

HARTWICK COLLEGE
2012 Off-Campus J Term Application

Center for Interdependence • 1st floor Golisano Hall • (607) 431-4079

HOW TO APPLY FOR AN OFF-CAMPUS J TERM PROGRAM

Eligibility and requirements for participation:

- Students must have a minimum of a 2.0 grade point average and must meet any course prerequisites. Some courses are restricted to a specific major. Not all programs accept freshmen.
- Students must not be on academic or disciplinary probation. The College has the right to screen students' academic, disciplinary and medical histories, which may be considered in the selection process. Students placed on academic or disciplinary probation after being accepted into a program will not be eligible to participate.
- In order to participate in an off-campus program, students must demonstrate these competencies:
 - Ability to be flexible and adapt to new environments
 - Ability to assume responsibility for his or her own medical and psychological needs
 - Maturity to respect the host culture as well as fellow program participants
- Students must turn in a complete application, which consists of: the Application Form, the Financial Agreement, the Emergency Contact Form, the Medical Information Form and the Conditions and Assumption of Risk Form. Incomplete applications will not be considered. A student can apply to one program only.
- The College has the right to cancel programs with low enrollment. If a program is cancelled, a student may enroll in a different program or can ask for a refund of the \$500 deposit.

Off-Campus J Term Program Timeline:

<i>Spring deadlines</i>	April 15, 2011 April 30, 2011 with fall tuition	<u>complete application due</u> \$500 deposit due full payment due
<i>Fall deadlines</i>	September 20, 2011 September 30, 2011 October 10, 2011	application due \$500 deposit due full payment due
<i>For all accepted students</i>	October 30, 2011	fee adjustment due (if there is one)

Program fees listed in the off-campus J Term brochure and on the web site are ESTIMATES. If factors such as fluctuations in currency/exchange rates, fuel prices, course enrollment, etc. affect the final cost of a program, a fee adjustment will be announced on or before October 10, 2011.

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CHECKLIST

NAME _____

PROGRAM _____

In order to be accepted into an off-campus program, you must complete, sign and submit all required materials. Completing the requested forms and actions by the published deadlines is the responsibility of the individual planning to participate in an off-campus program. Failure to complete participant responsibilities - including paperwork and payment - by published deadlines will result in your being terminated from the program.

These are the required forms necessary to complete your application. **Please make a copy of all forms for your records.**

1. **Application Form**
2. **Financial Agreement (requires parental signature)**
3. **Emergency Contact Form**
4. **Medical Information Form**
5. **Conditions & Assumption of Risk Form (requires parental signature)**
6. **For International Programs Only: Photocopy of valid passport photo page due with paperwork, unless you are in the process of applying for a passport.** All passports must be valid until June 2012. If you are in the process of obtaining or renewing a passport, please check here: _____. You must provide a copy of your new or renewed passport by October 10. It is important to apply for your passport early, as the process can take up to 2 months. Often passport information is required in order to purchase airline tickets.

Checks should be made payable to "Hartwick College" and indicate "J-term" and the program name on the memo line. Please note: The Deposit Refund Policy, Withdrawal Policy, and Cancellation Policy are located on the Financial Information Form. For spring applicants, after the deposit is received, the balance of the program fees will be billed to student's fall tuition bill. Fall applicants should pay the program fee as soon as they are accepted into the program. Any adjustments to the program fee will be determined and communicated on or before October 10. A student's entire Hartwick balance must be paid in full (including program fees) in order to remain eligible for participation in a January off-campus program.