Summer Study Abroad Program in León, Spain

Application Process:

1. Complete page 1 of the Registration Packet.

2. Page 2: This is the Request for Participation in the program. Get approval from the Office of Student Affairs. Form must be signed by Janine Biscari, Vice President for Student Affairs, or Eryn Hornung, Director of Campus Life (PS 330).
   **Please note:** If you have previously participated on an International Education Program, ask a former chaperone/international educator to sign page 2 as well.

3. Page 3 & 4: These are the Faculty Recommendation Forms. You need two Faculty Recommendations. Secure two faculty signatures recommending you to travel.
   **Please note:** If you previously traveled on a Program, when you ask your former chaperone/international educator to sign page 2, please ask them to also complete page 3.

4. Page 5: This is the Equivalency Approval Registration Form. This form constitutes your Registration for the 6 credits you will be taking in Spain. (SPA 3300 and SPA 3310). Fill in the required information, sign it and have it signed by the Dept. of Languages and Cultures’ Program Director or the Chairperson.

5. Page 6: This the Financial Aid Agreement. Only complete page 5 if you will be using Financial Aid to pay for your International Education Program. If you do not plan on using Financial Aid, please discard this page. If you do plan on utilizing financial aid or have questions about this process, please go to The Office of Financial Aid and ask to speak with Eugene Rogers, Senior Financial Aid Counselor.

6. Pages 7-9: This is your Study Abroad Contract. Please read this contract carefully and initial/sign where indicated. This contract includes pertinent information regarding behavioral, academic, and financial responsibilities.

7. Page 10: This is the General Waiver and Release. You must present a photo ID and sign this form in front of a notary public. There are notaries public available in the Student Solution Center (W102).

8. Page 11: This is the Physical Form. Your physician must complete page 10 of the application. Please ensure that your doctor completes the form in its entirety, including the date, a stamp, and a signature. Please read the statement at the bottom of the page and sign and date the form.

9. Once you have completed all of the above (pages 1-11), please hand in the packet at The Office of International Education (PS 310). We will accept applications on a first come, first serve basis.

10. Once you have handed in your Registration Packet, you will receive a link to our travel agent’s (Celestial Voyagers) website. In this website you will be prompted to input your passport information and to pay the $300 deposit fee. This fee constitutes your registration fee for the Program and it will be applied to the total of its cost. **This fee is not refundable.** You can pay with a credit card (all credit cards are accepted but you will be charged a 3% transaction fee if you pay by credit card) or e-check (you need the routing number and account number).
    **Please note:** If you do not have a valid passport, please ensure that you apply for a new passport or renew your passport IMMEDIATELY. In most countries, a valid passport is defined as a passport that expires at least SIX MONTHS after the final date of travel. For example, if you are anticipated to return to the US on August 1, 2020, your passport must be valid until February 1, 2021. Be sure to type your name exactly as it appears on your passport. You will be responsible for the name change fee charged by the travel agent if your name is spelled incorrectly.

11. It is now the College’s policy that students have to pay the portion of what corresponds to the airfare part of the total cost directly to the travel agent. The rest of the Program’s tuition ($4,980 minus the airfare) will be paid to the Office of International Education. Celestial Voyagers will contact you directly with the payment plan for the airfare. At the same time, the Office of International Education will send you your payment plan for the rest of the money.
Office of International Education / Department of Languages and Cultures
Summer Study Abroad Program in León, Spain

Personal Information

Name:__________________________________________  Student ID#: __________________________

Address:_____________________________________________________________________________

Cell Phone#: __________  Home Phone#: __________  MC Email: __________________________

Academic Information

Major(s) ____________________________________  Minor(s) __________________________

Molloy Academic Standing (circle one) Fr  So  Jr  Sr  Gr  GPA: __________

Academic Advisor(s):_________________________

Have you taken any college level Spanish courses before?  □ Yes  □ No

If yes, which? __________________________________________________________

Have you participated in an international program before?  □ Yes  □ No

If yes, which? __________________________________________________________

Financial Information

Will you be using Financial Aid to help pay for your program?  □ Yes  □ No  If Yes, please fill out the Financial Aid Agreement.

Are you planning to extend the Program for another month?  □ Yes  □ No

Are you planning to stay in Spain after the Program ends?  □ Yes  □ No

Rooming

For the hotel stays, do you know a fellow participant with whom you would like to dorm?  □ Yes  □ No

If yes, with whom: __________________________________________________________

Student Declaration

I certify that all the statements made in my application to study abroad are correct and true.

________________________________________  __________________________  __________
Student Name (Print)  Student Signature  Date
Office of International Education
Request for Participation in an International Education Program

Location of Program

Term: Summer _____ Academic Year _____

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID Number</th>
<th>Molloy Email Address</th>
<th>Telephone Number</th>
</tr>
</thead>
</table>

* In order to travel, a student must have completed their freshman year at Molloy College (2 Semesters). If they are a transfer student, they must have completed one full Molloy College semester and be of second semester sophomore standing.

Students must not have any college infractions on their record in order to study abroad.

X __________________________ or X __________________________

Vice President of Student Affairs Signature & Date

Director of Campus Life Signature & Date

Have you traveled on any short-term International Education Programs?  Yes ☐  No ☐
If yes, please list the trip(s) and date(s).

<table>
<thead>
<tr>
<th>Trip(s):</th>
<th>Date(s):</th>
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</table>

X

Chaperone/ International Educator Approval to Study Abroad & Date

X

Student Signature

Date
Office of International Education
Faculty Recommendation Form

Two (2) recommendations are required for each program. If you have previously traveled on an International Education Short-Term Program, 1 of your 2 recommendations must come from a former faculty educator.

Student Name: __________________________________________________________
Major: __________________________________________________________________
Short-Term Program Name and Date: _________________________________________
Former Short-Term Program Name and Date (if applicable): _______________________

[Faculty Only] Based on your experience and interaction with the above student, would you recommend this student to travel abroad with The Office of International Education?

☐ YES
☐ NO
IF NO, PLEASE EXPLAIN.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Faculty Name (Print): _____________________________________________________
Signature of Faculty: _______________________________________________________
Date: ________________________________
Two (2) recommendations are required for each program. If you have previously traveled on an International Education Short-Term Program, 1 of your 2 recommendations must come from a former faculty educator.

Student Name:________________________________________________________
Major:______________________________________________________________
Short-Term Program Name and Date:_____________________________________
Former Short-Term Program Name and Date (if applicable):_________________

[Faculty Only] Based on your experience and interaction with the above student, would you recommend this student to travel abroad with The Office of International Education?

☐ YES
☐ NO

IF NO, PLEASE EXPLAIN.
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

Faculty Name (Print):______________________________________________
Signature of Faculty:_______________________________________________
Date:______________________________
OFFICE OF INTERNATIONAL EDUCATION
Equivalency Approval Form for Spain at Universidad de León Summer Program

Student’s Name: ___________________________________________ Student’s ID#: __________________________

Year in School/Classification: __________________________________________________________

Major(s): ___________________________ Minor(s): ___________________________

Check the reason you are taking Spanish courses:
☐ Major Requirement
☐ Related Requirement
☐ Minor Requirement
☐ General Education Requirement
☐ Elective Credits
☐ Visiting Student

Students studying abroad in León will be placed by León into skill-level appropriate courses in León. Students will generally register for two “40 hours” courses in the summer that will transfer to Molloy as two 3 credit courses (6 total credits). U.S. equivalent grades based on the León grading values will be reflected on the Molloy transcript and be part of the Molloy GPA. (See next page.) Molloy assigns catalog numbers of SPA 330 and SPA 331 as equivalent course numbers:

✓ SPA 3300 Study Abroad: Spanish Grammar and Composition
✓ SPA 3310 Study Abroad: Spanish Conversation and Culture

These courses will meet various Molloy requirements, as follows:

✓ For majors in “Spanish Language and Hispanic Literature and Cultures”: SPA 3300 and SPA 3310 will meet the 6 credits of Study Abroad requirement.

✓ For majors in any of the Childhood Education/Spanish Programs: SPA 3300 and SPA 3310 will count as 6 of the 12 credits of Spanish electives.

✓ For majors in any of the Adolescent Education/Spanish Programs: SPA 3300 and SPA 3310 will meet the 6 credits of Study Abroad requirement.

✓ For minors in Spanish: SPA 3300 and SPA 3310 will meet six of the 12 credits of Spanish electives.

✓ For other programs with Spanish Language Related Requirements: SPA 3300 and SPA 3310 will meet those requirements.

✓ For General Education Requirement in Modern Language and/or Modern Language/Literature: SPA 3300 and SPA 3310 will meet those requirements.

✓ As Electives for the Degree: SPA 3300 and SPA 3310 will count as Liberal Arts and Science Electives towards the degree.

NOTE: Any additional courses beyond 6 credits will need prior coordinator/chairperson’s approval. Credits can be accepted as SPA Elective credit and with prior approval may be substituted to meet other SPA requirements:

☐ Approved for more than 6 credits. Comments: __________________________________________________________

Student’s Signature: ___________________________________ Date: ___________

Academic Advisors Printed Name and Signature: ___________________________ Date: ___________

Dept. of Lang. & Cultures Program Director or Chairperson’s Signature: ___________________________ Date: ___________

Approved by International Education for: ☐ SAP 1000.SP

Director of International Education Signature: _______________________________________________________________________ Date: ___________

Registrar’s Signature: ___________________________________________________________________________ Date: ___________
The Office of International Education & The Office of Financial Aid
Financial Aid Agreement

The purpose of this form is to aid in the student’s understanding of the appropriate procedure for securing financial aid to be used towards an International Education program in a timely matter. Please note this is not an application to apply for any form of financial aid.

If you will be receiving financial aid to help pay for a program, please fill out this form in its entirety, including obtaining Financial Aid’s signature, and return it to The Office of International Education (PS 310).

Student’s Name: _______________________________  Molloy College ID#: __________________

Telephone Number: (_____)____________________  E-mail Address: ________________________________

International Education Program: ___________________________  Dates of Program: ________________

Please Note:  SAP 100 – eligible for federal aid only
SAP 110 – eligible for federal, state and institutional aid

I have spoken with Eugene Rogers, Senior Financial Aid Counselor, regarding applying for financial aid, and I understand that it is my responsibility to follow up with Financial Aid regarding the status of my application. I also understand that the total cost of my program is due 90 days prior to my program’s departure date. I understand that I can review The Office of International Education’s cancellation policy in the Study Abroad Contract included in The Office of International Education’s program application.

Yes, I applied for Financial Aid and will be receiving the following amount:

- Grants $____________________
- Scholarships $__________________
- Loans $____________________

Date Financial Aid will be disbursed (MM/DD/YYYY): ____________________

Student’s Signature: ___________________________________________  Date: _______________________

Eugene Rogers’ Signature: ________________________________________  Date: _______________________

Office of International Education
Study Abroad Contract

This Study Abroad Contract will guide and inform Molloy College Students of certain required policies and procedures regarding study abroad.

I. Conditions for Enrollment
The undersigned is a student duly enrolled in a Molloy College approved study abroad program for which credit may be granted upon successful completion of the program. The undersigned understands that he or she must deliver to The Office of International Education an executed copy of this study abroad contract at the time of application.

A. Behavioral Responsibilities

The undersigned is aware of the expected behavioral responsibilities while participating in this program. As a guest in a foreign country, there are certain behaviors that are considered unacceptable and could lead to possible disruption of the program. The undersigned hereby assures the College that he/she shall conduct himself/herself in an appropriate manner which does not infringe upon the customs and morals of the country in which the program is being conducted, nor upon the rights and safety of other participants in the program. Behavioral responsibilities shall be applicable during the course of the program both when in the company of other program participants and when the undersigned is physically separated from other program participants.

The undersigned is expected to comply with all of the College’s policies and procedures, as outlined in the Student Handbook, and obey all local, state, federal, international and foreign country laws while away from campus. The undersigned understands that while away from the College’s campus on either a domestic or international study abroad program, disciplinary action may be taken by the College against an individual(s) accused of violating college polices or civil/criminal laws.

________________________
Student Initials

Local Laws: In addition to being subject to the College’s policies and procedures, you will be subject to the local and national laws applicable to your program site. If you violate any of these laws, including, but not limited to drug laws, you may be subject to arrest, criminal prosecution, fines and, possibly even imprisonment. All legal fees, fines and other costs associated with any violation of the local or national laws applicable to the program site are your responsibility and must be paid by you. Molloy College assumes no financial responsibility for providing legal assistance to or the payment of fines or other expenses incurred by any participant who violates the law during the program.

Illegal Drugs: The undersigned understands that the use or possession of illegal drugs during the program is cause for immediate dismissal from the program without refund. In addition, all costs to return to the United States must be paid by the undersigned.

Violent/Disruptive Behavior: The undersigned acknowledges that violent and excessively disruptive behavior is cause for immediate dismissal from the program without refund. In addition, all costs to return to the United States must be paid by the undersigned.

Alcohol Consumption: The undersigned is aware that in the majority of program countries, the legal age for alcohol consumption is 18. Students are not permitted to consume alcohol in their hotel room. Students are not permitted to consume distilled beverages, spirits, liquors, hard liquors, or hard alcohol for the entire duration of the program. It will be the student’s responsibility to ensure that he/she behaves in an appropriate and respectable manner. As a representative of Molloy, the student is expected to avoid excessive consumption of alcohol, and to exercise due caution when drinking. Students who abuse alcohol or create a disturbance because of alcohol consumption will be subject to termination from the program. In addition, all costs to return to the United States must be paid by the undersigned.

Curfew: Because our trips are educational and every student is required to attend a morning meeting, the College has set a 1:00am curfew for all students. At the discretion of the chaperones, this curfew is subject to change.

Mature Behavior: The undersigned is aware that the trip is comprised of long days that include excursions, walking tours, and intercity travels. You are asked to act in a mature manner. Many times there are slight adjustments that must be made due to unforeseen travel changes. The College expects you will adapt to any changes with a positive attitude. The undersigned is also aware that no one outside of the Molloy College Program participants should be in your hotel room at any time, including hotel staff providing room service.

________________________
Student Initials
B. Academic Responsibilities:
The undersigned agrees to the following policies and procedures relative to academic matters:

**Pre-Departure Meetings:** There will be 2-3 mandatory pre-departure meetings that will be established prior to the date of application. Failure to attend will result in expulsion from the trip without refund.

**Class Attendance:** The undersigned acknowledges and understands that the student is required to attend all regularly scheduled classes, take all examinations and complete all assigned work. The student is responsible for ensuring that the requirements for classes to which he/she is enrolled are fulfilled according to the specification of the course instructor. Failure to complete required assignments for a particular course may result in a failing grade for the class.

**Grades:** Grades for programs developed by The Office of International Education (i.e., Summer Program in European Culture and Society) are awarded by course instructors based on their evaluation of the student’s scholastic achievement, and according to the grading system specified in the Molloy College Catalogue. Grades for participants on Molloy Affiliated or Molloy Approved Programs (i.e., semester/year abroad programs) will be awarded according to the policies and practices of the sponsoring institutions and organizations. Those grades will then be evaluated by International Education Coordinator of the College, and an equivalent Molloy grade will be recorded on the student’s transcript. Please note that if you do not complete all course assignments that are part of the program (i.e. onsite assignments such as journals, essay’s, etc.) your grade will be changed accordingly after the completion of the program.

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<th>Student Initials</th>
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C. Financial Responsibility:
The undersigned agrees to the following policies and procedures regarding financial responsibility:

**Program Fees:** Students enrolled in a Molloy study abroad program are responsible for the applicable program fee, which may include tuition, room and board, and other expenses as outlined in the program information. Students enrolled in programs from other sponsoring institutions or organizations are similarly responsible for all mandatory fees as established by such institutions or organizations.

- In order to participate in a Molloy College International Education Program, you cannot have a pre-existing balance on your Molloy College account.
- A non-refundable $300.00 deposit is due upon receipt of the completed International Education application packet.
- 100% of the total cost of the trip is due 90 days prior to the departure date.
- If you are participating in the credit bearing International Education Program your tuition bill must be paid 65 days prior to the program departure date. It is the responsibility of the undersigned to receive this Bursar clearance.
- If you are using a loan to pay for the trip, written proof of the loan and loan amount must be provided at the time of application. It is the responsibility of the undersigned to apply for all loans in the Financial Aid Office.
- Please be advised that due to the fluctuation of fuel prices and Euro/Dollar exchange rate, there may be a surcharge at the time of final payment.
- If there is a change of program location due to unforeseen circumstances, the price of the newly implemented program may increase, thereby resulting in a surcharge.
- $650.00 should cover the cost of lunch and dinner for all short-term programs. Additional monies will be needed for all entertainment not included in the itinerary, e.g., shopping, evening activities, snacks.
- You must pay for any items that you use from the hotel refrigerator or phone calls from the hotel prior to checkout.
- If you cause any damage in the hotel you must pay for it prior to check out.
- While traveling, it is your responsibility to secure your own money/credit cards/property. The College is not responsible for any lost or stolen money and personal items.

| Student Initials |

**Cancellation Policy:**
Please be advised that the following policy will apply in regard to cancellation penalties:

- The $300.00 program deposit is non-refundable.
- In addition to the non-refundable deposit there is a penalty of $300.00 for air, hotel and tour cancellation if written cancellation is received 120 days to 91 days before trip departure.
- A penalty of 100% of the total cost of the trip* will be incurred if written cancellation is received 90 days or less before the trip departure.

*The total cost of the trip includes the International Education fee and all air, hotel, and tour costs.

| Student Initials |
Involuntary or Voluntary Withdrawal: The undersigned acknowledges that return passage and all other expenses occasioned by a participant’s involuntary or voluntary withdrawal from the program will be the sole and exclusive financial responsibility of the student concerned. The undersigned is aware that the chaperones have the authority, with the consultation of the Director of International Education, to withdraw a student whose conduct or academic standing warrants such a step.

To facilitate this, all students are required to carry a credit card (MasterCard or Visa) with access to at least $2,000 with them.

Student Initials

D. Safety Issues:

The undersigned understands the following rules and regulations regarding the student’s safety while abroad:

Travel: Fall, Winter, Spring and Summer Abroad programs typically include organized site seeing and field trips. Please be aware that on daily excursions, there is the potential to walk 5-6 miles a day. Sneakers are recommended. Students are not permitted to travel alone on any short-term program.

Vehicle Usage: The College prohibits students owning, renting, or operating vehicles, including but not limited to vespas, motorcycles, scooters, and segways, while participating in any study abroad programs. Traffic congestion and different traffic laws and regulations, civil and criminal, can make driving motor vehicles in foreign countries extremely hazardous. Insurance requirements, or other financial responsibility laws, vary from country to country. Please be advised if you go against this policy, you assume all risks (financial and otherwise) associated with the ownership, leasing, or operating of such vehicle and any damages caused thereby. You understand that Molloy College assumes no financial responsibility for legal aid, or for the medical or other care of the participant should he/she be involved in an accident while operating a motor vehicle.

Medical Care: If I currently have, or if I develop a condition requiring medical care, I understand that I am solely responsible for obtaining the medical treatment I need. If I currently have a medical or psychiatric condition, I affirm that I have spoken with my doctors, informed them of the travel and other activities which will be part of this educational and travel experience, and they have informed me that there is no medical or psychiatric reason which would preclude my participation. While the College's representative will assist in every reasonable way in obtaining these services, I understand that the College has neither the ability, nor the responsibility, to provide medical assistance.

Student Initials

I have alerted the following person who is over 21 years of age, (Name) (Relationship) ________________ of my travel plans. He/she has agreed that in case of an emergency such as hospitalization, he/she will be available to come at his/her own expense and help me to get home.

Student Signature: ____________________________________________

II. Memorandum of Understanding

This __________ day of __________, 20__
(Day) (Month) (Year)

I have read and understand the above provisions and agree to be bound thereby. I also grant my permission for The Office of International Education of Molloy College to disclose personally identifiable information in case of emergency:

Student Signature

Signature of Parent or Guardian for students under 18 years of age.
Office of International Education
General Waiver and Release

(Please read carefully)

I acknowledge that I have voluntarily enrolled in a study abroad program offered by Molloy College. I understand that during the tour in which I will participate, certain risks and dangers may arise which are beyond the control of Molloy College. Such risks include serious illness, injury and even death, and property damage and loss due to, but not limited to, crimes committed by persons other than employees or agents of Molloy College; political unrest; use of various modes of transportation, housing and dining services or other goods and services in connection with the program; and other activities arising on the part of fellow participants, host family members, agencies, and organizations, persons, or groups with Molloy College contracts or recommends for the provision of services for the study tour. I voluntarily assume all such risk that may result from participation in this study tour.

In consideration of the opportunity to participate in the study tour and by assuming the risks inherent in participating in the study tour, I do hereby release and forever discharge Molloy College, its trustees, officers, directors, faculty, agents, employees, legal representatives, agents and assigns of and from any and all loss and liability in connection with any personal injury, accident, illness, death, damage, claims, costs, expenses or other loss suffered or incurred by me during, arising out of, or in any way associated with my participation in the travel study tour, including, but not limited to, travel to and from the program’s location and any and all other travel incident to my participation in such program, housing, dining, or other goods and services, or arising out of any other activity related to my participation in the program. In addition, I hereby agree to release, indemnify and forever discharge Molloy College, its trustees, officers, employees, agents and assigns of and from contribution or indemnification with respect to any claim made against me by any person or entity in connection with or arising from my participation in the study abroad program. Furthermore, I agree to indemnify and hold harmless Molloy College, its trustees, officers, employees, agents, and assigns of and from any actions brought against them in connection with my acts or omissions. This release does not apply to intentional, willful, or wanton acts of employees or agents of Molloy College.

________________________________________
Name (Please print)

________________________________________
Signature

STATE OF ______________, COUNTY OF ______________, ss.:  

On the ________ day of __________, 20__, before me, the undersigned, a Notary Public in and for said State, personally appeared __________________________, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

________________________________________
Notary Public Signature

________________________________________
Notary Public Stamp
Physical Form

Last Name ___________________________  First Name ___________________________  Date of Birth __________________

I certify that ___________________________ is in good health as determined by a recent physical examination of sufficient scope to ensure that he or she is free from health impairments. I verify that this student is medically capable of handling the stress/rigors of travel.

I have identified the following:

Allergies (including medication and food): ________________________________________________

Dietary Restrictions: ________________________________________________________________

Illnesses: _______________________________________________________________________

Injuries: _______________________________________________________________________

Please specify any activity restrictions that apply: ________________________________________

Please specify any recent hospitalizations: _____________________________________________

Current Medications: ________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Name of Health Care Provider: ________________________________________________________

_________________________________________________________________________________

(Stamp Is Required)

Address: ___________________________________________ Phone: _____________________________

Date: __________________________________________

HEALTH CARE PROVIDER SIGNATURE: _______________________________________________

I certify that all information provided is true and accurate, and I will notify the program director hereafter of any relevant changes in my health that occur prior to the start of the program. I understand that this form is for information purposes only and in no way implies that the program director, Molloy College, its agents or employees take responsibility for my health.

Student Signature: ___________________________________________  Date: ____________________