

Malaysia: Borneo Studies

Dec. 20, 2007 – Jan. 12, 2008

Application deadline: Nov. 1, 2007

Registration instructions – Please read all of the following information carefully

1. Read and complete the following registration forms.
2. If you will apply for additional need-based financial aid, you must have part II of the registration completed by your financial aid counselor.
3. Return completed forms to:
The Office of International Education
916 W. Franklin St., Room 203
P.O. Box 843043
Richmond, VA 23284-3043
4. The Education Abroad office will register you for the program course.

Registration checklist

- Completed registration form
- Signed agreement and release
- Signed program sheet
- 500 word essay
- International student identification card application
- \$50 registration fee
- One 1x1 passport-sized photo (name printed on the back)

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Program sheet

Program cost

Students are responsible for paying:

- Airfare from Richmond to Miri, Malaysia
- VCU tuition and fees
- Meals (estimated at \$300)
- Passport application fee and visa fees
- Application fee (\$50)
- Deposit (\$150)
- Personal expenses during the program

Please budget for these expenses.

Tuition: Winter intersession tuition is charged separately and additionally at standard VCU rates. Estimated costs, based on current tuition **per credit**, are as follows: undergraduate in-state, \$250 (per 3 credit class: \$750); undergraduate out-of-state, \$773 (per 3 credit class: \$2,319).

Payment of fees: The nonrefundable registration fee of \$50 is due upon registration. A nonrefundable deposit of \$150 is due by November 1. Students who register after November 1 must pay the deposit and registration fee together upon registration. The balance of the tuition costs will be billed separately through VCU Student Accounting with your winter term charges.

Checks should be made payable to “VCU Borneo Studies 2007.” Visa, MasterCard and Discover are accepted. Financial aid will apply to the program and tuition costs prior to student billing. Please consult with the Office of International Education with regard to financial aid application and processing. Advance payment arrangements may be made through VCU Education Abroad.

Signature:

I have read and agree to the above cost and payment information, as well as the conditions of participation and the refund policy.

Signature

Date

Name (please print)

Virginia Commonwealth University

Malaysia: Borneo Studies Study Abroad Registration

Part I: To be completed by all participants:

Name (as it appears on your passport): _____ Student number: _____ Date of birth: ____/____/____
 First M.I. Last

Current address: (Good until / /) _____
 Street
 City State ZIP

Telephone number: _____ E-mail: _____

Permanent address: _____
 Street
 City State ZIP

Gender: ___ male ___ female Year: ___ Fres. ___ Soph. ___ Jr. ___ Sr. ___ Grad ___ N/A

I understand that my phone number and e-mail address may be released to fellow participants in the group: ___ yes ___ no (please contact us)

Citizenship: ___ U.S. ___ Other (please specify): _____ Are you seeking a degree at VCU? ___ yes ___ no

Are you seeking a degree from another institution? ___ yes ___ no Major _____
 (Please note: all programs sponsored by VCU will offer VCU credit. It is the responsibility of the non-VCU student to ensure that the credit offered will transfer to the student's home degree.)

Emergency contact information:

Person(s) to contact in the event of an emergency: _____ Relationship: _____

Address: _____
 Street City State ZIP

Phone number: _____ E-mail: _____

Pre-existing health conditions: _____

Prescription medications: _____ Allergies: _____

Part II: To be completed by VCU students only:

Do you intend to apply for financial aid? ___ yes ___ no **If yes, have the following completed by the designated financial aid officer:**

Please indicate eligibility:	\$ _____	Direct Student Loan	\$ _____	Alternative Loan
	\$ _____	Unsubsidized Student Loan		
	\$ _____	Pell Grant		
	\$ _____	Commonwealth Award		
	\$ _____	Other		
	\$ _____	Total		

Signature, VCU Office of Financial Aid _____ Date _____

For Office Use Only: GPA _____ Database _____ Program: _____ Program Fee: _____ Fiscal Manager _____
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Study Abroad is a serious financial commitment.

Please read all of the following information carefully.

Part III: To be completed by all participants

Refund policy: I understand that, because of the nature of winterintersession study abroad programs, financial commitments must be made during the fall semester in order to support my participation in the program. **In the event that I am not able to participate in the program for which I have registered, I understand that I must submit written notification of my withdrawal to VCU Education Abroad prior to December 1.** I understand that dropping courses, canceling financial aid or nonpayment of program deposit does not constitute withdrawal from the program. I also understand that exceptions will not be made in the event I receive a financial aid package that does not cover the cost of my program fees.

I understand the following definition of fees:

Administrative fees: \$50 assessed of all applicants used to defray the costs of registration processing and procedures, due at the time of registration. \$150 for administrative costs associated with office and program operations. Both fees are included in the program fee and are nonrefundable.

Program deposit: I understand that, upon acceptance to the program, I will be expected to pay a \$200 deposit toward my program fee. I understand that this deposit will be applied to the program fee and, once it is received, is nonrefundable.

VCU tuition and technology fees: The cost of tuition plus the technology fee will be billed as a separate line item on the VCU invoice on the spring term student bill. These fees are refundable according to the university policy for refund of tuition and fees.

Program fee: This fee is assessed to provide the benefits outlined in the individual program sheet for the program to which I have registered. This fee may include, but is not limited to, the following costs: airfare, ground transportation, housing, food, activities, administrative charges, program director's expenses and the International Student Identification Card. The program fee is refundable according to the following policy:

Refund policy for VCU winter intersession programs

Prior to December 1: I am eligible for a refund of the portion of the program fee that has not already been expended in payment of costs outlined on the individual program sheet in support of my participation. I understand that, as the fall progresses, the charges may reflect an increasing amount, depending on what payments have been made on my behalf. After **December 1**, I understand that the entire program fee may be due. I understand that the refund amount cannot be determined until I formally submit written withdrawal from the program.

After December 1: I will be responsible to pay the entire program fee.

In the event of an unexpected medical emergency that occurs after December 1, I understand that I must provide a physician's certification that my condition prohibits participation. In this case, refunds will be limited to recoverable expenses.

Conditions of participation

Payment deadlines: I understand that my entire program fee must be remitted to the VCU Student Accounting Office by the payment deadline on the student invoice with the understanding that available financial aid will be

applied to my student account prior to billing. Further, if my financial aid funds will not cover the full amount of the program fee, I will remit the difference to the Student Accounting Office by the payment deadline.

Program participation: I agree to participate in all parts of the study abroad program (instructional, cultural and social) organized by the program director, as established in the program information. I understand that I must be enrolled in the required course work, and that any deviation from the normal course schedule and/or program design must be approved in advance in writing by the program director.

Host institution regulations: I agree to abide by all rules and regulations regarding campus life including absences from campus, as established by the host institution, and by all laws, rules and regulations pertaining to my student status.

Expulsion policy: I agree that, upon the decision of the program leader, my participation in the program may be terminated if I engage in action endangering myself or others, or jeopardizing the success of the program, or if I do not abide by the rules and regulations set forth by the program director or hosting institution. I further agree that if expelled from the program, I will be responsible for all expenses incurred up to the time of expulsion and for all expenses incurred in returning to my point of origin. In the event of such expulsion, I understand that no refund of program fees will be given.

Health and medical insurance: I certify that I am free of medical conditions that would endanger my life, health or well-being while traveling or living abroad, or that would impede my ability to participate fully in all aspects of the program. I also certify that I have accident and illness insurance for provision of emergency medical care as recommended by medical authorities in case of accident or illness during the program.

Consular information sheets and travel warnings: I certify that I have read and discussed with my parents and/or legal guardians all consular information sheets and travel warnings provided to me by the program director and/or VCU Education Abroad. I understand that it is my exclusive responsibility to keep informed of any changes in travel warnings issued by the Department of State and to decide accordingly on my participation in the study abroad program.

Agreement and Release

By signing this application, I agree that I have read and understand the program costs, the above refund policy and conditions of participation. Should I choose to withdraw from the program, I understand that I must notify VCU Education Abroad in writing at the time of my withdrawal. I understand that dropping courses, cancellation of financial aid and nonpayment of deposits does not constitute withdrawal from the program. I understand that program fees will not be refunded after December 1.

In consideration of permission granted by the Board of Visitors of VCU, I for myself, my executors, administrators and successors hereby release and hold harmless VCU, its visitors, officers and employees, and agents from any and all claims and causes for action including, but not limited to, destruction of property, and personal injury, including but not limited to death, which may be sustained by me, arising out of controlled travel or activity related directly or indirectly to the program.

I understand that pursuant to Sec. 2.2.-732 et.sec., of the Code of Virginia and in accordance with rules and regulations promulgated by the state comptroller and the attorney general of the commonwealth of Virginia, VCU will charge interest costs and fees on all accounts past due.

Signature

Date

Registrations received without the \$50 administration fee will not be processed.

Virginia Commonwealth University
Study Abroad Registration
Statement of Intent

Name _____

Student number _____

Please write no more than 500 words on why you would like to participate in this VCU Study Abroad Program.

Signature

International Student Identity Card (ISIC) Application

The ISIC is required of all VCU Study Abroad participants. You must submit a passport sized photograph with your registration forms in order to receive the card.

Personal information (please type or print clearly):

First name

Last name

Address

City, State, ZIP

Telephone

Birthdate (ex. Jan. 3, 1978)

Signature

I hereby certify that this information is true and I understand that any false statements on my part may result in forfeiture of the benefits associated with this card.

Signature of cardholder

Date

Office Use Only: ISIC#	Date Issued:
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