CHECKLIST For FREN-315
MAYMESTER IN TOURS, FRANCE
May 15–June 12, 2017
THE STUDENT RETAINS THIS CHECKLIST FOR HIS OR HER RECORDS

Part I: the essential elements of your application

_____ Completed & signed application (filled out, and signed in ink)

_____ Travel Release (filled out, and signed in ink)
Informed Consent (Know Before You Go) (filled out, and signed in ink)
Medical Treatment Authorization (filled out, and signed in ink)
Commitment Fee and Withdrawal acknowledgement

_____ Official or Unofficial Transcript (STARs Report)

_____ A 100-150 word, typewritten essay explaining your reasons for wanting to study abroad.

Part II: upon acceptance into the program

REGISTRATION: As soon as you are accepted, you will be notified by e-mail and given D-clearance for the course. You should register right away. You will have until the last day of the add/drop period for Spring semester 2017 (January 27) to drop the course. After that date, your fee bill will be charged a commitment deposit of $400.- (four hundred dollars). This commitment deposit is non-refundable.

Part III: the essential elements during Spring semester

_____ Orientation meetings. Attend orientation meetings in January, February, and March.

_____ PASSPORT: The easiest way to obtain your passport is to pick up the form from your local post office and mail it in. If it is too late for you to do this, take your official birth certificate or expired passport to the Federal Building, 11000 Wilshire Blvd. in Westwood (your driver's license or other I.D. will NOT do). You will also need three passport pictures and your checkbook. There is a booth for passport pictures in the Federal Building (take lots of change). Expect to wait in long lines. The passport will take a minimum of ten days to two weeks to get to you.

_____ ITINERARY: Please provide flight information to Atiyeh Showrai Showrai@usc.edu with a copy to Patrick Irish (irish@usc.edu).

_____ SOS and medical insurance cards: Please do not forget to bring these with you.

_____ BE SURE TO COMPLETE AND HAND IN HOUSING AND ITINERARY FORMS: Do not leave any blanks.
FREN-315 : MAYMESTER IN TOURS
APPLICATION FOR ADMISSION

(Please type or print using black ink only)

I. STUDENT IDENTIFICATION

Name_________________________________________ Date_____________________

USC ID Number_______________________ Birth date ___________________________

Sex_______ Citizenship_____________________________________________________

Visa Status (if non-US citizen)______________________________________________

Local (USC) address________________________________________________________

Phone________________________ E-mail__________________________@usc.edu (REQUIRED)

Permanent Address________________________________________________________

Phone________________________ E-mail________________________________________

Passport: Country and #__________________________ (REQUIRED)

II. ACADEMIC INFORMATION

Academic Major_____________________ Year in School__________ GPA___________

Student’s Current Courses College & High School Foreign Language Courses

________________________________________________________

________________________________________________________

________________________________________________________

Date of first enrollment at USC___________________________________________

Do you currently receive financial aid? Yes______ No______

Type of financial aid received_____________________________________________

What profession are you considering?_______________________________________

Name of the faculty member familiar with your academic work whom we could contact for a letter of recommendation:
I. BACKGROUND INFORMATION

List any campus or community activities


Previous overseas travel


Work experience


How did you learn about Fren-315 (the Maymester in Tours, France)?


II. PARENTAL INFORMATION

Father          Mother

Name in full

Home Address

Home Telephone

Business Address

Business Telephone

Occupation

Email Address

If married, Spouse’s Name and Address: 


Spouse’s Contact Information: (cell phone) (email address)
III. ADDITIONAL APPLICANT INFORMATION

The signed and dated Travel Release form, the signed and dated Informed Consent form, the signed and dated Medical Treatment Authorization form, and the signed and dated Commitment Fee and Withdrawal Acknowledgement form are to be submitted with this completed and signed Program Application. The release and authorization forms are an essential part of this application: please read them carefully; sign and submit the original forms together with this application (after having first made copies of all these documents for yourself).

I certify that all information on this application is true to the best of my knowledge. By signing this form I give the Department of French and Italian the right to access my student records and transcripts. By signing this form I also permit the University to charge my USC Account for the Program’s non-refundable Commitment Deposit of $400.00 after January 27, 2017. By signing this form I understand that this charge is NON-REFUNDABLE and payable by me, even in the event that expected financial assistance, i.e., tuition scholarships, or other funding, is unavailable.

I understand that if accepted into an overseas program I will be a representative of the University of Southern California and be subject to its rules and regulations as outlined in the USC Scampus, as well as the rules and regulations of the host institution abroad.

The University of Southern California reserves the right to cancel any program in the case of an emergency beyond its control or to cancel programs or substitute classes due to low enrollments or unavailability of faculty.

<table>
<thead>
<tr>
<th>Signature of Applicant</th>
<th>Date Submitted</th>
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Return completed application and supporting materials to:

Atiyeh Showrai or Patrick Irish
Department of French & Italian
Taper Hall 155
University of Southern California
Los Angeles, CA 90089-0359
Telephone: (213) 740-3700
E-mail: Showrai@usc.edu
Department of French & Italian  
Fren-315 (Maymester in Tours, France)  
Commitment Fee and Withdrawal Acknowledgement

I, ________________________________ acknowledge that I have read and understand the withdrawal and refund policy of my department special session program: Fren-315 Maymester in Tours, France. I understand that if I withdraw from this program, the stricter of the applicable withdrawal refund policies (e.g., the policy with the greatest penalty) will apply.

I also agree to a charge to my USC student account in the amount of $400 after January 27, 2017. I understand that this commitment fee will not be refunded upon my withdrawal from the program, unless such withdrawal is completed in accordance with University policy on or before January 27, 2017.

__________________________________________          Date
Signature                                          

__________________________________________          Date
Signature of legal guardian if student is under 18 years of age
### AFFILIATE INSTITUTE REFUND POLICY

**Accommodation fees:**
546 Euros will be charged to the student’s fee bill after March 1st, 2017.
If a booking has been made and a student cancels after April 30, 2017 or does not arrive or departs early, a cancellation fee in the amount of 182 euros will be assessed upon the student and the student will be refunded the difference (364 euros). Please note that the College reserves the right to retain the full accommodation fee after April 30, 2017 and no refunds may not be made.

### DEPARTMENT SPECIAL SESSION REFUND POLICY

Cancellation policy and fees
- A non-refundable Commitment fee of $400 will be charged after January 27, 2017.

### USC WITHDRAWAL/REFUND POLICY

Cancellation policy and fees
- Tuition and fees are refundable only by processing a cancellation of enrollment or change of program application through the Office of Academic Records and Registrar. Informing the student’s academic department or instructor does not constitute withdrawal from the course.
- All withdrawals must be processed through the Office of Academic Records and Registrar. Student will be held financially liable for all classes that appear on the face of the Registration Confirmation.
- All withdrawals must be requested and processed by the end of the third week of classes in the Spring semester (January 27, 2017) to be eligible for refund. Student will receive 100% refund of tuition and fees for all withdrawals completed in accordance with University policy by the end of the third week of classes (January 27, 2017). Student will receive no refund of tuition or fees for withdrawals after this date.
Know Before You Go
Recommendations for a Healthy Study Abroad Experience

Studying abroad may be a stressful event and we would like to assist you in better preparing you for your experience. It is important to note that studying away from home can be risky for those with medical or psychological health conditions that are not managed properly before departure. Therefore, students should take into consideration any special medical, physical, or psychological needs that may impact their participation in the program prior to departure. Please keep in mind that study abroad sites may not be able to accommodate all reported individual needs or circumstances.

Pre-departure Checkups:
You are strongly encouraged to schedule a medical exam at the Engemann Student Health Center (http://engemannshc.usc.edu/) or with your family physician prior to departure.

A thorough dental exam is also strongly recommended.

For information on necessary or suggested vaccination for travel abroad, consult your family physician or the Engemann Student Health Center (http://engemannshc.usc.edu/)

Students Using Medications:
If you use medication/s, including asthma inhalers, on a regular basis you should take a supply to last throughout your stay and carry a letter from your physician explaining the medical necessity and treatment. Any medications taken overseas should be left in their original containers and be clearly labeled.

Prescription medication for legitimate health conditions may be scrutinized by foreign officials when going through Customs. In some countries drugs that are legal and readily available in the United States will be considered illegal, require a prescription, or a host country authorization to be allowed in the country.

If you are being treated for a psychological health condition work closely with your physician or mental health professional to understand possible triggers and how to reach out for help. It is in your best interest, if you are taking psychotropic medications, to be stable in your medication before starting your overseas experience. Discuss proper medication management with your doctor or mental health professional prior to your departure.

Mailing medication abroad: Most countries have very strict regulations on having medications shipped abroad. Students regularly find that refills of regularly taken medications in the U.S. get stopped by the host country’s Customs. Decisions on what medications may be mailed legally into some foreign countries are made by the host
country government, not the U.S. Post Office. Students should call the host country government office in the U.S.

**Students with Different Abilities**
Passage of legislation such as the Individuals with Disabilities Education Act and the American with Disabilities Act has spurred schools in the U.S. to accommodate students with varying abilities. It is important to know that other countries are not bound by U.S. legislation, and physical facilities and academic resources vary significantly from one overseas site to another. If you are currently receiving disability-related accommodations at USC or anticipate needing them at your program site, please contact Disability Services and Programs (DSP) located in the Student Union 301 or call (213) 740-0776, to discuss appropriate responses to your needs.
Informed Consent for Study Abroad Programs

Students are expected to consider their physical and mental health and any special needs when deciding whether or not to study abroad and when choosing a program. Studying abroad involves challenges related to differences in facilities and physical conditions, cultural norms and expectations, and types of stress. Students studying abroad are also separated by distance from their familiar support networks and healthcare providers. All students—especially those with different physical or learning abilities, those with medical conditions, and those with psychological issues—are strongly encouraged to consider all potential challenges and consider whether studying abroad at the selected location is appropriate for them. Student may then take necessary steps to have a healthy experience abroad.

Examples of psychological issues that can be exacerbated or triggered while studying abroad include depression, anxiety, body image and eating disorders, panic attacks, and addictive behaviors. Examples of challenges for students with physical and learning disabilities include lack of wheelchair access, pedestrian-unfriendly infrastructures, and little or no accommodation for alternate testing situations.

Students are strongly encouraged to take the following measures to help increase the likelihood of a healthy and successful study abroad experience:
- Get a thorough medical exam and explain to the physician the location and nature of the study abroad program.
- Get any immunizations or take any medications (e.g. anti-malarial) necessary or suggested for the study abroad location and locations in which you plan to travel extensively.
- Bring a sufficient supply of needed medications, including asthma inhalers, along with prescriptions. Don't respond to the stresses of adjusting to a new culture by taking more than the prescribed doses of your medication, discontinuing medication without advice from a doctor, or taking medication prescribed to another student.
- In the case of a history of any psychological issues, consult with a physician or mental health professional and explain to the practitioner the location and nature of the study abroad program.
- In the case of disabilities (e.g. learning disabilities, physical disabilities), consult with Disability Services and Programs (DSP), Student Union 301, 213-740-0776.

Student acknowledges that she/he has read this informed consent and the attached “Know Before You Go” document and that she/he understands their meaning and effect.

Date: ___________________________  Student: _____________________________

Date: ___________________________  Parents or Legal Guardian: ___________________________
(If Student is under 18)

Date: ___________________________  USC: _____________________________
The parties to this Release are ______________________________ (Student),
______________________________ (Student's parents or legal guardian, if student is under 18)
(both referred to hereafter jointly and severally as "Student"), and the University of Southern
California (hereafter "USC").

The Student, with the consent of the Student's parents or legal guardian if necessary, has
chosen to participate in the USC ______________________________ (hereafter "Program"),
during the ______________________________ semester.

All students are considered adults and are expected to take responsibility for their actions
while taking part in the Program. As adults, any activities that Student takes part in, whether as a
part of a Program or separate from the Program, will be considered to have been done with their
approval and understanding of any and all risks involved. Any students under 18 and/or
considered dependents of their parents or guardians are responsible for
giving all background or
other relevant information about the Program to their parents or guardians.

Although USC may offer information to Student on aspects of foreign travel and
particular destinations, Student agrees that he/she is responsible for determining the potential
dangers of particular destinations, and the Student acknowledges that USC is under no duty to
warn the Student of any particular danger or potential injury. Before deciding whether to visit a
site under a travel warning, USC recommends that Student check with the U.S. Department of
State website (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) and the U.S. Centers for
Disease Control website (http://www.cdc.gov/travel/) and read carefully the current travel
warning/advisory, public announcements, and consular information sheet for the site in which
Student seeks to study. Notwithstanding the foregoing, USC recommends that Student elects
not to study in a site under a travel warning. Student acknowledges that Student has been made
aware of the risks of foreign travel and more specifically, the risks of travel to the subject
destination, and further acknowledges reading and understanding any applicable U.S.
Department of State travel warnings. Student is participating in the Program with full
knowledge of the risks inherent in such participation, including possible physical injury or other
loss or damage and agrees to accept and assume any and all risks associated with participation in
the Program. In consideration of USC's accepting Student into the Program, Student, her/his
heirs, executors, administrators, employers, agents, representatives, insurers and attorneys,
hereby releases and discharges USC, its officers, trustees, facility, employees, agents and
representatives (hereafter "released parties") from any and all claims which may arise from any
cause whatsoever, regardless of the source. The Student further releases and discharges the
released parties from responsibility for any accident, illness, negligence, passive or active, or
injury or any other consequences arising or resulting directly or indirectly from Student's
participation in the Program.
The Student also acknowledges that the USC assumes no responsibility in whole or in part, for any delays, delayed or changed departure or arrival times, fare changes, dishonors of hotel, airline or vehicle rental reservations, missed carrier connections, sickness, disease, injuries (including death), losses, damages, weather, strikes, acts of God, circumstances beyond the control of the USC, force majeure, war quarantine, civil unrest, public health risks, criminal activity, terrorism, expense, accident, injuries or damage to property, bankruptcies of airlines or other service providers, inconveniences, cessation of operations, mechanical defects, failure or negligence of any nature howsoever caused in connection with any accommodations, restaurant, transportation, or other service or for any substitution of hotels or of common carrier beyond USC's control, with or without notice, for any additional expenses occasioned by any of the foregoing. If due to weather, flight schedules or other uncontrollable factors Student is required to spend additional nights, USC will not be responsible for Student's hotel, transfers, meal costs or other expenses. Student's baggage and personal property are completely at the Student's own risk.

Student hereby represents and warrants that he/she is and will be covered throughout the Program by a policy of comprehensive health and accident insurance which provides coverage for injuries and illnesses that Student sustains or experiences overseas, and, more specifically, in the countries in which Student will be living and/or traveling while on the Program. By Student's signature below, the Student certifies that his/her health insurance policy will adequately cover Student while outside the United States; and, Student absolves USC of all responsibility and liability for any charges, bills and/or expenses Student may incur while he/she is abroad. Student agrees to report to USC's Program directors any physical or mental condition that he/she has which may require special medical attention or accommodation during the Program at least ninety (90) days prior to departure.

Student hereby agrees to indemnify, defend, and hold harmless the released parties from any loss or liability whatsoever including reasonable attorneys' fees, arising or resulting directly or indirectly from Student's participation in the Program.

Student understands and agrees that Student will obey all rules, regulations, and laws of the respective countries to be visited, and all travel regulations, any rules or precautions issued by USC, its representatives or by any associated institutions or organizations or the United States government. Student also understands that in the sole discretion of the Program representative, a violation of the above may result in an immediate expulsion from the Program. USC reserves the right to decline to accept or retain student in the Program at any time should Student's actions or general behavior impede the operation of the Program or the rights or welfare of any person. In such an event, no refund will be made for any remaining portion of the Program.

Student understands and agrees to attend and participate in all excursions that are a part of the Program. Student understands that failure to do so will result in a reduction of grade including the possibility of course failure.

It is understood and agreed that should Student elect to remain overseas at the location of the Program or elsewhere after participation in the Program, Student will cease to be part of the Program. Should Student drop out of the Program voluntarily or involuntarily, Student
understands that any relationship between Student and the Program will be terminated thereafter. In both of the foregoing events, this release shall remain in full force and effect.

USC reserves the right in its sole discretion to cancel or suspend the Program for any events or circumstances that may, in USC’s determination, place Student at risk of mental, emotional or physical harm or bodily injury, including but not limited to war, political upheaval, riots or other events in or around the location of the Program. USC may rely on travel advisories issued by the U.S. State Department in determining whether to cancel or suspend the Program. USC may cancel or suspend the Program or substitute classes due to low enrollments or unavailability of faculty or facilities.

By signing below, Student represents that he/she is a student in good standing at USC and has never had charges brought against him/her before Student Judicial Affairs and Community Standards (SJACS). Student hereby gives Student Affairs the right to access student's records maintained by the Student Judicial Affairs and Community Standards (SJACS), and to provide relevant information from such records to the Faculty/Program Coordinator.

It is understood and agreed that if any provision of this Release or the application thereof is held invalid, the invalidity shall not affect other provisions or applications of this Release which can be given effect without the invalid provisions or applications and to this end the provisions of this Release are declared severable.

This Release shall be construed in accordance with, and governed by, the laws of the State of California. Subject to approval from USC’s insurance carrier, any dispute arising from this Release shall be submitted for full and final resolution to arbitration in accordance with the rules promulgated by the American Arbitration Association. The arbitration shall take place in Los Angeles, California.

This Release is the only, sole, entire and complete agreement of the parties relating in any way to the subject matter hereof. No statements, promises or representations have been made by any party to any other, or relied upon, and no consideration has been offered, promised other than as may be expressly provided herein. This Release supersedes any earlier written or oral understanding or agreements between the parties.

Student acknowledges that she/he has read this Release and that she/he understands its meaning and effect.

Date: _________________  Student: _________________________________

Date: _________________  Parents or Legal Guardian: _________________
(If Student is under 18)

Date: _________________  USC: _________________________________
UNIVERSITY OF SOUTHERN CALIFORNIA

MEDICAL TREATMENT AUTHORIZATION

I ________________________________ am a willing participant in the USC sponsored overseas study program called
_____________________________________________________. I understand that I am financially responsible for any injury or illness I may sustain while overseas. I understand that the University of Southern California is not in any way responsible to pay for medical treatment on my behalf. In the event I am incapacitated due to a medical emergency, and am unable to authorize treatment to alleviate my condition, I authorize the University of Southern California’s employees, faculty or agents to act on my behalf and authorize such emergency treatment.

I acknowledge that this authorization does not create a duty on the part of the University, and I hereby release the University of Southern California and its trustees, employees, agents and representatives from any and all claims, causes of action, losses, liabilities, costs, fees and expenses arising or resulting from any injury or damage I may incur in the course of receiving medical care overseas.

_________________________________ ______________________
Signature of Student/Participant Date

_________________________________ ______________________
Parent/Guardian (if student is under 18) Date

Revised 06-10-2013