



* \$50.00 non-refundable deposit due with application.
 * \$250.00 non-refundable program payment to confirm participation due within 10 days of acceptance notification.

SHORT-TERM OFF-CAMPUS STUDY APPLICATION

PROGRAM/TERM

Program//Professor/Term: _____

** Please note that off-campus courses are competitive. The course director and the Wang Center will review all applications and notify you of your application status via your PLU student email address.*

PERSONAL INFORMATION

Full Legal Name (as it appears on your passport): _____
 Last First Middle

PLU ID Number: _____ Gender: Male Female

Date of Birth: _____ Citizenship: _____
Ex. 09/August/88

College Mailing Address: _____ Permanent Mailing Address: _____

Phone: _____ Cell: _____ Phone: _____

(PLU) E-mail: _____ (Secondary) E-mail: _____

Father's Name: _____ Phone: _____ E-mail address: _____

Mother's Name: _____ Phone: _____ E-mail address: _____

Cell: _____ (please specify name of cell phone user)

Do we have your permission to include your parents' e-mail address(es) on an information list to be used solely by the Wang Center staff to distribute information to Parents/Guardians regarding the program in which you are enrolled? _____

Person to be notified in case of emergency: _____ Phone: _____ Cell: _____

Relationship: _____

Address: _____

IMPORTANT:

- PLU policy restricts dependents from accompanying students who are participating in a PLU Study Away Program.
- Notify the Wang Center for International Programs in writing immediately of any change in address or phone number.

ACADEMIC INFORMATION

College standing at program start date: First Year Sophomore Junior Senior Other: _____

Major(s): _____ Minor(s): _____

Cumulative PLU GPA: _____ Academic Advisor: _____ Department: _____

List all PLU J-Term or semester off-campus courses or programs in which you have participated and the faculty leader(s):

FOREIGN LANGUAGE STUDY

Current level and years of study in college: _____ Language: _____

Anticipated level at departure: _____

CLEARANCE FOR OFF-CAMPUS STUDY

All students applying for an off-campus course must be in good standing and remain in good standing before and during program participation. Good standing means that you are able to receive academic, health, student conduct, and financial clearances from the university.

I verify that I am a student in good standing, as described above.

Signature Date

If not in good standing as described above, explain here and contact the Wang Center. _____

ESSAYS & PERSONAL INTERESTS

On a separate sheet of paper (typed):

1. Write a brief autobiographical sketch as if you were writing a letter introducing yourself to a host family. How would you describe yourself? What role, personality, and strengths do you bring to a group? What challenges do groups present to you?
2. Explain why you are choosing this program and how it relates to your personal and chosen educational goals. How do you hope to incorporate this experience into your academic, career, or life plans?
3. Note what undergraduate courses you have taken and/or any life experiences that relate to the course for which you are applying. Why do you think they can help you with this course?
4. Briefly comment on the ways in which you think your work experience and/or extracurricular interests and activities contribute to your application for this particular course.
5. Briefly list any previous travel experiences you have had within or outside the US of 10 days or longer duration.

IF YOU CURRENTLY HAVE A PASSPORT *(International applications only. If you do not have a passport, apply for one now.)*

Passport Number: _____ Expiration Date: _____

Place of Birth: _____ Date of Issue: _____

Place Issued/Authority: _____

AUTHORIZATION OF RESPONSIBILITY

I acknowledge that the information I have provided on this application is true and complete.

Student Signature _____ Date _____

Printed Name _____

A faculty recommendation, in your major if possible, is required as part of your application. To whom have you given the recommendation to complete?

_____ Department: _____

If you are not chosen for this course, do you have a second choice?

Program/Professor: _____ / _____

STUDENT AGREEMENT FOR OFF-CAMPUS STUDY

Participants in PLU Off-Campus Study Programs/Classes are expected to maintain behavior consistent with the PLU Student Code of Conduct, academic performance consistent with PLU's usual standards, observe rules and laws of the locality in which the Program/Class occurs, behave in a manner that protects their safety and that of others in the group and reflects positively on PLU as a member of the international educational community.

Pacific Lutheran University considers all forms of PLU sponsored educational opportunities, which occur off the PLU campus to be subject to the same standards of conduct and academic performance as opportunities that occur on campus. In addition, PLU recognizes that off-campus learning opportunities may present unique circumstances, which may require greater diligence on the part of students to maintain behavioral and academic excellence. Consistent with this approach, PLU reserves the right to dismiss any participant from off-campus study for reasons of unacceptable behavior or academic performance.

Because every off-campus experience is unique and because it is impossible to anticipate every unique situation that may occur, PLU reserves the right to dismiss any participant from off-campus study for any reason which may, in PLU's sole discretion, negatively impact PLU or the health, well-being or academic growth of participants. Such dismissal from off-campus study will be without refund of tuition or program fees. Return transportation, if applicable, will be at the student's expense. Behaviors that violate PLU's Student Code of Conduct will be reported to the Student Life Division and processed through the Student Conduct system.

There are some basic and inviolable rules of behavior related to every off-campus program or class, including:

1. Students must maintain an adequate standard of academic work in the program and behave responsibly in their living situation and on group excursions.
2. Students must comply with the PLU Student Code of Conduct and other applicable expectations as established by the university, the Wang Center, and /or the program leader(s).
3. For safety and security reasons, while participating in off-campus programs/classes, students must refrain from political activity of any sort, e.g., joining political parties or unions, demonstrations, soliciting political material, or picketing.
4. Illegal drugs in any form are not tolerated. Students must recognize that laws and judicial processes around the world relating to drug use and possession may vary significantly from, and be far more stringent than, those in the United States. Students found using or possessing illegal drugs in any form are subject to immediate dismissal from the program and referral to PLU Student Conduct.
5. Violent behavior results in automatic dismissal from the program and referral to PLU Student Conduct.
6. Sexual behavior that is or could be disruptive to the program will result in dismissal from the program and may be referred to PLU Student Conduct.
7. Breaches of the local law are referred to and handled by the appropriate law enforcement authorities and referred to PLU Student Conduct.
8. Students assume any and all risks involved in off-campus study and the activities they pursue in their free time while on the program. Students remain subject, however, to the behavioral rules and standards identified in this Agreement even during free time while participating in off-campus programs/classes.

(SIGNATURE REQUIRED – SEE NEXT PAGE)

NOTIFICATION OF APPLICATION STATUS

All applicants will be notified of their application status promptly following the application deadlines, via their PLU student email accounts. **The Wang Center must be notified in writing of any withdrawal from a course or cancellation of an application.**

Accepted applicants: Applicants who are accepted for a position in the class are required to sign an Acceptance Letter and return it to the Wang Center along with their \$250 non-refundable program payment to confirm participation. This is due within 10 days of acceptance notification.

Not Accepted Applicants: A number of j-term courses are competitive. Those students who are not accepted into their first choice will automatically be considered for their second choice. Every effort will be made to place a student in an alternative course of their choosing. If a student has no second choice, the \$50 application fee will be refunded to their student account.

CANCELLATION AND REFUND POLICY

Cancellation of a program/course: Pacific Lutheran University reserves the right to cancel a program/class at any time. Should circumstances require that PLU cancel a program/class, students will be notified immediately. The timing and cause of the cancellation will determine the exact amount of the refund; all efforts will be made for a full refund on behalf of the student.

Student withdrawal: The initial payments of \$50 deposit and \$250 confirmation of participation program payment are non-refundable. All students issued Acceptance Letters will be enrolled in the course for which they have been accepted and will be responsible for paying the program fee. **The Wang Center must be notified in writing of any withdrawal from a course or cancellation of an application.** Withdrawals after August 30, 2008, for J-Term (or after April 1st for summer courses) will be charged an additional \$300 cancellation fee AND will be charged for any unrecoverable funds expended on their behalf (e.g. travel tickets, deposits, entrance fees, theater tickets, visa fees etc.).

Dismissal: Students who are dismissed from off-campus study because of unacceptable personal behavior and/or academic performance are responsible for all program fees and will not receive academic credit for the class.

Late applications: Applications submitted after October 1, 2008, for J-Term (excluding the Makah Anthropology and J-Term on the Hill courses) will be charged an additional \$100. Applications for international J-Term courses will not be accepted after Thanksgiving.

INSURANCE CERTIFICATION

I understand that as a participant in off-campus programs I am required to have personal health, accident, disability and hospitalization insurance coverage for the duration of the program. I expect and recognize that none of the fees paid for this program go toward the payment of such insurance, and that Pacific Lutheran University does not have an obligation to provide me with such insurance.

STUDENT'S AGREEMENT

As an applicant for the Pacific Lutheran University Off-Campus Program indicated above, and in exchange for being given the opportunity to participate in PLU Off-Campus Study, I agree to the following:

1. I have read, understand and agree to the Student Agreement for Off-Campus Study. I understand and agree to the rules regarding my behavior and academic performance. I also understand that as a PLU student, I will be viewed as a representative of my country and my university. It is my intention to act as a good-will ambassador and conduct myself in a fitting manner. I agree to follow terms of this Agreement, and I understand that violation of this Agreement could lead to dismissal from the program or class, and additional sanctions which could be imposed through PLU's Student Conduct System.
2. I have read the Refund Policy and agree to pay the program fee and understand my financial obligations in the event of withdrawal or dismissal from the program.
3. I understand that as a participant, I am required to have sufficient personal health, accident, disability and hospitalization insurance coverage.
4. I understand that as a participant, I am required to be in good standing and remain in good standing. Good standing means I will receive academic, health, student conduct, and financial clearances from the university.

Student Signature _____ Date _____

