



CHAPMAN UNIVERSITY

Center for Global Education

International Travel Course Enrollment Authorization and Financial Obligation Agreement

Faculty:

Course Number, Section:

Course Title:

Program Dates:

Read each Condition below thoroughly.

1. By signing this Agreement, I authorize Chapman University to enroll/register me in **[Course Number and Title]** which has a total cost range of **\$X,XXX - \$X,XXX** and may incur expenses such as lodging, some meals, etc., not to exceed **\$X,XXX**, and to make payments on my behalf for those expenditures.

2. I understand that I must make a **\$500 deposit** through Student Business Services before **DEADLINE DATE AND TIME**. I further understand that until my deposit receipt, this completed Enrollment Agreement, and all online, pre-decision Travel Course application items, including proof of passport or passport renewal, are received by the Center for Global Education before **DEADLINE DATE AND TIME**, I will not be enrolled in this course, and my position in this course has not been secured.

3a. I understand that by submitting this signed Agreement, proof of my deposit, and all online, pre-decision Travel Course application requirements, including proof of passport or passport renewal, I will be enrolled in the above referenced course. My deposit **will not be refundable** unless one of the following occurs:

- i. I fail to receive preliminary clearance from the Dean of Students office
- ii. The course is canceled

3b. I further understand that my deposit will not be refunded for any other reason; including, but not limited to, injury or illness.

4. In addition to losing my deposit, I will also be responsible for the **TOTAL COST OF THE COURSE and ALL OTHER EXPENSES incurred on my behalf** if any of the following occur:

- i. **I withdraw from the course any time after enrollment;**
or
- ii. **I become unable to participate due to injury or illness at any time after enrollment;**
or
- iii. **I become ineligible to participate after the preliminary clearance has been provided by the Dean of Students office**

5a. Given these consequences of nonrefundable deposit and requirements to pay the full Travel Course expenses as indicated in number 4 above, the University strongly recommends students consider the purchase of trip cancellation insurance, for which they may be eligible.

5b. **I understand that I may have an option to purchase trip cancellation insurance. Quotes may be obtained at [InsureMyTrip](#). Coverage is limited to trips having a maximum trip length of 45 days and a maximum expense of \$10,000. This insurance is a personal choice and not required for a Chapman University Travel Course.**

6. Tuition fees are separate from the Travel Course fees listed in Condition one. Prior to departure, **the Office of Student Business Services may bill me for tuition for these credits**. Rules and regulations governing Travel Course tuition fees, as well as Travel Course Tuition Waivers, can be found at Chapman.edu/CGE.

7. I understand that the University will only accept a credit card payment for the initial deposit indicated in number 2 above, and all other charges will be billed to my student account and will not be eligible for payment by credit card.

Final Payment to the University Cashier is due before **DEADLINE DATE AND TIME**.

8. I understand that my student conduct and Office of Student Business Service records will be reviewed up to the time of departure, and my participation is dependent upon receiving clearance from both offices. If the clearance is revoked by the Dean of Students' office based on any incident that occurs after **DATE**, I will still be financially responsible for the total cost of the Travel Course and all other expenses incurred on my behalf.

9. I understand that I am enrolling in this class for a grade. If I wish to audit, I am responsible for obtaining the approval of the Faculty, Travel Course & International Internship Manager, and the Registrar's Office.

10. If receiving credit, I understand that the Center for Global Education will enroll me in this Travel Course through the Office of the University Registrar. When the Travel Course occurs during Interterm or Spring Break, I will receive my grade at the end of May. If the Travel Course occurs during the Summer Session, I will receive my grade at the end of August in compliance with Summer Session 4 term guidelines.

11. I understand that the cost of Tuition credit is not included in the Travel Course program fees. If I wish to be considered for a one-time Tuition Waiver, I will complete and submit a Tuition Waiver form to the Student Business Services Office so that they may determine my eligibility status.

12. I understand that round trip airfare may NOT be included in the cost of the Travel Course program and that itinerary details are subject to change at any point.

13. I understand that if I am required to be sent home from the trip due to violations of the Conduct Code or any other unforeseen occurrence such as Illness, or Natural Disaster, I will be responsible for any additional costs for my care or return home.

14. I understand that the University shall not be liable for and shall have the option to terminate or suspend this Agreement due to any delay or failure of performance of this Agreement that is caused by a "Force Majeure Event," which is an event that is beyond the reasonable control of the University. A Force Majeure Event includes, but is not limited to: acts of God, natural disasters, strikes, disturbances of the peace, riots, war, insurrection, acts of terrorism, governmental action, government restrictions or shutdowns, government issued states of emergency, quarantine restrictions, epidemics and pandemics, or other emergencies, including planned or unplanned closures of the international campus for public health, welfare, or safety purposes, which make it inadvisable, excusable, or impossible to perform this Agreement. If a Force Majeure Event occurs, the University will make reasonable efforts to refund recoverable and uncommitted Travel Course fees to the student.

Applicants will receive this Agreement with instructions to digitally complete after they open an application and receive faculty authorization.