


PROGRAM APPLICATION CHECKLIST

	Item	Description / Instructions
	Program Application	7 pages
	2 color copies of your passport	1 color copy of your passport's photo and signature page. If you do not have a passport, please submit proof that you have applied (i.e. receipt)
	2 Passport-Size Photos	2 inch x 2 inch. Affix one photo to page 1 of your application and attach the other photo with a paper clip. Passport-size photos are available for purchase at the ACC International Programs Office at the Highland Business Center.
	\$100 Deposit	The deposit is non-refundable, unless you are not accepted into a program. The deposit will be applied to your program fee. See "Billing Information" on page 2 for details. Deposit is \$100, unless otherwise indicated by program leader.
	Copy of ISIC*	See page 7 for details. (*Note: there are some exceptions to obtaining an ISIC). ISIC is available for purchase at the ACC International Programs Office. \$22. Purchase of ISIC includes basic travel/health insurance abroad.

Applications can be mailed or dropped off:

ACC International Programs Office
5930 Middle Fiskville Road
Austin, Texas 78752

Phone: (512) 223-7114

See program information packet for deadlines

PROGRAM APPLICATION (Page 1 of 7)
Please print legibly

Program Information	
Program Name & Country	
Program Course Instructor Name	Program Coordinator Name
<i>I have carefully read the program's information packet and understand all of the information provided:</i>	
Applicant Signature _____	



Applicant Personal Information			
First Name	Middle Name	Last Name	
Date of Birth	Age	Gender	
Student ID (if not assigned, put social security number)	Passport Number	Passport Expiration Date	
Current ACC student?	Field of study	GPA	

Applicant Contact Information			
Mailing Address	City	State	Zip Code
E-mail Address			
Cell Phone	Home Phone	Work Phone	

Emergency Contact Information			
<i>This information will be used only to notify your contact in the event of an emergency, if we are unable to reach you, or if we need to share important information regarding your travels. Please fill out as completely as possible.</i>			
Primary Contact			
First Name	Last Name	Relationship to Applicant	
E-mail Address		Address	
Cell Phone	Home Phone	Work Phone	
Secondary Contact			
First Name	Last Name	Relationship to Applicant	
E-mail Address		Address	
Cell Phone	Home Phone	Work Phone	



International Programs Office

Behavior Guidelines and Student Code of Conduct (page 4 of 7)

1. I understand that each foreign country has its own laws and standard of acceptable conduct, including dress, manners, morals, politics, drug use, and behavior. I recognize that behavior which violates those laws or standards could harm the University's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the program.
2. I also will comply with the Austin Community College's rules standards and instructions for student behavior. I waive and release all claims against Austin Community College, its officers, employees, and agents that may arise at a time when I am not the direct supervision of the College or that are caused by my failure to remain under such supervision or to comply with such rules, standards and instructions.
3. I agree that the University has the right to enforce the standards of conduct, in its sole judgment, and that it will impose sanctions, up to and including expulsion from the program, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the University, the Program, or other participants. I recognize that due to the circumstances of foreign study programs, the procedures for notice, hearing and appeal applicable to student disciplinary proceedings at ACC do not apply. If I am expelled, I consent to being sent home at my own expense with no refund of fees.
4. I will attend to any legal problems I encounter with any foreign nationals or government of the host country. Austin Community College is not responsible for providing any assistance under such circumstances. Participants in an ACC sponsored study abroad program or international activity are expected to exhibit sensitivity to the host culture, maintain good behavior, and observe local rules and laws. Austin Community College reserves the right to dismiss any participant for reasons of unacceptable personal behavior and/or academic participation. Such dismissal will be without refund and return transportation will be at the student's expense. The following inviolable rules are basic to ACC study abroad programs:
 - a. The participants must maintain an adequate standard of academic work in programs and behave responsibly in their living situation and on group excursions.
 - b. I am aware that while in the host country, I should refrain from political activity for my own safety. Students in overseas programs may not participate in such political activities such as joining political parties, unions, demonstrations, soliciting political material or picketing.
 - c. Illegal drugs in any form are not tolerated, and students dependent on their use should not apply. Laws state that possession or use of illegal drugs is punishable by fine, imprisonment, and/or deportation. Student in the program found using or possessing illegal drugs in any form are subject to immediate expulsion.
 - d. Violent behavior results in automatic dismissal.
 - e. Sexual behavior disruptive to the program or offensive to the host culture is grounds for dismissal.
 - f. Breaches of the local law of the host community of country are referred to and handled by the appropriate law enforcement authorities.

I understand that as an Austin Community College student or as a student participating in an Austin Community College study abroad program, I will be viewed as a representative of my country and my College. It is my intention to act as a good-will ambassador and conduct myself in a fitting manner. I have read these rules. I agree to follow them, and I understand that violation of this agreement will lead to probation or dismissal.

Signature of applicant _____ Date _____

All applicants to ACC study abroad programs must be in Academic good standing (You must have a cumulative GPA of 2.0 or better) and enrolled for college credit at Austin Community College during the semester of travel, or during the spring semester immediately preceding travel occurring during a summer semester. Any applicant with any judicial violations will not be considered for enrollment in study abroad.

Even though your classes are not in the United States, you are still an ACC student, therefore ACC will hold all students to be accountable to ACC standards of conduct while they are abroad. All participants are expected to comply with the Student Discipline Policy and Student Rights and Responsibilities regulations that are published in the ACC College Catalog.

While you are visiting another College/University/ Institution in another country or participating in any ACC sponsored international activity, you should also realize that you are subject to the disciplinary codes of that institution and the laws of that country. Legal protections taken for granted in the United States are left behind when you leave the U.S. Do not engage in any illegal activity while abroad. The American Embassy and consular offices are limited in the assistance they can offer if you find yourself in trouble with the local law.



International Programs Office

RELEASE FROM LIABILITY (Page 5 of 7)
STATE OF TEXAS, TRAVIS COUNTY

I, the undersigned, certify that I am eighteen (18) years of age or older, and that I have voluntarily agreed to participate in travel to foreign countries as part of International Program of Austin Community College. I hereby waive, release and discharge Austin Community College, its trustees, officers, agents, servants, volunteers and employees and its partners, their communities, governing boards, officers, employees, volunteers and representatives from any and all liability, actions, causes of action, claims, demands or suits arising out of any personal injury and/or any injury to property, real or personal, caused by, or arising out of, my participation in the program, including without limitation, illness and/or death, property loss or damage. In the event that ACC or its partners provide transportation for me, this RELEASE shall extend to and release any volunteer driver or employer driver from any aforesaid liability.

I further agree to indemnify and hold harmless Austin Community College, its trustees, officers, agents, servants, volunteers and employees and its partners, their communities, governing board, officers, employees, volunteers and representatives from any and all claims, demands, causes of action, grievances, controversies, obligations, suits, damages of every kind and character whatsoever and by whomsoever caused, solely, jointly or otherwise, including without limitation, those relating to my travel and or my stay in another country, in any manner and in any capacity claimed, owned, held or possessed by the undersigned directly or indirectly, arising out of as a result of or attributable to , and events, transactions, occurrences and circumstances of my participation in the program. Furthermore, I intend this RELEASE to be legally binding on my heirs, executors, administrators, estate and assigns.

The parties agree that any claim or dispute arising from or related to this RELEASE shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the laws of the State of Texas. All such mediation and arbitration shall take place in Austin, Texas. Judgment upon an arbitration award may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this RELEASE and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

I have read this release carefully and fully understand the same. I warrant that counsel for Austin Community College does not represent me in this matter and has given me no advice regarding the effect of signing this document. I further warrant that no promise, statement, threat or agreement not herein expressed has been made.

Signature

Date

Printed Name



International Programs Office

STATEMENT OF AGREEMENT AND RETURN POLICY (page 6 of 7)

I hereby represent that I will obey and uphold all the rules and requirements established by Austin Community College, observe all program schedules, and follow all directives given to me by supervisory personnel in all matters pertaining to the Study Abroad Program. I grant ACC the right to terminate my participation in this program if it is determined that my conduct is detrimental to or in conflict with the program or out of harmony with the best interest of the group as a whole, in which event I shall be sent home at my own expense. I further realize that any violation of these rules or regulations may be just cause from suspension or expulsion from Austin Community College.

I hereby certify that I will bring sufficient funds, or access to funds, to pay for my early return trip home.

I the undersigned, agree to participate in the ACC International Program listed above. I recognize that I will be an ambassador for the United States of America and Austin Community College. I will therefore conduct myself in such a way as to leave a positive image of the USA and Austin Community College.

I will also commit to the following:

- In the event that I participate in an internship, I will foster a good relationship with the companies with whom I work so that they will welcome additional US interns.
- I will behave responsibly, especially with regard to drugs and alcohol.
- I will maintain excellent attendance and punctuality.
- I will contribute valuable input to the program based on my experience.
- I will complete the learning objectives that are assigned to me by my home and host advisors.
- I will be available in both the host and home countries to make presentations regarding the program so that my fellow students, members of the industrial community, and administrative staff also benefit from my experience.
- I authorize International Programs and its partners to use my photo in future advertising and publications.

Signature

Date

AUTHORIZATION FOR TREATMENT & NON-TREATMENT

Medical services and general health conditions in other countries are often different from those in the United States. No information will be released to a third party without your written consent. If you are accepted into a program, you may need to have a physician complete a medical report.

1. You are responsible for consulting with your physician if you have a medical condition (such as asthma, epilepsy, diabetes mellitus, anaphylactic reaction to insect venom, pregnancy, or a strong allergic reaction to plants, etc.) that might affect your performance during your participation in the travel abroad program. If requested, your professor can provide you with a detailed description of the activity for evaluation by your physician.

2. You may want to tell the professor, or another participant in the activity, where you are carrying medication (such as an inhaler or EpiPen) which you would need in an emergency.

3. You are responsible for providing and administering any medications that must be taken orally or by injection for a medical condition.

In the event of a serious emergency, I authorize Austin Community College, its employees and/or agents to secure medical transportation or treatment on my behalf. I understand that the College is not required to obtain medical transportation or care. I understand that the College will attempt to contact one of the individuals I have designated as an emergency contact. I authorize the College to release the information on this form to health care providers for the purpose of securing health care services in the event of an emergency. I understand and agree that I am responsible for all expenses, fees or costs incurred as a result of the medical transportation or care secured by the College. I understand and agree that the College is not liable for any injury or damage that may occur as a result of medical treatment received.

I certify that the above is true and correct to the best of my knowledge.

Signature

Date



International Programs Office

PROOF OF ISIC (International Student Identification Card) (Page 7 of 7)

All eligible* students participating in ACC Study Abroad Programs must obtain an International Student Identification Card (ISIC). Participants must provide a copy of either of the aforementioned with the application or immediately following acceptance into the program.

With the purchase of ISIC – International Student ID Card, you *automatically* get:

- Basic sickness and accident travel insurance (for trips outside the U.S.).
- Discount student airfares and other great travel products.
- Access to over 33,000 discounts in over 100 countries.
- International recognition of your full-time student status.
- 24-hour Help Line emergency service.
- Great discounts in the U.S. at places like Samsonite, Lonely Planet, Best Western, and many more

The ISIC is \$22. You can purchase an ISIC card at:

International Programs Office – ACC Highland Business Center
5930 Middle Fiskville Road
Room 513
Austin, Texas 78752
www.austincc.edu/intstudy
(512) 223-7114 (Please call to make an appointment)

*Note: To be eligible for the ISIC, you should be age 12 or older and currently enrolled as a full-time degree seeking student at an accredited institution. Non-full time students under 26 can apply for the IYTC, which offers the same benefits.

If you are not eligible for the ISIC/ITYC, you must submit proof of health coverage abroad:

-Call your health insurance provider to ask about their policy regarding “out-of-area” coverage.

Most providers cover emergency situations only.

-Purchase temporary health insurance that offers coverage overseas at www.hthstudents.com

I have read and understand the above.

Signature

Date

If you qualify for the ISIC:

ISIC #

If you do not qualify for the ISIC:

International Health Insurance Provider & Member ID #