

UNIVERSITY OF TOLEDO
College of Business and Innovation Faculty-Led Study Abroad
STUDENT APPLICATION
Due: Nov. 1, 2025
\$200 deposit (non-refundable) paid by credit card through UT
Marketplace

NAME: _____ **ROCKET #** _____

This application is used for all students studying abroad in the following programs:

Please complete all the pages of this application packet and submit to Professor Carol Sullinger by email at carol.sullinger@utoledo.edu.

- 1) **Copy of Passport:** If you do not have a current passport, apply for one immediately! Information on how to obtain a passport can be found at the US State Department website (<http://www.state.gov>)

Your application will be considered accepted for review once all materials, fees, and deposits are submitted.

Once this application is submitted, you will receive notification letting you know if you have been approved for this program and if there is any additional information that you need to submit for your application.

GENERAL STUDY ABROAD APPLICATION

PERSONAL INFORMATION

FULL NAME (as it appears on your passport)

Rocket #

MAILING ADDRESS (address to be used prior to your trip abroad)

CITY

STATE

ZIP CODE

(_____) _____

TELEPHONE

PREFERRED EMAIL ADDRESS

PERMANENT ADDRESS

CITY

STATE

ZIP CODE

PERMANENT TELEPHONE

COUNTY OF RESIDENCE

DATE OF BIRTH (DD/MM/YY)

GENDER (this information is for statistical purposes and has no bearing on acceptance into any program)

Have you traveled abroad before? If so, please explain in the space below.

How did you hear about this program?

GENERAL STUDY ABROAD APPLICATION, CON'T.

ACADEMIC INFORMATION

MAJOR

MINOR

CURRENT CLASS RANKING (Check below)

☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate

CURRENT CUMULATIVE GRADE POINT AVERAGE: _____

GPA requirement is a 2.5 or better. Please see brochure/catalog for GPA requirements for Third Party Programs.

PASSPORT INFORMATION

Do you have a current passport? ☐ Yes ☐ No

Country of Citizenship

Passport Number

Passport Issue Date

Passport Expiration Date

SIGNATURE OF APPLICANT

By my signature I certify that, to the best of my knowledge, the information provided in this application is true and correct.

SIGNATURE

PRINTED NAME

DATE

FINANCIAL AGREEMENT

FINANCIAL AND REFUND POLICY

Please read the terms and conditions that follow:

- Students planning on using financial aid to pay for their program should meet with their Financial Aid advisor.

- Students participating in the **UT Exchange programs** are responsible for paying their full-time tuition at the University of Toledo the semester of their program, travel expenses, and living expenses abroad. Students participating in intensive language programs in host countries are exempt from full time tuition since they are required to pay program fees.
- All paperwork is mandatory of all students participating in any study abroad program through UT.
- Students who have not completed all required paperwork prior to departure are subject to any and all late registrations fees they acquire.

With my signature I certify that I understand and agree to the financial and refund policy for UT Exchange or Third Party programs listed above.

Student's Name (Printed) _____

Student's Signature _____

Date _____

UNIVERSITY OF TOLEDO

STUDENT AGREEMENT FOR PARTICIPATION IN STUDY ABROAD PROGRAMS

THIS AGREEMENT, made and entered into as of the _____ day of _____, 20__ by and between The UNIVERSITY OF TOLEDO, hereinafter called "University" and _____, hereinafter called "Student",

WHEREAS, the University, is offering for the Student's participation in an Education Abroad Program, hereinafter called "Program", and WHEREAS, Student desires to participate in the Program, under the terms and conditions hereinafter set forth, NOW THEREFORE, in consideration of the promises and covenants herein, the parties hereto agree as follows:

PRE-DEPARTURE AND ARRIVAL INFORMATION

1. University provides a mandatory pre-departure orientation on health and safety for foreign travel. Student acknowledges that he/she is responsible for participating in a pre-departure orientation session and that failure to do so may result in being dropped from the program.

PAYMENTS

2. Student accepts financial responsibility for all participation deposits and fees. A specification of what is included in a program fee is available upon request from the Center for International Studies and Programs (CISP). Student is responsible for making appropriate payments according to any payment schedule set for the Program. Student authorizes the University to fully manage the Program account and to conduct the financial affairs of the Program. Student also understands that additional charges may be separate from the cost of the Program and that he/she is financially responsible for said charges.

AGREEMENT MODIFICATION AND/OR TERMINATION

3. Any provision in this Agreement, to the contrary or otherwise, Student understands and agrees that actions, occurrences, or events that may make necessary or desirable the modification of this Agreement, or its termination, prior to Student's departure to participate in the Program.
 - 3a. University, in its sole discretion, may modify this Agreement with respect to any details of any program, so long as any such modification contains a reasonably comparable substitution for the terms of this Agreement.
 - 3b. University, in its sole discretion, may terminate this Agreement, and shall have no obligation upon such termination to place Student in any institution with which University, through this Program, has a contractual relationship, provided that University returns payments made by Student to the University, pursuant to Paragraph 2 above, unless the termination is pursuant to the terms of subparagraph 5 below, in which case that subparagraph shall determine what, if any, repayment is to be made. It is expressly understood by the parties to this Agreement that the University reserves the right to terminate the Program at any time it deems the safety or welfare of the students is at risk. If, for any reason, the University cancels the Program, its obligation will be limited to refunding all amounts deposited by Student to the proper account.

STANDARDS OF CONDUCT

4. It is understood between the parties hereto that the international implication, so this Agreement are such that the conduct of Student during the course of the Program is of utmost importance. Student, therefore, agrees to read, understand, and abide by the University Student Code of Conduct and information contained in the UT International Travel Handbook for Students Studying Abroad. Student agrees to conform to standards of conduct consistent with the maintenance of the

reputation of the University, including regular attendance in all classes, and to conform to all applicable rules, regulations, and policies of each institution. Student understands that misconduct abroad can lead to dismissal from the Program, loss of academic credit, and may result in a decision by University to impose further sanctions, such as suspension or dismissal from University. Misconduct abroad refers to Student's actions that, in the judgment of the CISP and its staff, agents or representatives of the Program, jeopardize Student's own welfare or that of fellow students and/or the Program. Such actions include, but are not limited to, the following: the use of or threats of physical violence, violating the laws of the country or host university, openly abusing the customs and mores of the community, damage to or destruction of property of others, alcohol or substance abuse, underage consumption of alcohol, eviction from one's lodging, obstruction or disruption of teaching or other University activities, unauthorized absence from classes and/or from the Program, and academic misconduct (cheating, fabrication, forgery, plagiarism, the unauthorized use of online translators, or facilitating academic dishonesty).

TERMINATION DUE TO MISCONDUCT OR LOW ACADEMIC STANDARDS

5. Anything in this Agreement to the contrary notwithstanding, Student agrees that, in the event the Directors of the Program or of the CISP, in his or her exclusive discretion, shall determine that the conduct or academic standards of Student are detrimental to the best interests of the Program, either Director may terminate the participation of Student in the Program upon notice to the University. In the event of a termination pursuant to this subparagraph, University shall not be required to refund to Student any payment or portion thereof made to University. University may make such refunds as it, in its sole discretion, deems to be appropriate under the circumstances and consistent with University policy.

PAYMENT OF PERSONAL EXPENSES DURING PROGRAM

6. Student understands that he/she is responsible for payment of any expenses he/she incurs during the course of the Program unless otherwise noted. Student should keep receipts for all such payments. Student is also responsible for any damages he/she may cause during the course of the Program, including damage to housing or other property. If Student fails to meet these responsibilities and University pays the expenses incurred or caused by the Student, then University will charge those expenses to the Student through its Student account and Student hereby authorizes same.
- 6a. Student understands and agrees that it is his/her responsibility to have sufficient funds available for maintenance while participating in the Program.

HEALTH AND SAFETY

7. Student understands that staying in a foreign country may involve health and other personal risks. Student agrees to complete honestly, accurately, and fully any required pre-departure health forms, and to exercise reasonable or recommended precautions while abroad with respect to food, drink, personal hygiene, personal conduct, and exposure to known disease risk factors such as, but not limited to, tropical diseases (where applicable) and sexual contact and behavior (HIV/AIDS and other sexually-transmitted diseases). Student further agrees to conform to applicable Host Country medical examination requirements for visa application.
- 7a. Student agrees that his/her health (physical, mental, or otherwise) will not be a problem to travel safely to the Host Country, living in the Host Country, and participate in the Program. If Student needs an accommodation(s), Student must follow University procedures and contact the Office of Academic Access.
- 7b. In the event of illness or injury to Student, he/she authorizes any official representative of the UCIE to secure medical treatment on his/her behalf, including surgery and the administration of anesthetic, and he/she accepts all financial responsibility for such treatment. Student understands that building safety standards in foreign countries are not the same as those in the United States and agrees to accept attendant risks.
- 7c. If Student, at any time during the Program, sustains any injury, loss, or damage, he/she will assume sole responsibility and will not institute claims against the University or any of its officers, agents, or employees, either in their official or individual capacities, and thereby totally release and discharge them from any claim or liability for any such injury, loss, or damage, direct or indirect. Any assistance which the officers, agents, or employees of the University may provide in the course of Student's participation in the Program shall be deemed to have been given under this specific understanding.
- 7d. The attached mandatory Authorization for Medical Records and/or Medical Treatments, which is part of this Agreement, must be completed, signed, and returned to the Center for International Studies and Programs before Student is permitted to depart for their intended Program.

PROGRAM WITHDRAWALS

8. It is understood by the parties hereto that withdrawal of Student from the Program, whether or not authorized by University, and termination of Student's participation in the Program, whether or not voluntary on the part of the Student, shall not diminish or otherwise affect Student's obligation to make to University any and all payments specified by this Agreement. It is further understood that Students must be in good academic standing with his/her home institution before participation in the Program.

PUBLICITY CONSENT

9. Student hereby grants permission for the use of his/her name and photograph for publicity and/or of the Program in publications, audio-visual presentation, and other related media.

COMPLETION OF REQUIRED DOCUMENTATION

10. Student agrees to complete and return by the specified deadlines all documents and forms provided by the Program before his/her departure and understands that failure to do so may result in refusal of Program participation and/or class registration. Students who are not registered for classes may not participate in the Program.

OPERATING VEHICLES ABROAD

11. Student studying abroad through any University of Toledo Study Abroad Program are not permitted to drive a car internationally. If, however, Student determines to operate a motor vehicle while abroad, Student recognizes that University assumes no financial or legal aid responsibilities or other assistance should Student be involved in an accident while operating a motor vehicle.

STUDENT AGREEMENT TERMS AND CONDITIONS

12. It is mutually understood between the parties hereto that this Agreement contains all the terms and conditions which the parties have agreed and that no other understandings or representations, either oral or written, regarding the subject matter of this Agreement will be deemed to exist or to bind the parties hereto and that any modification or amendment of this Agreement will be only by written instrument signed by each party hereto unless otherwise expressly provided in this Agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto executed this Agreement the day and year first above written.

Student's Signature

Date

University of Toledo Representative

Date

(Participants are advised to print an extra copy of this Application and Participation Agreement for their personal records)

UNIVERSITY OF TOLEDO

AUTHORIZATION FOR MEDICAL RECORDS AND/OR MEDICAL TREATMENT

This document acknowledges that the University of Toledo selected _____ to participate in a University of Toledo Study Abroad Program and the undersigned hereby authorizes The University of Toledo and designated representatives to grant permission for medical and surgical treatment of said Student during the participation of Student in the aforementioned Program.

Although the undersigned understands that, when possible, advance permission of the undersigned will be sought for an unnecessary surgical treatment, the undersigned agrees that all medical treatment and surgery may be performed when, in the opinion of competent medical authorities, the health or welfare of the Student will be adversely affected by any delay. It is understood that law of the Host Country in which the Student is residing may require such permission.

The undersigned also authorizes the Student Health Services, Counseling and Wellness Center/Services, and/or the Student's private physician or therapist, to inform the CISP regarding any health problem Student is found to have which might require special consideration and/or follow-up treatment while studying abroad, and that this shall extend to and apply with respect to any medical and surgical treatment rendered the Student pursuant to this authorization.

This authorization does not have an expiration date. I may cancel this Authorization at any time by sending a written notice to the investigator at the following address:

University of Toledo
Center of International Studies and Programs - CISP
2801 W. Bancroft Street, Mail Stop 131
Toledo, OH 43606

If I cancel this Authorization, no new health information that might identify me will be gathered after that date. Information that has already been gathered may still be used and given to those previously authorized.

In the event of any medical or other emergency situation that may occur while I am participating in one of the Study Abroad Programs through The University of Toledo, I hereby authorize official representatives of The University of Toledo to release any medical or other information as they deem appropriate to ensure the safety of all students.

TERMS ACCEPTED BY:

Student's Signature

Date

UNIVERSITY OF TOLEDO

STUDY ABROAD PROGRAM RELEASE

The parties to this release are _____ (Student),

(Student's Parents or Legal Guardian if Student is under the age of 18),
both referred to hereafter jointly and severally as "Student", and University of Toledo (hereafter "UT").

The Student, with the consent of the Student's parents or legal guardian, has chosen to participate in an UT Study Abroad Program (hereafter "Program").

In consideration of UT accepting Student into the Program, Student, her/his heirs, executors, administrators, employers, agents, representatives, insurers and attorneys, hereby releases and discharges UT, its officers, trustees, faculty, employees, agents and representatives (hereafter "Released Parties") from any and all claims which may arise from any cause whatsoever, including any negligent act or omission by the Released Parties. The Student further releases and discharges the Released Parties from responsibility for any accident, illness or injury or any other consequences arising or resulting directly or indirectly from Student's participation in the Program, including events that may take place during the Student's independent travel, problems associated with traveling with or independent of any Program.

The Student recognizes and agrees that the Released Parties assume no responsibility for any liability, damage or injury that may be caused by Student's negligence or willful acts committed related to or during participation in the Program, or for any liability, damage or injury caused by the intentional or negligent acts or omissions of any other participant in the Program.

Student understands and agrees that Student will obey all rules, regulations, and laws of the respective countries to be visited, and all travel regulations, any rules or precautions issued by UT, its representatives or by any associated institutions or organizations or by the United States government. Student also understands that in the sole discretion of the Program representative, a violation of the above may result in immediate expulsion from the Program.

Student understands and agrees to attend and participate in all excursions that are a part of the Program. Student understands that failure to do so will result in a reduction of grade including the possibility of course failure and/or expulsion from the Program.

It is understood and agreed that should Student elect to remain overseas at the location of the Program or elsewhere prior to or after participation in the Program, UT will cease to act as a sponsor for the Student. Should Student drop out of the Program voluntarily or involuntarily, UT will cease to act as a sponsor for Student thereafter. In both of the foregoing events, this release shall remain in full force and effect.

Student understands and agrees that foreign travel may be dangerous and that this Release includes, but is not limited to, a Release and discharge of Released Parties from any responsibility associated with any liability for injury or damage to Student regardless of the source or cause.

Any activities that a Student takes part in, whether as a part of the Program or separate from the Program, will be considered to have been done with their approval and understanding of any and all risks involved. Any Student under 18 and/or considered dependents from their parents or guardians are responsible for giving all background and other relevant information about the Program to their parents or guardians.

University of Toledo reserves the right to cancel any program in the case of an emergency beyond its control or to cancel programs or substitute classes due to low enrollments or unavailability of faculty or facilities.

It is understood and agreed that if any provision of this Release or the application thereof is held invalid, the invalidity shall not affect other provisions or applications of this Release which can be given effect without the invalid provisions or application and to this end the provisions of this Release are declared severable.

This Release shall be construed in accordance with, and governed by, the laws of the State of Ohio.

The language of all parts of this Release shall, in all cases, be construed as a whole, according to its fair meaning, and not strictly for or against any party.

This Release is the only, sole, entire and completely agreement of the parties relating in any way to the subject matter hereof. No statements promised or representations have been made by any party to any other, or relied upon, and no consideration has been offered, promised other than as may be expressly provided herein. This Release supersedes any earlier written or oral understandings or agreements between the parties.

Student acknowledges that he/she has read this Release and that he/she understands its meaning and effect.

Student Signature

Date

Parent or Legal Guardian (if Student is under the age of 18)

Date

UT Witness (Name/Title)

Date

UT STUDENT MEDIA RELEASE AUTHORIZATION

I, the below identified person, do hereby release the following records and/or information described below:

Print Name

Date

Signature of Student

The University of Toledo – Center for International Studies and Programs - CISP

Named student above agrees to release the below contact information to CISP for the purpose of connecting students, faculty, and staff while abroad. This contact information is provided at-will and can be terminated at any time. I understand that this release will include all information I have provided below for the use of CISP's Study Abroad promotional purposes including but not limited to CISP's website, Google map, flyers, etc.:

- Name
- Study Abroad location
- Study Abroad university
- E-mail address

- Major
- Expected graduation year

This authorization form will remain in effect for the current academic year and until the first day of the next academic year unless student requests early termination.

I understand that this authorization may be withdrawn at any time in writing, except to the extent that action has been taken.

Application Fee: \$200, non-refundable unless you are denied; check or money order made payable to:

- **“University of Toledo Foundation”**

Please complete all the pages of this application packet and submit to Professor Carol Sullinger by email at carol.sullinger@utoledo.edu no later than Nov. 1, 2025.