



Terms of Participation Agreement Acadia University | Outbound Exchange Program

Acadia University, established under the Act Respecting Acadia University, Chapter 134 of the Acts of Nova Scotia, 1891 (and amendments thereto consolidated to and including 1995), hereinafter referred to as 'Acadia'.

It is the intention of Acadia to enter into agreements with various partner universities to provide students with an opportunity to participate in academic student exchanges. Acadia students participating in such exchanges must acknowledge and agree with the terms and condition set forth below.

Full Legal Name: _____

Host University: _____

Exchange Term & Year: _____

Please initial next to each of the following points to indicate your understanding and agreement:

Academic & Financial Requirements

_____ I understand that the academic aspects of the Acadia International Exchange Program are such that participation for the full academic period for which I have been selected is necessary to achieve the objectives of the program and the full performance of this agreement.

_____ I will take such courses, and undergo such examinations and tests as are required by both Acadia and my host university and conform to the disciplinary codes and regulations of those institutions.

_____ I understand that while I am participating on this program, all Acadia University policies will still apply, and that I will also be subject to the policies of my host university.

_____ For the duration of my program, I agree to uphold the trust placed in me as a representative of my home university by conducting myself in a way that respects the laws of the host country and the rules of the host university / institution. I understand that failure to do so may result in the termination of my program and the assumption of responsibility for any cost, loss of academic credit, etc.

_____ I understand that it is my responsibility to meet with my Acadia Academic Advisor to discuss my academic intentions while studying abroad in order to facilitate the transfer of credit to the home institution for courses successfully completed.

_____ I understand that I will need to complete a transfer credit approval process for this program and that it is my responsibility to consult with the appropriate person(s) to ensure that the transfer credits will be applied towards my degree/degree program.

_____ I agree to pay the cost of tuition at Acadia through Student Accounts prior to the fee deadlines established in the Acadia Calendar.

_____ I understand that I am responsible for all costs incurred during the exchange program including but not limited to such expenses as host institution auxiliary fees, room and board, books and supplies, local transportation, airline tickets, transportation to and from the host institution, medical and insurance fees, costs associated with field trips and all other personal expenses.



Health & Travel Responsibilities

_____ I understand that I will be functioning in a new environment, which may present different challenges. I understand facilities and services may not be comparable to the facilities and services at Acadia.

_____ I accept sole responsibility for the cost of medical expenses incurred by me while on exchange and will obtain appropriate medical coverage prior to any travel associated with my participation in the exchange program.

_____ I accept responsibility for obtaining any necessary documents that may be required for entry, living or departure from the host country, including the appropriate visa for studying abroad.

_____ I understand that I must attend, and I agree to participate in, all mandatory pre-departure orientation and information sessions that are held virtually or in person for this program by Acadia University. In the event I am unable to attend a session, I will contact the appropriate person and make separate arrangements to acquire any information I may have missed.

_____ I will read the Exchange Pre-Departure Handbook, as provided digitally to me by Acadia's Exchange and Study Abroad Office and is available on Acadia's Exchange and Study Abroad website, in sufficient time as to allow me to make all necessary preparations stated in the handbook.

_____ I understand that I must complete all pre-departure forms and required tasks that are required from my home university prior to my departure for my international travel.

_____ I understand that there may be travel restrictions upon entry to certain countries and I am aware that I will need to research entry requirements prior to travel to all regions and countries that I plan to visit.

_____ I understand that government regulations may change at any time and may restrict my travel inside or outside of the country that I will be traveling to. I am aware that a change in government regulations either may restrict my ability to leave at my intended time or return to Canada after completion of my program.

_____ I understand that airline regulations can be imposed or changed suddenly and that international transportation options could be reduced significantly, making it hard for me to travel to my host country or return to Canada.

_____ I understand that I am required to have comprehensive travel health insurance for the entire period of my program including days of travel to and from my host country. I commit to reviewing my insurance policy and inclusions/exclusions prior to departure.

_____ I understand that I may need to pay for any additional financial costs associated with trip interruption or cancellation of my program due to government regulation or transportation regulations and that I am responsible for ensuring I have proper insurance coverage.

_____ I understand that I am responsible for arranging and securing housing/accommodation for the duration of the program and all costs, including charges related to property damage or additional services during my stay are my financial responsibility.

_____ I agree to submit within two weeks of the first day of classes at my host institution the Confirmation of Enrollment form. This form must be submitted to the Acadia Exchange and Study Abroad Office.



Re-entry

_____ I hereby grant permission for the use of my name and photograph(s) for publicity and/or orientation purposes for the promotion of exchange programs in publications, audio-visual presentations, and other related media.

_____ I understand that I must attend, and I agree to participate in, all mandatory reintegration sessions and activities that are held virtually or in-person for this program by Acadia University. In the event I am unable to attend a session, I will contact the appropriate person and make separate arrangements to acquire any information I may have missed.

_____ I understand that I must complete all reintegration forms and required tasks that are required from my home university upon my return to Acadia.

_____ I agree to provide feedback on my experience and to actively engage in the reflection process.

_____ To help in the ongoing promotion of the exchange program, I agree to promote my home university while away and promote the host university / program upon my return (e.g. study abroad & exchange fair). This may also include sharing photos and personal testimonials.

_____ I agree to participate in planned information and promotion sessions to be held throughout the year, when I return to Acadia.

Program Participation Termination

_____ I understand I have the right to withdraw from the exchange program prior to my departure; however, written notice of this withdrawal must be submitted to Acadia's Exchange and Study Abroad Office prior to the first day of classes at my host institution.

_____ I understand I am required to inform all relevant parties of my decision to withdraw from the exchange program, including the host institution, Acadia's Registrar's Office, etc.

_____ I understand Acadia has no obligation upon such withdrawal to place me in any institution with which Acadia, through its international exchange program, has a contractual relationship.

_____ I understand that to cancel my participation partway through an academic period may result in the assumption of responsibility for any cost, loss of academic credit, etc.

Next-of-Kin:

I appoint the following person my Designated Next-of-Kin and authorize Acadia University to contact this person for, or with, information about me in my absence. I have fully informed my Designated Next-of-Kin regarding all aspects of my proposed participation in the exchange program, including the nature of any possible risks.

Name: _____ Relationship to you: _____

Email: _____ Telephone: _____

Full Address: _____

By signing this form, I acknowledge that I have read, understood, and agree to the above-stated Terms of Participation for Acadia University's Exchange Program and that I accept the above stated conditions and risks.

Participant Name: _____ Student Number: _____

Signature: _____ Date [dd/mm/yyyy]: _____