

Please make sure form is complete and all required information attached, otherwise approval process will be delayed. Due Dec. 15

PERSONAL INFORMATION	TRAVEL STUDY INFORMATION
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Legal Last Name _____

Legal First Name _____

Middle Name _____

Preferred Name _____

Gender Female Male

Date of Birth (M/D/Y) _____

TWU ID # _____ TWU Box _____

TWU Email _____

Non-TWU Email _____

Current Phone _____

Permanent Address _____

City _____

Prov/State _____ Postal/Zip Code _____

Country _____

Travel Study Name & Number _____

Destination _____

Date of Travel Study _____

Course 1 TRVL

Course 2

Course 3

Course 4

This application does not constitute registration for the course. Students need to register for the courses upon being notified that they have been accepted into the program

QUESTIONS ABOUT YOU	STUDENT INFORMATION
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Please type your answers on a separate sheet and attach to your application. (approx. 2 pages)

1. What goals do you hope to accomplish through this Travel Study experience? Answer the question in terms of personal, academic, spiritual or other goals.
2. What aspect of this particular program appeals to you, and why?
3. Given that this experience is very intense:
 - a. What things are likely to surface as a challenge for you?
 - b. What strengths can you contribute to the group experience?

SIGNATURE

I confirm that I am 19 years of age or older and that I will be responsible for any immunization and health or travel insurance which I will need on the travel study. I hereby release and discharge Trinity Western University and its agents and employees from any and all claims, actions, and demands that I may have for any injury, accident, or loss arising from my participation in the program.

Student Signature: _____ **Date:** _____

TAKE FORM TO INSTRUCTOR

The instructor will review all applications then notify students whether they have been accepted into the travel study.

Student is accepted into the travel study Student is *not* accepted into the travel study

Instructor, please send a copy of form to GLC, Northwest Building

Instructor Signature: _____ **Date:** _____

TAKE FORM TO OFFICE OF THE REGISTRAR AND PAY DEPOSIT
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Applicant has paid a deposit of **\$0.00** toward the Travel Study listed above.

Enrolment Service Assistant Signature _____ **Date:** _____

Conditions of Participation in a Travel Study

A travel study program is a unique academic opportunity in which the environment becomes the classroom and learning is not confined to reading texts or attending lectures. A travel study program is exceptional because it takes place largely in a country and culture often far removed from the Canadian norm. The laws and legal system as well as modes of behavior, dress, cuisine, habits, expectations and styles of interpersonal communication are all likely to be markedly different from the Canadian experience.

All participants of a Trinity Western University must be a minimum of nineteen years of age. As such, all are legally adults and will be expected to conduct themselves accordingly. All participants will be seen as representatives of TWU.

Participants on all TWU travel study programs are expected to abide by the Responsibilities of Membership in the Community of Trinity Western University. In a travel study situation, conduct requirements are more comprehensive. Any conduct which contravenes the standards listed in the Responsibilities of Membership, breaks the laws of the host country, puts in jeopardy the safety of any participant of the program, seriously disrupts the delivery of the program, violates the rules and regulations established in good faith by the accompanying TWU faculty member(s), or detracts in a substantial way from the learning environment will not be tolerated.

The TWU instructor(s) leading the travel study program is/are the final authority for decisions related to participant conduct. The faculty member(s) has/have the authority, with grounds and without recourse to parties on the main university campus in Canada, to withdraw participants from the travel study program. If a participant is withdrawn from the travel study program or leaves voluntarily, that participant must leave the group immediately.

If a participant is withdrawn from the travel study or leaves voluntarily, the balance of funds paid for participation in the travel study will not be refunded. There will be no refund of tuition or other academic or administrative fees. The affected participant is then personally responsible for all costs incurred as a result of early departure, and is personally responsible for organizing travel arrangements for return to Canada. TWU and its representatives on the travel study program accept no responsibility or liability for any participant who has left the program either voluntarily or by administrative withdrawal.

A participant withdrawn from the travel study program may exercise a right of appeal within three calendar months of withdrawal from the program. Application for, payment for, and participation in the travel study program, constitute acceptance of the terms, including the academic content, length and location of the program, the terms of participant conduct as well as payment schedule, deadlines and amount.

The undersigned has read the above and agrees with this Participation Code and agrees to **waive any rights to refunds**.

Name (print): _____
Signature: _____
Date: _____

Payment Policy

Travel Study applications must be accompanied by a **\$0.00** deposit due by **December 15**.

The total for tuition, travel & class fees less the **\$0.00** deposit is payable in two payments:

- 50% due by **February 28**
- 50% due by **March 31**

Airfare fees may be required in advance of payment schedule.

Refund Policy

Note that the refund policy applies equally to:

- students who apply for the travel study program and decide not to go
- students who begin participation in the travel study program and decide to return home early.

Deposit

Travel Study applications must be accompanied by a \$250 deposit.

The deposit will be returned in its entirety if:

- an applicant is not accepted into the travel study program;
- TWU cancels a travel study program;
- there were extenuating circumstances (e.g. personal, family or medical emergency)—proof should be submitted along with a written request.
- proof is provided that an applicant has been denied a student loan.

An inability to raise sufficient funds for participation cannot be seen as an emergency.

Travel Fee Payments

- Before Travel Study Program Begins: Payments over and above the deposit will be returned only if a student withdraws for extenuating circumstances (e.g. personal, family, or medical emergency) minus all expenses that have been paid on behalf of the student (e.g. airline tickets, accommodation, transport, etc.). It is recommended that participants take out cancellation insurance on their flights.
- After Travel Study Program Begins: Payments over and above the deposit will be returned only if a student withdraws for extenuating circumstances (e.g. personal, family, or medical emergency) minus all expenses that have been paid on behalf of the student.

Extenuating circumstances do not include early return due to culture shock, homesickness, legal or academic discipline, criminal activity, or external events in the outside community that are beyond the control of TWU.

Tuition Payments

- Before Travel Study Program Begins: Full refund minus any expenses already paid on student's behalf (e.g. entrance fees)
- After Travel Study Program Begins: Up to the end of the third full day of the program (including on-campus classes and travel to the on-site destination), a full refund of tuition fees is possible minus any expenses that have been paid on behalf of the student. After the third day, no refund is possible.

The undersigned has read the above and **agrees with this Refund Policy** for TWU Travel Studies Programs.

Name (print): _____
Signature: _____
Date: _____