

## APPLICATION DUE DATES

	MULTI-COUNTRY	ARGENTINA <sup>1</sup>	BELGIUM	BRAZIL	CHILE	CHINA	COSTA RICA	CZECH REPUBLIC	DOMINICAN REPUBLIC	ENGLAND	FRANCE	INDIA	IRELAND	ITALY	JORDAN	MOROCCO	NORTHERN IRELAND	PANAMA	PERU	SOUTH KOREA	SPAIN
<b>WINTER</b>	N/A	N/A	N/A	N/A	N/A	N/A	11/01	N/A	N/A	10/01	N/A	N/A	10/01	N/A	N/A	N/A	10/01	N/A	N/A	N/A	10/01
<b>SPRING</b>	11/01	<sup>1</sup>	10/01	11/01	12/01	11/01	11/01 <sup>2</sup>	10/01	11/01	10/01	10/15	10/01	10/01	10/01	11/01	11/01	10/01	11/01	12/01 <sup>4</sup>	11/01	10/01 <sup>5</sup>
<b>FALL</b>	05/01	<sup>1</sup>	04/01	05/01	05/01	06/01	06/01 <sup>2</sup>	04/01	07/01	05/01 <sup>3</sup>	06/01	05/01	04/01	06/01	06/01	06/01	05/01	06/01	05/01 <sup>4</sup>	05/15	06/01
<b>YEAR</b>	N/A	<sup>1</sup>	04/01	N/A	12/01	N/A	06/01 <sup>2</sup>	04/01	07/01	05/01 <sup>3</sup>	06/01	N/A	04/01	06/01	N/A	06/01	05/01	06/01	12/01 <sup>4</sup>	N/A	06/01

<sup>1</sup> **Buenos Aires:** Spring/Year 6 & 7 due date is 10/01. Spring 1 & 8, Year 1 due date is 11/01. Spring/Year 2-5 due date is 12/01. Fall 6 & 7 due date is 04/01. Fall 2-5 & 8 due date is 05/01. Fall 1 due date is 06/01.  
**Córdoba:** Fall 1 due date is 04/01. Spring 1 due date is 11/01.

<sup>2</sup> **San José:** Spring 2A & 2B due date is 12/15.

<sup>3</sup> **Reading:** Fall & Year due date is 05/15. Spring due date is 10/01.

<sup>4</sup> **Cusco:** Spring due date is 12/01. Fall due date is 06/01.

<sup>5</sup> **Granada:** Spring 1 due date is 12/01.

**Madrid:** Spring 3 due date is 01/15.

**Salamanca:** Spring 1 due date is 01/15.

**Intensive Month programs:** Application due date is 6 weeks prior to the start date of the program.

## ISA APPLICATION SUPPLEMENT p. 1 / 3

### CODE OF CONDUCT

All students are required to adhere to the ISA Code of Conduct. A full description of the ISA Code of Conduct can be found on the ISA website at [studiesabroad.com](http://studiesabroad.com). Please read and familiarize yourself with the policies.

### REQUIRED DISCIPLINARY INFORMATION

1. Have you ever been found responsible for a disciplinary violation at an educational institution you have attended at the college or university level, whether related to academic misconduct or behavioral misconduct?

- Yes  
 No

2. Are you currently on probation, whether academic or disciplinary, at your home institution?

- Yes  
 No

3. Have you ever been charged or convicted of a misdemeanor, felony or other crime?

- Yes  
 No

If you answered yes to any of the above questions, please attach a separate sheet of paper that gives the approximate date of each incident and explains the circumstances.

You must mention if the violation(s) resulted in your probation, suspension, removal, dismissal or expulsion from the institution.

Your home institution will confirm the information above when they complete the Disciplinary Verification Form, which will be available in the student portal.

### RELEASE

In consideration of the benefits accruing to me from the International Studies Abroad® Program (ISA Program), I do hereby release and discharge International Studies Abroad and its agents, employees, and representatives from all suits, claims, or liability of any nature arising out of or related to my participation in the Program including, without limitation, claims for personal injury or property damage.

I authorize ISA to share details of my program with my parents/family, my home institution in the U.S., and my host institution. Furthermore, I authorize ISA to provide my home institution with a transcript of the coursework I complete as an ISA participant. It is my responsibility to contact my home institution regarding policies on program participation, including but not limited to transfer credit procedures and procedures related to financial aid, if I have not done so already. I understand that if I am rendered ineligible for a program after my initial acceptance, I am not entitled to any refund from ISA. I acknowledge that it is my responsibility to maintain the minimum eligibility requirements (including GPA) from the point of my acceptance until the commencement of my program.

Deviation from ISA program dates is not permissible during any ISA Summer program. Deviation from ISA program dates for Semester/Year programs are handled on a case by case basis and must be approved by your ISA Program Manager prior to acceptance.

I release all materials from my experience abroad to be used by ISA and its study abroad affiliates exclusively for promotional reasons. This includes, but is not limited to, photo, print, video, digital mediums and social media posts or pictures.

I understand that I can be removed or dismissed from the ISA program at any time, either prior to or after departure, for violating the ISA Code of Conduct and Guidelines as found on the ISA website.

### MEDICAL DISCLOSURE

While not required, it is advisable that health concerns, both mental and physical, be disclosed to ISA at the time of application or, better yet, during the advising process that takes place prior to application submittal. The disclosure of this information will not result in our denying admission to any student, but will allow ISA advisors to prepare and/or provide information relevant to his/her selected program in a timely manner. Disability services vary by country and by university, thus ISA cannot guarantee that all services offered at a participants' home university can be matched abroad. Efforts are made to provide special accommodations, within reason. However, differences in disability services can be significant from one country or city to another, and it is beneficial to all involved if students are fully advised of services prior to committing to a particular program. The differences in disabilities services within a particular city or host university will not be grounds for grade contestation or exceptions to our cancellation policies.

By signing below, I acknowledge that I have read, understand and agree to the information on this page and hereby agree to the ISA Code of Conduct, Release and Medical Disclosure sections.

FULL NAME (PRINT)

PARTICIPANT'S SIGNATURE

DATE

X

## FINAL FORMS AND PAYMENT DUE DATES

Upon acceptance, you will receive an email granting access to our student portal, where you will access forms that must be completed and returned along with full payment by the following due dates.

	MULTI-COUNTRY	ARGENTINA <sup>1</sup>	BELGIUM	BRAZIL	CHILE	CHINA	COSTA RICA	CZECH REPUBLIC	DOMINICAN REPUBLIC	ENGLAND	FRANCE	INDIA	IRELAND	ITALY	JORDAN	MOROCCO	NORTHERN IRELAND	PANAMA	PERU	SOUTH KOREA	SPAIN
<b>WINTER</b>	N/A	N/A	N/A	N/A	N/A	N/A	11/15	N/A	N/A	10/15	N/A	N/A	10/15	N/A	N/A	N/A	10/15	N/A	N/A	N/A	10/15
<b>SPRING</b>	11/15	<sup>1</sup>	10/15	11/15	12/15	11/15	11/15 <sup>2</sup>	10/15	11/15	10/15	11/01	10/15	10/15	10/15	11/15	11/15	10/15	11/15	12/15 <sup>4</sup>	11/15	10/15 <sup>5</sup>
<b>FALL</b>	05/15	<sup>1</sup>	04/15	05/15	05/15	06/15	06/15 <sup>2</sup>	04/15	07/15	05/15 <sup>3</sup>	06/15	05/15	04/15	06/15	06/15	06/15	05/15	06/15	05/15 <sup>4</sup>	06/01	06/15
<b>YEAR</b>	N/A	<sup>1</sup>	04/15	N/A	12/15	N/A	06/15 <sup>2</sup>	04/15	07/15	05/15 <sup>3</sup>	06/15	N/A	04/15	06/15	N/A	06/15	05/15	06/15	12/15 <sup>4</sup>	N/A	06/15

<sup>1</sup> **Buenos Aires:** Spring/Year 6 & 7 due date is 10/15. Spring 1 & 8, Year 1 due date is 11/15. Spring/Year 2-5 due date is 12/15. Fall 6 & 7 due date is 04/15. Fall 2-5 & 8 due date is 05/15. Fall 1 due date is 06/15. **Córdoba:** Fall 1 due date is 04/15. Spring 1 due date is 11/15.

<sup>2</sup> **San José:** Spring 2A & 2B due date is 12/30.

<sup>3</sup> **Reading:** Fall & Year due date is 06/01. Spring due date is 10/15.

<sup>4</sup> **Cusco:** Spring due date is 12/15. Fall due date is 06/15.

<sup>5</sup> **Granada:** Spring 1 due date is 12/15.  
**Madrid:** Spring 3 due date is 02/01.  
**Salamanca:** Spring 1 due date is 02/01.

**Intensive Month programs:** Final Forms and Payment due date is 4 weeks prior to the start date of the program.

## ISA APPLICATION SUPPLEMENT p. 2 / 3

### CANCELLATION POLICY

ISA accepts students on a rolling basis so applications should be submitted as soon as possible. Check the application due date for the program of your choice and submit your application accordingly. Due to high enrollment, ISA recommends submitting applications at least one to two months before the application due date. Students will be required to submit completed paperwork from the student portal and full payment by their program's final forms and payment due date. Students who have not paid in full by the final forms and payment due date are subject to a late fee of \$150. See above to find out when your final forms and payment are due.

#### Before you continue, please review the ISA Cancellation Policy:

This policy applies to all cancellations, regardless of the reason. **Your request to withdraw and receive a refund must be made in writing to ISA.** The deposit is non-refundable once your application has been submitted. If your application is denied due to eligibility requirements, your deposit will be fully refunded. Alternative payment arrangements (financial aid, payment plans, etc.) do not exempt you from this policy.

1. If you withdraw from the program **on or before the original payment due date**, you are liable for the \$200 application deposit.
2. If you withdraw **1-9 days after the original payment due date**, you are liable for \$750 plus costs incurred by ISA on your behalf.
3. If you withdraw **10-20 days after the original payment due date**, you are liable for \$1,250 plus costs incurred by ISA on your behalf. Summer program participants are liable for \$1,000 plus costs incurred by ISA on your behalf.
4. If you withdraw **21 or more days after the original payment due date but prior to the final deadline for withdrawal**, you are liable for \$1,750 plus costs incurred by ISA on your behalf. Summer program participants are liable for \$1,500 plus costs incurred by ISA on your behalf.
5. The **final deadline** to withdraw from any ISA program is **14 days prior to the start date of the program**. If you withdraw after this deadline, regardless of the reason for withdrawal, you are not eligible for any refund from ISA.

Signing and returning all documents in your acceptance package is your responsibility. **If you fail to return the documents after repeated notification (email or call), you will be deemed withdrawn and will not be eligible for any refund.**

If you change or defer to another ISA program after the payment due date but prior to the final deadline to withdraw, ISA will assess a \$500 change fee plus costs incurred. Program changes are not permitted 1-14 days prior to the start of the program.

Prior to your official acceptance, please refrain from booking flights for your program. ISA reserves the right to adjust program dates to accommodate host university calendar changes, and is not responsible for airline fare or ticket change fees incurred by program participants.

Prices and dates are subject to change without notice.

### STUDENT VISA AND PASSPORT INFORMATION

All ISA participants must have a valid passport, and securing a passport is the responsibility of the participant. Be aware that you must have a passport valid for at least six months after your program's end date in order to apply for a visa. More information regarding passport procedures can be found at [travel.state.gov/passport](http://travel.state.gov/passport).

ISA program countries vary greatly in their visa requirements for students. While some participants may be required to obtain a student visa, others may be able to stay in the host country for the duration of their program as a tourist. The application process for a student visa also varies by country. Depending on the foreign consulate, applicants may have to apply for the visa in person, via an online application, or by mailing in all application materials. ISA will include country-specific student visa information in the student portal (when applicable). You can also find contact information in the Embassies and Consulates section of the ISA website at [www.studiesabroad.com](http://www.studiesabroad.com). If you are not a U.S. citizen, contact your nearest consulate immediately to check on regulations as they may differ from those for U.S. citizens. Applying for a student visa is a lengthy process, so allow enough time for processing your visa application. You should apply for your visa 45-120 days prior to departure, depending on the host country. Most foreign consulates are located in big cities, and in many instances travel is required to obtain visas from the consular office in person in your area of residence. Processing and visa fees vary, and most are non-refundable.

Rules and regulations for student visas are constantly changing. Each consulate in the U.S. functions independently and makes its own rules, deadlines and policies. You should contact your consulate to request a student visa application, list of requirements and to verify the application process and timetable. In most cases your passport will physically remain at the consulate until your student visa is approved; therefore, if you have NOT applied for a passport, please apply early to avoid problems. If your consulate requires that you appear in person, be sure to verify that they will be open and accepting applications before you make specific travel plans; certain consulates only accept a specific number of applications per day. Some consulates also require that you set up an appointment far in advance.

ISA has no power to intervene on behalf of participants who do not obtain a visa or who are denied a visa. If a participant is unable to secure a visa and therefore not participate on his/her ISA program, he/she may have the opportunity to defer to another ISA program at a later date or to another ISA program that does not require a visa. Participants who are unable to secure a student visa will not be subject to any special refund; the standard ISA Cancellation Policy will apply.

By signing below, I acknowledge that I have read and understand the ISA Final Forms and Payment Due Dates, Cancellation Policy, and Student Visa and Passport Information sections.

FULL NAME (PRINT)

PARTICIPANT'S SIGNATURE

DATE

X

## CREDIT VERIFICATION

*To be completed by a study abroad advisor. If your home university/college does not have a study abroad office, then an admissions / academic advisor, or the equivalent, may complete this section.*

**Check one of these three boxes:**

- Credits earned by the applicant **ARE** transferable to the home university.
- Credits earned by the applicant will be evaluated upon successful completion of the program and after review of the host university transcript.
- Credits earned by the applicant **ARE NOT** transferable to the home university.

TITLE	PHONE NUMBER	E-MAIL ADDRESS
STUDY ABROAD OFFICE/ADMISSIONS/ACADEMIC ADVISOR'S NAME - PLEASE PRINT		STUDY ABROAD OFFICE/ADMISSIONS/ACADEMIC ADVISOR'S SIGNATURE <b>X</b>

**THIS COMPLETED FORM MAY BE FAXED TO ISA AT: 512.480.8866**

## ACADEMIC CREDIT TRANSFER

As an ISA participant, you are responsible for speaking with the appropriate academic advisors at your home institution to determine how credits earned abroad will be transferred back to your home institution. Every academic institution has different guidelines and policies, so it is imperative that you speak with your home institution prior to departure to find out about the transfer of credit. Please note that the transfer of credit will be decided upon entirely by your home institution and not by ISA.

When speaking with your home institution, you should inquire about how the courses you take abroad will transfer, rules regarding the transfer of actual grades (vs. credit only), fulfilling major/minor requirements, etc., so there are no surprises upon your return. ISA can not guarantee course placement and availability. Participants who are unable to secure their desired courses or have difficulty transferring academic credit will not be subject to any special refund; the standard ISA Cancellation Policy will apply. Please note: It is the participant's responsibility to maintain the program's GPA requirement after being accepted. ISA is not responsible for the action of the host university if the student falls below the requirement.

## FOREIGN LANGUAGE PLACEMENT EXAMS *(where applicable)*

Please note that the majority of ISA language-acquisition programs require participants to take a foreign language placement exam upon arrival to the program site. If the program for which you are applying requires a placement exam, your performance on this exam may determine the classes for which you are eligible. ISA cannot guarantee that you will place into the appropriate language level in order to fulfill academic credit requirements nor can ISA manipulate the results of your placement exam in any way. Participants who do not place into the appropriate level for academic credit transfer will not be eligible for any special refund; the standard ISA Cancellation Policy will apply.

By signing below, I acknowledge that I have read and understand the above Academic Credit Transfer and Foreign Language Placement Exams sections.

PROGRAM CITY (EXAMPLE: SALAMANCA)	
FULL NAME (PRINT)	SOCIAL SECURITY NUMBER OR STUDENT I.D. NUMBER
PARTICIPANT'S SIGNATURE <b>X</b>	DATE

### IMPORTANT

Upon acceptance into an ISA program, students will be sent a temporary password via email to access the ISA student portal. All post-acceptance paperwork will be accessible to students through the online ISA student portal. Students are then required to submit all necessary documents back to ISA through the portal.

**PLEASE CONTACT ISA WITH ANY QUESTIONS AT 512.480.8522 / ISA@STUDIESABROAD.COM**

## TO BE COMPLETED IF APPLICANT IS UNDER 18 YEARS OF AGE

### PARENT/GUARDIAN SIGNATURE

By signing below I certify that I have carefully read and understand this application in its entirety and agree to the information presented. I give my permission for the applicant to participate on this ISA program.

PARENT/GUARDIAN NAME (PRINT)	REQUIRED - PARENT/GUARDIAN SIGNATURE <b>X</b>	REQUIRED - RELATIONSHIP TO APPLICANT	DATE
NOTARY NAME (PRINT)	REQUIRED - NOTARY SIGNATURE <b>X</b>	DATE	