the world relating to drug use and possession may vary significantly from, and be far more stringent than, those in the United States. Participants found using or possessing illegal drugs in any form are subject to immediate dismissal from the program.
5. Violent behavior shall result in automatic dismissal from the program and referral to the SPU Office of Student Life.
6. Any form of coercive or unwelcome sexual behavior, including sexual assault, rape, acquaintance rape, indecent liberties, or related actions shall result in dismissal from the program and referral to the SPU Office of Student Life.
7. Breaches of the local law are referred to and handled by the appropriate law enforcement authorities and referred to the SPU Office of Student Life.
8. Participants assume any and all risks involved in travel abroad and the activities they pursue in their free time while on the program. Participants remain subject, however, to the behavioral rules and standards identified in this Agreement even during free time while participating in international programs.

(Signature required — see last page page)

Cancellation and Refund Policy

Change or cancellation of a program by SPU: Seattle Pacific University reserves the right to change the program fee, the schedule of activities, or to cancel the program at any time. Participants will be notified promptly if such changes become necessary, and will be given 5 days from the date of such notification in which to provide written notice of cancellation, and thereby qualify for a refund. The University may retain that portion of the program deposit that is necessary to cover the participant's portion of unrecoverable expenses. If a program is cancelled by SPU, every effort will be made for a full refund.

Participant withdrawal: The initial deposit of \$895 is nonrefundable. All participants will be enrolled in the program for which they have been accepted and will be responsible for paying the program fee(s). *The program leaders must be notified in writing of any withdrawal or cancellation of an application.* If a participant gives written notice of cancellation 90 or more days prior to the start of the program, the \$895 deposit and any unrecoverable expenses already incurred on their behalf will not be refunded. For written cancellations less than 90 days prior to the start of the program, the \$895 deposit, a cancellation fee of \$850, and any unrecoverable expenses already incurred on behalf of the participant are non-refundable. Unrecoverable expenses may include airline and/or other transportation expenses, deposits for lodging, entrance fees, theater tickets, visa fees, etc.

Dismissal: Seattle Pacific University reserves the right to remove from the program, at any time, any participant who, in the judgment of the program leader, is detracting from the welfare and cohesion of the group, or who appears likely to do so. The participant will pay any additional expenses pertaining to this removal.

Insurance Certification

Participants in SPU international programs will be provided with personal health coverage for the duration of the trip. The cost of this insurance will be included in the program fee. Trip cancellation insurance is not provided by SPU and it is highly recommended that participants consider purchasing additional coverage.

Participant's Agreement

As an applicant for the Seattle Pacific University travel international program indicated above, and in exchange for being given the opportunity to participate in the SPU program, I agree to the following:

1. I have read, understand, and agree to the Participant Agreement for International Programs. I understand and agree to the rules regarding my behavior and academic performance. I also understand that as a Seattle Pacific University student, I will be viewed as a representative of my country and the University. It is my intention to act as a good-will ambassador and conduct myself in a fitting manner. I agree to follow the terms of this Agreement, and I understand that violation of this Agreement could lead to dismissal from the program.
2. I have read the Cancellation and Refund Policy. I agree to pay the program fee, and I understand my financial obligations in the event of withdrawal or dismissal from the program.
3. I understand that a valid passport is required for admittance to the program. I will apply for a passport (if I don't already have a valid one) immediately. I understand my passport MUST be valid for 6 months after the end date of the program.
4. I understand that as a participant, I will be provided with sufficient personal health, accident, disability, and hospitalization insurance coverage. I will familiarize myself with the terms and limitations of this Insurance prior to

my departure. I understand that trip cancellation/interruption insurance is not provided and I can choose to purchase this insurance independently.

5. I must remain in good standing to participate in this program, which includes receiving academic, health, conduct, and financial clearances from the University. I will notify my trip leader(s) if questions or concerns arise regarding my good standing.

6. I will attend all orientations for my program. In addition, I understand that I may need to set up an individual appointment with a health care provider to learn about specific recommendations and requirements for my destination. I understand that the cost for this appointment and the immunizations/medications are not included in the SPU program fee.

7. I understand that if I do not comply with expectations as established by the University, I will be removed from the program and immediately placed on a return flight to Seattle at my personal expense.

Applicant's Printed Name: _____

Applicant's Signature: _____

Program Destination: _____

Today's Date: _____