Statement of Responsibility

If I am accepted to participate in the given program, I am fully aware that participating in the program listed above is completely voluntary and will expose me to situations over which and people over whom Western Michigan University has no control. While a goal of international education is to give me an opportunity for cultural immersion, I understand that I will be exposed to risks including illness, loss, and death. I have agreed to participate in the above program during the specified semester, and accept the following responsibilities:

1. I understand and will abide by the rules governing student responsibility and behavior as stated in the WMU Student Code and all other applicable policies established by WMU and the program/institution/country. I agree to comply with standards of good behavior, maturity, responsibility, and courtesy at all times. I agree to respect cultural differences between the United States and the host culture(s) and abide by social and cultural norms of the host country.

2. I understand that I am required to attend all orientations and pre-departure meetings as scheduled by the program director/independent and/or the WMU Study Abroad Office. It is my responsibility to make arrangements to attend these meetings. Failure to participate in the required pre-departure and orientation meetings and coursework may result in dismissal from the program and forfeiture of all program fees.

3. I will become informed about and will comply with the laws, rules and regulations of my host country, community, institution and program as administered by the faculty or resident director(s), or other representative(s) of Western Michigan University. I understand that I will be subject to the laws of the host country and that WMU and the host institution/program provider will not assist me and will not exert any pressure on the host country’s authorities for leniency for any action that violates the host country’s laws.

4. I understand and agree that I, the student, am solely responsible for my behavior, health, and safety while abroad and do not expect WMU to carry any responsibility in this respect. I understand that I will engage in independent activities while studying abroad and that WMU representatives will not be in a position to supervise those activities. I understand that the study abroad office at WMU, the international office at the host institution, or the staff of the program provider will offer advice and assistance to a reasonable degree before departure from the United States and during the study abroad experience. However, WMU has no duty or liability for such advice and assistance or lack thereof.

5. The WMU study abroad office shall have the right to dismiss me from any international education/independent study program at any time if (i) my conduct violates the WMU Student Code; (ii) I violate laws, rules and regulations, or customs of my host country, community, institution and program; or (iii) the study abroad office has reasonable cause to believe that my continued presence in the program constitutes a danger to the health or safety of persons or property or threatens the future viability of the program. The following behaviors are among those that may result in immediate dismissal from a program: alcohol abuse (as defined in the WMU Student Code); physical or sexual assault; harassment; possession, use or distribution of illegal drugs; setting a fire or possession of explosives; possession of a weapon, including BB guns and knives; theft. The WMU study abroad office may suspend me pending final resolution of any alleged violation(s) of these provisions.
6. I understand that basic medical, hospitalization, and evacuation/repatriation insurance is a requirement for participation in study abroad. All students studying abroad through Western Michigan University are required to enroll in the WMU study abroad insurance plan, unless you are studying abroad through an intermediary company (provider) whose insurance is accepted by WMU (currently Arcadia, Australearn, CIEE, CEA, IES, and IFSA Butler; subject to change, see website for updates to this list). Unless you have approval for an exemption, during your Study Abroad program, you will be enrolled in a comprehensive insurance program called HTH Worldwide which provides health and emergency insurance, travel intelligence, and security/political evacuation. Health and emergency insurance is provided through:

**HTH Worldwide**
One Radnor Corporate Center
Suite 100
Radnor, PA 19087 USA
Phone: +1-888-243-2358
[www.hthstudents.com](http://www.hthstudents.com)

See detailed information at [www.wmich.edu/studyabroad](http://www.wmich.edu/studyabroad). The period of coverage starts shortly before the program’s start date and ends shortly after the program’s end date. I understand that insurance coverage prior to and following the official program dates is my own responsibility. I understand that I may extend coverage of HTH insurance by contacting HTH at the address above. This additional period of coverage does not constitute approval of my travel plans or any other form of responsibility or liability for Western Michigan University. Coverage as a dependent on parents’ health insurance is not accepted by WMU for study abroad. However, I understand that the WMU study abroad insurance plan covers health expenses outside the United States only. I will maintain my current insurance coverage for coverage in the United States in the event I need to return home for medical care. If I am accompanying a participant, I understand that my health insurance coverage is my own responsibility and not that of WMU. In the event of serious illness, accident or emergency, my designated emergency contact, provided on the Health Emergency Treatment Authorization, may be notified. I shall inform the faculty member-in-residence, on-site director(s), or program assistant(s) representing the host institution and the study abroad office of any problems that arise during my stay abroad so that assistance can be provided. I understand that study abroad staff will provide me with an emergency assistance card explaining how to seek emergency assistance from the study abroad office.

7. I have consulted or will consult with the WMU Sindecuse Health Center or my personal physician, for required or suggested vaccinations and other health related information and warnings pertaining to my travel and study abroad destinations. I have accurately and thoroughly informed the study abroad office of any disability as defined by law, which requires reasonable accommodation, and any pre-existing medical condition that may impact my study abroad experience. I understand that failure to disclose medical conditions or ongoing medications that affect my ability to participate in the study abroad program may be grounds for dismissal from the program. I understand that Western Michigan University cannot guarantee the same level of access and accommodation of physical or medical concerns as what may be available on the home campus. I understand that study abroad staff may consult other university offices, such as Disabled Student Services, for assistance. I understand that in certain circumstances the study abroad office may require written certification from the appropriate medical expert of my aptitude to participate in a given study abroad program and that my participation in the program may be conditional to such certification. I agree to continue my current medications for any ongoing conditions during the period of my study abroad program. I authorize appropriate study abroad staff
and the WMU faculty director of my program, if applicable, to review the health information and emergency assistance authorization form I submitted with my application. I agree to be responsible for all my own medical costs (including transportation/evacuation and repatriation) not covered by my insurance and to pay such costs in a timely manner.

8. I understand that I am responsible for my own travel arrangements to and from the study abroad site, and for any other personal travel during or following the study abroad program. The University assumes no responsibility or liability, in whole or in part, for any delays, delayed or changed departure or arrival times, fare changes, dishonors of hotel or transportation reservations, missed carrier connections, sickness, injuries (including death), losses, damages, weather, strikes, acts of God, public health risks, criminal activity, terrorism, act of war, expense, accident or damage to property, inconveniences, failure or negligence of any nature in connection with any accommodations, restaurant, transportation, or other service or for any substitution of hotels or common carrier beyond the University's control, with or without notice, or for any additional expenses occasioned by any of the foregoing. If due to weather, flight schedules or other factors I am required to spend additional nights, the University will not be responsible for my hotel, transfers, meal costs or other expenses. It is my responsibility to confirm departure and arrival times and locations with my program leader. Should I incur a delayed arrival, I will notify my program leader or study abroad office to advise them of this., I will be responsible for any inconvenience, cost, lost reservations, lost class time and assignments, etc. associated with not arriving at the time and place designated by my program leader. My baggage and personal property is transported at my risk entirely. No compensation, monetary or otherwise, will be granted by WMU under any of these circumstances.

9. The University, in its sole discretion, may alter, change, or cancel any of its own programs or any aspect of its programs prior to departure and, in its discretion, the University may cancel its programs or any aspect of its programs after departure, requiring that all participants return to the United States, if the University believes that any person is or likely will be in danger if a program or any aspect of a program is continued. In the event of such change, alteration, or cancellation WMU shall not be responsible for any costs, expense, charges, or fees incurred by me as a result of said change, alteration or cancellation.

10. The University will not provide any administrative support (housing, childcare, etc) or assume any responsibility for accompanying non-participants (spouses, partners, children, etc.). I understand that I am responsible for obtaining health insurance for any accompanying non-participants. I understand that if such individuals become disruptive to the program, it may be grounds for my dismissal.

11. I agree that I shall be solely responsible for all financial obligations or liabilities that I may incur while participating in a study abroad program, including living and transportation expenses. I shall be solely responsible for any and all costs arising out of my voluntary or involuntary withdrawal or dismissal from the program after departure, including but not limited to withdrawal or dismissal for reasons of health, family emergency, illegal drug use or alcohol abuse, legal detention, or disciplinary action by a representative(s) of the University. Costs incurred on my behalf include, but are not limited to, full program fee, tuition and matriculation fees, airfare and other transportation, legal documents, visa and application fees, and housing. If I withdraw, depart or am dismissed from a program for any reason prior to its formal completion, I may not be eligible for any academic credits. Should I receive permission to return home early, I may be eligible to receive a grade of “W” on my University academic transcript if withdrawal is approved within the appropriate time frame pursuant to university policy as stated on the registrar’s website, www.wmich.edu/registrar.
I will inform the study abroad office if I wish to drop any classes during my study abroad program. I understand that the official registration drop/add period on study abroad extends ten business days into a semester or five business days for a summer session. Drop/add requests for WMU enrollment during your study abroad program must be sent to the study abroad office who will provide documentation of the drop/add period relative to your program.

12. I understand and acknowledge that the study abroad program fees are set 6 to 18 months in advance of the program commencement date. The study abroad office uses its best effort to set the fees so that they will correspond to the actual cost of the program on the commencement date. However, events and circumstances beyond the control of Western Michigan University, including but not limited to fluctuation in exchange rates, civil unrest, curricular changes in host country or institution, changes in service providers, etc. may render it necessary to adjust the actual program fee charged to my student account. Thus, the program fees are subject to adjustment due to changes in the condition at the time of program commencement or at the time of receipt of billing for services provided. However, in the event the fees are increased by more than 20%, I will be offered the opportunity to withdraw from the program with no cancellation fees.

13. I, individually, and on behalf of my heirs, successors, assigns, and personal representatives, hereby indemnify, defend and hold harmless the University and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all injuries, illnesses, damages, losses (including death) I sustain to my person or property or both, including but not limited to any claims, actions, damages, expenses, and costs, including attorney fees, which arise out of, result from, occur during or are connected in any manner with my participation in the program and/or any related travel.

14. I will submit all completed and signed materials, forms and payments by the due date specified. Failure to do so by the date indicated may result in me not being registered at WMU for the semester(s) in which I study abroad, and I will not be considered enrolled at WMU during this time, and/or will prevent me from participating in the intended study abroad program. I will comply with the steps outlined on the WMU study abroad website and application instructions, including course pre-approval and pre-departure procedures. I will maintain the equivalent of full-time student status as defined in the WMU Undergraduate and Graduate Catalogs for the duration of the study abroad program (unless special permission is granted) or the minimum number of credits specified for my short-term program or independent study. I understand that failure to maintain full-time status or complete a full load of coursework may affect my financial aid package at WMU, if applicable. I understand that all courses taken during an approved study abroad program will transfer to WMU. Courses that are not pre-approved will transfer as elective credit. The number of credit hours taken and grades received at a foreign educational institution is not necessarily equal to the number of credit hours and grades which will be posted to my transcript at WMU. I understand that I should check with my study abroad advisor if I have questions about how foreign credit hours and grades are evaluated at WMU. Study abroad courses cannot be evaluated or processed without an official transcript from the sponsoring program/institution. It is my responsibility to request this transcript from the host institution and ensure that it is sent to the study abroad office. I understand that I will receive a grade at WMU for each course taken during a study abroad program unless I request the credit/no-credit option in writing or by completing the Credit Change Form online within the allotted time period.
15. If I do not return this statement in a timely manner to the study abroad office, I will not be registered at WMU for the semester(s) in which I intend to study abroad and will not be considered enrolled at WMU during this time. If I am a non-WMU student/participant who is studying abroad through a WMU-sponsored program and do not complete this form in a timely manner, I will not be allowed to participate in the program.

16. This agreement is to be construed under the laws of the State of Michigan, USA; and if any portion of this agreement is held invalid, the balance of this agreement shall, notwithstanding, continue in full legal force and effect.

17. I authorize the study abroad office to release information contained in my documents and university records related to study abroad to my parents(s)/legal guardians(s).

By accepting this document, I acknowledge that I have read this entire document, have had an opportunity to ask questions, understand its terms, agree to the terms stated, am giving up substantial legal rights I might otherwise have, and have signed it knowingly and voluntarily.

I certify that I am older than 18 years OR I have had my parent(s)/legal guardian(s) contact the WMU Study Abroad advisor.

Revised and approved by WMU general counsel on 4/22/2009