



VSCC TRAVEL STUDY ABROAD PROGRAM

Student Name:	
V#:	
Program (Country):	

AGREEMENT TO PROVIDE SERVICES

This agreement is between the above-named Student and the VSCC Study Abroad Program.

VSCC Agrees to:

1. Provide the Student with information regarding the program of his/her choice;
2. Assist the Student with preparation for the program by providing written materials and a pre-departure orientation;
3. Make rules and regulations concerning Student conduct that are designed to safeguard his/her health and well-being;
4. Provide a program director and/or faculty to administer the program abroad and oversee the Student's welfare at the foreign site;
5. Upon successful completion of the program by the Student, assign grades for academic courses, and affect the transfer of credits to the student's home institution if appropriate;
6. Exercise reasonable care in planning the itinerary and selecting the program facilities.

(NOTE: The program may not be able to duplicate standards of safety and accessibility found in the U.S.)

ASSUMPTION OF RISK AND CONDUCT AGREEMENT

In order to ensure the well-being of the entire group, VSCC has prepared information herein about conduct which all program participants are expected to respect. Students have a right to expect that all program participants will exhibit appropriate conduct in order to protect the personal safety and educational rights of everyone involved. VSCC has the right to expect good faith efforts by the students to see that they take seriously their responsibilities as members of a group. Knowledge of the information included below can prove most beneficial to students in utilizing and protecting their rights. It is important to add; however, that unfamiliarity with this information is no grounds for excusing infractions.

What follows constitutes an official record of general conduct guidelines and assumption of risks for VSCC study abroad participants. Program participants are expected to abide by these guidelines and program directors and faculty are expected to enforce them. Conduct guidelines are to be read broadly and are not designed to define prohibited conduct in exhaustive terms. Additional conduct guidelines may be added from time to time; announcements will be made upon adoption of the changes or additions. All terms of the "Agreement and Release" are incorporated herein.

Student Conduct Agreement and Assumption of Risk
THIS DOCUMENT MUST BE NOTARIZED.

By accepting a place in this program, the Student understands that being the age of legal majority, he/she must accept full responsibility for his/her own choices, decisions and behavior in the program setting and while traveling abroad. The Student understands and agrees that foreign travel presents risks to the student and his/her property. These can include, among others, unfamiliar of different terrain, climate, food and drink, customs, laws, social and sexual mores, safety practices and regulations, communications, criminal and law enforcement activities, disability access, traffic patterns, disease risks, and health care.

By initialing each item and signing below, the above-named Student, who is of sound mind and eighteen (18) years of age or older agrees to:

1. Inform himself/herself fully about the program, its activities and expected risks involved in participation.	
2. Recognize that participation in the program is voluntary and assume the inherent risks of travel abroad.	
3. Carry the VSCC student I.D. card at all times.	
4. Participate fully in the program by being punctual and attending the mandatory student orientation, all required academic classes, and excursions. Failure to participate fully in the academic program may result in the reduction of grade, the possibility of course failure and/or expulsion from the program.	
5. Carry a personal form of payment for use abroad to cover emergencies, including those of a medical nature. Reimburse the VSCC Program for any emergency expenses paid on his/her behalf during the program.	
6. Reimburse the VSCC Program for all unrecoverable cost made on his/her behalf if he/she withdraws from the program at any time.	
7. Be subject to the laws of the host country and accept responsibility for informing himself/herself with respect to those laws. VSCC provides no legal assistance in the event of arrest or other legal action in the host country.	
8. Conduct himself/herself in a manner which takes into consideration the comfort, well-being, and safety of the group. This includes learning and respecting the customs of the host country. Disrespectful behavior, which can reflect negatively on the group, is unacceptable and will not be tolerated.	
9. I am aware that it is both inappropriate and culturally insensitive to use this time to promote religious or political agendas; further, such behavior can cause offense and potentially place me (and program students) in harm's way. I understand that I cannot expect to change the society I am visiting and, as a representative of Vol State, I should not engage in such activities. I understand that, while the United States respects the right of freedom of expression, this is not a universal right and may not be protected by law in some countries. Consequently, I will demonstrate respect for the host culture even though I may not agree with all aspects of that culture, and I understand that behavior that is inconsistent with this statement may lead to revocation of my privilege to direct and/or teach in and accompany the study abroad program.	
10. Cooperate with all directives and precautions issued by the program administrator(s) and faculty members.	
11. Refrain from the misuse of alcohol. Consumption of alcoholic beverages is not permitted in VSCC facilities.	
12. Refrain from <u>any</u> use of controlled substances or drugs of any type.	
13. Agree that the possession of any weapon, whether open or concealed, is strictly prohibited throughout the duration of the program.	

14. Disclose any current or past medical condition (failure to disclose may result in removal from the program).	
15. Agree to not operate any vehicle, including cars, scooters, and bicycles, while in a VSCC program abroad.	
16. Agree that non-program visitors may not stay in program facilities with students.	
17. Agree to indemnify, hold harmless, release and discharge the VSCC, the Tennessee Board of Regents administrators, its Board of Regents and individual regents, its employees, agents and VSCC partners from any and all claims and expenses, including attorney's fees, for any injury, loss, or damage in any way related to or arising from the program abroad, including those related to travel to and from the program site, even if such injury, loss or damage is due to the negligence, whether ordinary or gross, of VSCC, VSCC, its employees, agents and partners.	
18. Agree that the released parties assume no responsibility for any liability, damage, or injury that may be caused by the student's negligence or willful acts committed prior to, during, or after participation in the program.	
<p>19. Agree that discrimination, harassment in any form, and sexual misconduct are prohibited as defined by VSCC policy and listed online at www.volstate.edu/policies. Behavior involving discrimination, harassment, or sexual misconduct should be reported to a VSCC representative immediately. VSCC strictly prohibits these offenses. Any allegation of sexual misconduct, harassment, or discrimination will be investigated and adjudicated according to VSCC policy addressed in the VSCC Student Handbook.</p> <p>Any incident of discrimination, harassment, or sexual misconduct may be directly reported to the</p> <p style="text-align: center;">VSCC Title IX/EEO Coordinator 1480 Nashville Pike Ramer Administration Building, Room 139 Gallatin, TN 37066 titleIXcoordinator@volstate.edu (615) 230-3592 Office</p> <p>The Title IX/EEO Coordinator will be available to receive incident reports 24 hours a day. Call 615-230-3595 during non-business hours to be connected with the Title IX/EEO Coordinator.</p> <p>Victims may alternatively report incidents to any supervisory employee of the College.</p>	
20. Agree that cheating, plagiarism, or doing work which will receive academic credit for another person are all forbidden as outlined in the Student Handbook, which may be viewed online at www.volstate.edu/students/handbook . Disciplinary action may be taken by the faculty member who teaches the course, the Director, and/or VSCC administration.	
21. Accept termination of participation in the program abroad should his/her conduct to be determined to be detrimental to the best interest of the program or VCSS. Termination is a decision left to the sole discretion of the program director, with the concurrence of the administration of VSCC. The Student is expected to bear the expense of transportation to return to the United States, will receive no refund of fees in the event of dismissal, and no academic credit will be granted.	
22. Accept termination of the program operation should VSCC deem it unsafe for students to remain in the host country due to political instability, potential or actual terrorist acts, war or any other circumstance. Termination of program	

operation is a decision left to the sole discretion of the program director and the administration of VSCC.	
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CONDUCT WHICH MAY RESULT IN EXPULSION

1. Use and /or possession of drugs or other illegal substances;
2. Abusive, drunk and disorderly, violent, or excessively noisy conduct at the program site or during program-related travel;
3. Sexual misconduct;
4. Harassment;
5. Possession of a weapon;
6. Cheating, plagiarism and /or violations of academic policies as defined herein;
7. Lack of sensitivity of respect for the rules of the host family or program accommodations;
8. Operating a vehicle, such as a car, scooter, or bicycle during the program;
9. Ignoring a curfew imposed by the Director;
10. Engaging in activities which impair or interfere with the VSCC mission;
11. An unwillingness to abide by other specific rules of the program as deemed necessary by the Director.

VSCC reserves the right to expel from the program any participant who is charged with or convicted of a crime while abroad. EXPULSION IS NOT LIMITED ONLY TO CRIMINAL CONVICTIONS OR CHARGES.

Once expelled from the program, administrators at the main campus of VSCC's Academic Affairs and Student Services will be notified and the Student will be required to separate from the group. In such cases, no access to program housing or participation in program activities will be permitted. Moreover, the Student will be responsible for arranging and paying for his/her return to the United States, academic credit will not be available, and any scholarship monies received from VSCC will have to be repaid.

The Student further understands any appeal related to program expulsion will only be possible after the student's return to the college campus. Any appeal must be filed within the guidelines and procedures stated in the VSCC handbook, which can be found online at www.volstate.edu/students/handbook. It is the Student's responsibility to be familiar with the policies outlined in the handbook.

HIGH-RISK BEHAVIORS

VSCC participants should be aware that high-risk activities of any kind are prohibited by VSCC. Activities that could be reasonably categorized as high-risk include, but are not limited to, skydiving, bungee-jumping, whitewater rafting, canyoning, canoeing, swimming in unknown waters, rock-climbing or rappelling, volcano excursions, helicopter rides, getting a tattoo and riding bicycles. When in doubt, students should ask their program director.

I have read, understand, and agree to comply with the above. I will keep a copy of the list of rules and expectations with me while traveling and refer to them as needed.

Student's Signature _____

Date _____

State of _____

County of _____

Before me, the undersigned authority, came the Grantor, and acknowledged that he/she voluntarily dated and signed this writing, or directed it to be signed and dated as above.

Done this _____ day of _____, 20 _____

NOTARY PUBLIC
My commission Expires:
