

Study Abroad Application



Mail or fax the completed form to:
Office of International Education, Portland Community College, Rock
Creek Campus, Building 3, Room 223/17705 NW Springville Rd. Portland,
OR 97229, Phone: 503-614-7152 Fax: 503-614-7170

Applicant Information

Name: _____
Family First Middle

M F Date of birth: ____/____/____
Month/Day/Year

Social Security Number: _____-_____-_____

Country(ies) of citizenship: _____

Place of birth: _____

I do not do have a passport valid until (date) _____

Are you currently a student? Yes No

Are you applying for financial aid? Yes No

Home college/university: _____

Major: _____

Permanent Address: _____
Street

City State Postal Code

Dates to use this address for mailing: _____

Telephone: (home) _____ (Cell) _____
Area Code Number Area Code Number

Primary (year-round) email: _____

Secondary email: _____

Parent/Guardian (required if applicant is under 18 years old)

Mr. Ms. Mrs. Other: _____

Name: _____
First Middle Last Nickname

Address: _____
City State Postal Code

Home telephone: _____
Area Code Number

Business telephone: _____
Area Code Number

Fax: _____ Email: _____

Emergency Contact Information

Mr. Ms. Mrs. Other: _____

Name: _____
First Middle Last Nickname

Relationship to you: _____

Address: _____
City State Postal Code

Home phone: _____ Business phone _____

Fax: _____ Email: _____

Insurance Information

All participants are **required** to show proof of illness and accident insurance to participate in the study abroad program.

I understand that Portland Community College is not providing me with the following insurance as part of the study abroad program in Japan or Spain. (as applicable)

1. Medical Insurance: to cover medical needs or emergencies while traveling to or from, while traveling within study abroad destination, or while living in study abroad destination.

2. Emergency Evacuation Insurance: to be used if due to injury or illness and upon the recommendation of a physician, the participant must be evacuated for medical treatment.

I understand that as a condition of my participation in this year's program, I must furnish the insurance listed above, at my own cost. I have chosen to do so by:

1. Purchasing an international student I.D. card from STA, which contains above-listed insurance policies (www.statravel.com)

Card Number: _____

2. Purchasing other travel insurance, which contain above listed insurance policies. (Such as STA travel-www.statravel.com)

Company Name: _____

Phone #: _____

Policy Number: _____

Expiration Date: _____

3. Providing my own insurance:
Company Name: _____

Phone #: _____

Policy Number: _____

Expiration Date: _____

Health Information

Please list any allergies: _____

Please list any physical restrictions: _____

Please list any medications you will be taking: _____

Personal Experience and Academic Background

Briefly describe your family (occupations, interests, etc.): _____

Briefly describe your home community: _____

Briefly describe your extracurricular activities, major achievements, travel history, and away-from-home living experiences: _____

Briefly describe your main academic interests: _____

Indicate your ability in languages other than English.

Language: _____

Speaking ability: _____

Comprehension: _____ Years studied: _____

How did you hear about PCC Study Abroad? _____

I certify that this information is correct and complete. I understand that should I be accepted to a PCC sponsored study abroad program or exchange, I am subject to the PCC Student Code of Conduct while abroad and the conduct rules of the program or host institution I am attending. Code of Conduct information is available at: http://www.pcc.edu/pcc/abt/rights/student_rights/codeofconduct.htm

Student signature: _____

Date: _____

Parent/Guardian signature (required if applicant is under 18 y.o.): _____

Date: _____

Conditions of Participation



Portland Community College

Period of Enrollment

The period of enrollment for students ordinarily begins the day of the group's arrival in country and concludes the day of the scheduled group departure for return to the USA.

Fees

The PCC Study Abroad fee covers all scheduled program expenses during the period of enrollment.

Students are expected to pay for the following additional expenses: domestic travel to the point of departure from the USA; food and lodging prior to arrival at the orientation site on the date scheduled; baggage insurance; fees for passports, visas, tourist cards, and identification cards; preprogram medical expenses (e.g., inoculations) and prophylactic medicines; expenses for student books and supplies, tips, laundry, telephone calls, postage, gifts, beverages that are not a customary part of meals, and all other such expenses.

Fees, as quoted in the fee sheet, have been established based on all known circumstances at the time of calculation. However, due to the nature of PCC study abroad programs and the economics of host countries, PCC reserves the right to change its fees without notice. In the event of a fee increase, students will be provided with a reasonable amount of time prior to the scheduled group departure and not less than ten (10) days from the date of notice, in which to withdraw. In the absence of notice of withdrawal, students will be committed to the program.

Payment

Please see admission information page for specific details.

Withdrawal Refund Procedures

After acceptance to the program, refunds in the event of withdrawal from a program will be made according to the schedule below. Refunds will be calculated from the time written withdrawal notice signed by the student is received in the Office of International Education. Notification of withdrawal is acceptable by fax if it bears a legible signature. The amount of the total refund will be determined by the office of the registrar. After the refund amount has been determined, balances will be refunded for invoices issued for outstanding funds.

Length of Class grade:	Refund Period	Schedule to drop and not receive a "W"	
Less than 2 weeks	Prior to first day class meets	Short classes	Through the first day
2-7 wk. classes	By the end of first day of classes (For night and weekend classes, through the next business day.)	3-7 week classes 8-10 week classes 11-12 week classes	Through the first week Through the third week Through the fourth week
8-10 wk classes	By the end of first week of classes		
11-12 wk classes	By the second Friday of the term		

To drop and not receive a "W" grade, follow the above schedule.

If you are withdrawing, you must provide written confirmation by the above dates, to the Office of International Education. Fax: 503-614-7170. Email: studyabroad@pcc.edu

The "W" grade will be assigned when a drop is processed during the fifth through eighth week of the term as applicable. Classes that meet less than 10 weeks can be dropped during the first 80 percent of the scheduled meeting dates. If you receive financial aid or veterans benefits, you must notify the appropriate office of your intent to withdraw before processing the withdraw. If you stop attending without formally withdrawing, you will receive the grades assigned by your instructor, and will be held liable for all charges on your account.

In all cases, travel charges are refunded at the discretion of the carrier.

If a student believes individual circumstances warrant an exception to these procedures, a written request with supporting documentation should be sent to the Office of International Education.

Program Changes

Although PCC will attempt to maintain its programs as described in its publications, PCC reserves the right to terminate or alter a program at any time and for any reason, with or without notice, and shall not be responsible for any expenses or losses resulting from such changes.

Insurance

PCC will provide students with information about the purchasing of illness and accident insurance as specified in the study abroad application. All students should read this carefully and arrange personally for any supplemental coverage desired.

Waiver and Release

Portland Community College, hereinafter referred to as PCC, and/or its agents, directors and officers and the travel agency, and/or its agents, directors and officers act only as agents for such parties, firms and corporations as mentioned in this brochure. By issuance of tickets or coupons, neither PCC, the Travel Agency, nor their agents, directors or officers shall be liable for any injury, death of persons, loss, damage, accident, delays or expense arising from acts of God, dangers incident to the land, sea or air, fire, breakdown of machinery or equipment, acts of government or other authorities, wars, civil disturbances, strikes, riots, thefts, pilferage, epidemics, quarantines, changes in itinerary, weather, sickness or from any act of omission of any individual, firm or corporation furnishing transportation, sight-seeing, hotel accommodations, or any other services in connection with the tourism herein. The right is reserved to amend the advertised itinerary whenever transportation schedules or other factors make this necessary or advisable. The right is reserved to decline to accept any person or persons as members of this tour due to the health of that person or persons or to assure the welfare and rights of other tour members. PCC reserves the right to withdraw any part of this tour, to make any rate and itinerary changes, or to cancel the tour and to refund the value thereof should PCC deem the tour impractical for any reason.

Air Transportation

Participants are responsible to secure their own transportation to the study abroad destination. Students agree that PCC assumes no responsibility or liability for death or injury to the student or for loss of or damage to property (including baggage) resulting from the provision of air transportation recommendations and other services. The passenger contract in use by the airlines, when issued, will constitute the sole contract between the airline and the passenger. PCC will be in no way liable for the cost of alternate transportation or for any losses resulting from the students failure to secure transportation transportation or if they are dismissed from the academic program according to the PCC Student Code of Conduct while abroad and the conduct rules of the program or host institution. Upon departure, the student must present a passport or travel document, which matches the name on the passenger manifest.

Participation

Students are required to participate fully in all program components including pre-departure orientation. Students are required to comply with all PCC policies and procedures, including:

- Reading all information presented by PCC, and carrying out the tasks as outlined in these materials.
- Securing a passport and visa (if necessary).
- Returning all forms requested by PCC on time.
- Complying with payment schedules, and financial aid instructions when applicable.
- Attendance at pre-departure orientation meetings.
- Paying all fees and personal expenses incurred while abroad.
- Completing all academic work during the given time period.
- Behaving in a manner respectful to the foreign culture.
- Notifying PCC of any changes in address or contact information.
- Educating themselves about host country.

Assuming responsibility for own personal safety at all times, especially when absent from program activities, during free time periods in home-stay accommodations, or periods of independent travel.

PCC is not responsible for any loss or theft of any of personal property at any time including airline ticket.

Program Restrictions

Certain activities deemed potentially dangerous to individual safety and program integrity are not permitted and are grounds for dismissal. These include, but are not limited to, motorcycling, hitchhiking, driving, parachuting, bungee-jumping, hang-gliding, riding in private airplanes, rock climbing, white water rafting, and scuba diving.

Independent travel during the program is limited and restricted. Students traveling independently following the close of a program assume total responsibility for themselves.

Portland Community College, and its employees assume no liability for individuals once they are separated from the program.

A student who leaves the scheduled program at any time without prior written authorization from PCC Study Abroad will not be allowed to return to it and will be considered withdrawn. The normal refund schedule will apply, and travel expenses incurred due to a premature return to the USA from abroad, either alone or accompanied, must be borne by the student.

Dismissal

I certify that this information is correct and complete. I understand that should I be accepted to a PCC sponsored study abroad program or exchange, I am subject to the PCC Student Code of Conduct while abroad and the conduct rules of the program or host institution I am attending. Code of Conduct information is available at: http://www.pcc.edu/pcc/abt/rights/student_rights/codeofconduct.htm

Publicity

I understand that future publicity materials may include statements made by participants or their photographs and film or video images and voices, and I consent to such use of any comments, photographic likenesses, and film or video images and voices in any medium.

Statement of Responsibility

These Conditions of Participation represent the complete understanding with PCC concerning PCC 's responsibility and liability for students' participation in the program. These Conditions of Participation supersede any previous or contemporaneous understandings with PCC, whether written or oral, and cannot be changed or amended except in writing and signed by an authorized officer or agent of PCC. Should any provision or aspect of this agreement be found unenforceable, all remaining provisions of the agreement will remain in full force and effect. Should there be any dispute concerning participation in the program that would require the adjudication of a court of law, such dispute or lawsuit must be filed only in a court in Washington County, Oregon or in the United States District Court for the District of Oregon, to the exclusion of any other court or jurisdiction. This agreement shall be governed by the laws of the State of Oregon (without regard to its conflicts of laws rules).

Agreement

In anticipation of acceptance by PCC and in consideration for being permitted to participate in the program, I agree to the terms of these "Conditions of Participation," acknowledge that I have read them and understand them thoroughly, and represent that my agreement is wholly voluntary. I have shared the above information with those other parties responsible for payment or with related interest. I understand that, before signing this agreement, I have the right to consult with the advisor, counselor, or attorney of my choice. I certify that I am 18 years of age or older.

Student's name (Please print):

Student's signature: _____ **Date:** _____

Signature of PCC Study Abroad Advisor: _____ **Date:** _____

Signature of Parent or Guardian: _____ **Date:** _____
(if applicant under 18)

* Please make a copy of this application for your records.