UGA à Paris Study Abroad Program Application

INSTRUCTIONS:

• Return complete application by the **January 16, 2015** deadline to:
  Dr Andrew Herod
  Department of Geography, Rm 204
  University of Georgia
  Athens, GA 30602

• Submit all of the following materials together (references may be submitted separately; see below).

• Only complete applications will be considered.

Make sure the following items are included in the materials you return:

- All pages of the completed and signed application.
- 1 official copy of your UGA transcript *(Obtain from the UGA Registrar’s Office)*
- 1 official transcript from any other college you have attended (unless the credits have been transferred to UGA, in which case you do not need a transcript from these colleges).
- 1 reference form or letter. *(It is the applicant’s responsibility to secure references by the deadline. References may be included in a sealed envelope or forwarded by the referee.)*

ALL STUDENTS SHOULD NOTE THE FOLLOWING:

Submitting an application for a study abroad program does not guarantee acceptance into the program. Candidates must meet program requirements, be approved by the program's faculty coordinator, and be eligible to register and attend classes at the University of Georgia at the time of departure and throughout the period of the program. Participation is also subject to availability. Furthermore, the program or individual courses may be cancelled due to low enrollment or other factors. Students will be informed of such a decision no later than 6 weeks before the planned departure date or as soon as possible after any adverse circumstances that cause the program to be cancelled. Exchange rate fluctuation and/or inflationary conditions may necessitate that the program raise fees above previously advertised rates between the time of admission and the beginning of the program. In the event that a student has not paid all required costs in full by the due date, students agree to pay all collection costs, attorney fees, insufficient funds charges, and any other charges necessary for the collection of any amount not paid when due.

UGA Study Abroad Fee and Payment Information

There are four (4) different types of payments that students who are accepted into the program will have to make:

1) **Program Fee:** For summer 2015 this will be $5,995 and covers things such as 6-weeks room and board at the St. John's residence facility in central Paris, two overnight trips (to Normandy and the Loire Valley), several activities in Paris, some meals, and a number of other things (for a full list see the “What you get for your money” section of the paris.uga.edu website).

**NOTE:** when we go to the Loire Valley we try to stay in a small chateau. It has never been a problem doing this in the past but there is always the possibility that there may not be sufficient space to accommodate the group. This may mean either staying in a different location or some students sharing a double bed for one night.
2) **The equivalent of 6 credit hrs tuition** (see [https://busfin1.busfin.uga.edu/bursar/schedule.cfm](https://busfin1.busfin.uga.edu/bursar/schedule.cfm) for more information on credit hour costs, though note that final summer tuition rates are not set until late April of each year and so tuition rates quoted earlier may be subject to change). If you are on HOPE you can apply HOPE towards your tuition; out-of-state students pay in-state tuition rates.

3) **Mandatory UGA fees** (at present these are the institutional fee, the green fee, and the technology fee [NOTE: these are subject to change, depending upon Board of Regents policy]).

4) **A Housing Damage Deposit** (this is refundable after the program is completed, assuming there is no damage to your room or to any facility in which you are staying).

For UGA students, all of these payments (the program fee, tuition, the mandatory UGA fees, and the housing damage deposit) will be billed directly through the UGA Student Accounts system.

**NOTE:** For some non-UGA students there is an additional $250 Out-of-state Board of Regent’s Fee. This fee is waived for Georgia residents, whatever home university they attend. It is also waived for students enrolled at other University System of Georgia schools and SEC member institutions, regardless of state of residence.

The full program fee of $5,995. Please submit a $500 check (made out to “University of Georgia”) with your application as your deposit. The remaining charges of $5,495 will be placed on your student account. Payment is due according to the schedule below. Once program fees are billed, they cannot be removed from your account except as set out below. Tuition and mandatory UGA fees are billed separately. The Housing Damage deposit is also billed separately at a different time. Students are responsible for checking their student accounts regularly and for making payments in a timely manner.

**NOTE:** Please check your UGA MyID email account frequently during the time between acceptance into the program and your departure. Notices about amounts due to Student Accounts and other official UGA announcements will only be sent to an official UGA MyID. If you normally use another e-mail provider, please make sure your UGA account is forwarded to that account.

<table>
<thead>
<tr>
<th>Program fee schedule: UGA à Paris</th>
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<tr>
<td>➞ First installment of <strong>$500</strong> is payable with your application. This is refundable if you are not accepted.</td>
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<tr>
<td>➞ Second installment of <strong>$3,000</strong> is payable by <strong>January 30, 2015</strong>.</td>
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<tr>
<td>➞ Third and final installment of <strong>$2,495</strong> is payable by <strong>February 27, 2015</strong>.</td>
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<tr>
<td><strong>NOTE:</strong> Students who withdraw on or after <strong>February 6, 2015</strong> are obligated to pay the full program fee.</td>
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If you are a non-UGA student, please submit payment according to the dates listed above. Please send checks to: Bursar’s Office, 424 E. Broad Street, Athens, GA 30602 or make payments online at www.uga.edu – click on MyUGA; you will need your UGA ID and password.

**Information on Refunds**

➢ If you withdraw from the program on or before **January 29, 2015**, then all program fees other than the $500 deposit will be removed from your student account and/or refunded.

➢ If you withdraw from the program between **January 30, 2015** and **February 5, 2015**, then all program fees less the $500 deposit and $1,000 unrecoverable costs charge will be removed from your student account and/or refunded.

➢ If you withdraw from the program on or after **February 6, 2015**, no refunds will be made of any fees due and you are obligated to pay the full program fee.
⇒ If you are dismissed from the program for academic or conduct reasons after the program begins, or if you voluntarily withdraw from the program after it has begun, there will be no refunds issued. If the program is cancelled due to insufficient student enrollment, then all charges will be removed.

⇒ If the program is cancelled due to an act of war or terrorism, a State Department warning or other circumstances that make the program location unsafe, all fees not already spent on your behalf will be refunded.

⇒ All withdrawals, as well as any requests for refunds/ removal of charges, should be made in writing to the program director prior to the dates noted above. It is in your best interest to notify the study abroad program immediately upon making a decision to withdraw.

⇒ If you elect not to, or are unable to, participate in one or more individual program activities (field trips, group meals, etc.), the cost of these activities cannot be refunded.

**Housing Deposit:**

Our Paris housing provider, St. John’s University, requires a deposit against damage to the rooms used by UGA students. We will not know the exact amount of the deposit that will be charged until the UGA à Paris program makes full payment to St. John’s, but it should be approximately 260 Euro. This deposit is refundable after the program ends, assuming that there is no damage to your room or the facility. The deposit will be charged to your student account at the exchange rate in effect on the day that the Paris program makes payment to St John's for your accommodation. Assuming that there is no damage to your room or to any other facility in which you stay, you will be reimbursed the dollar equivalent of the deposit after your return. **NOTE:** because the Euro/ US dollar exchange rate varies day-to-day, the amount that you will be reimbursed after the end of the program may be slightly more or slightly less than the dollar amount your student account was charged.

**Student signature:**

I have read and agree to the above policies, amounts, and procedures. I understand that a charge to my student account for the program application fee indicates my intention to participate in this program and to abide by the above financial policies. I understand that I am responsible for all amounts charged to my account. In the event my studies abroad program fee balance is not paid in full by the due date, I agree to pay all collection costs, including attorney fees and other charges necessary for the collection of any amount not paid when due. Should any payments I make be returned for insufficient funds, invalid account, etc., I understand these balances will also be treated as stated above.

__________________________  
Signature of Student  
__________________________  
Date

__________________________  
Signature of Parent or Guardian (for students under 18)  
__________________________  
Date
University of Georgia Study Abroad Program Application

Personal and Academic Information (PLEASE WRITE CLEARLY OR TYPE!)

810 Number (or SS# if you do not have an 810 #)________________________

Full Name ____________________________________________________________

Preferred Name ______________________________________________________

Birth Date _______ Age ______ Sex: _____ M _____ F

Mother/guardian’s Name _______________________________________________

Father/guardian’s Name _______________________________________________

Are you on financial aid (including HOPE) ___Yes ___ No

If so, what types? ______________________________________________________

Your college/univ. _____________________________________________________

Are you a Georgia Resident? ___Yes ___ No GPA _______ GPA in major _______

Major(s) ____________________________________________________________

Minor(s) ____________________________________________________________

Academic Level during study abroad (please circle one) 1st year / 2nd year / 3rd year / 4th year

Campus Address _______________________________________________________

_______________________________ Phone ________________________________

E-mail ______________________________________________________________

Permanent Address ____________________________________________________

_______________________________ Phone ________________________________

Citizenship _______________ Passport Number* ____________________________

Date of Issuance _________ Passport Agency ___________ Date of Expiration __________

* Passport information can be supplied later if you do not have a passport at the time of application.

Please list all colleges or universities previously attended:

Name __________________________________________ Dates: From ________ to ________

Degree(s) awarded __________________________ Major __________________________

Name __________________________________________ Dates: From ________ to ________

Degree(s) awarded __________________________ Major __________________________
Personal Activities
Are you currently employed? □ yes □ no Occupation ____________________________
If applicable, give name, address, and phone number of employer________________________
List the primary co-curricular activities in which you are involved and in what capacity__________

Disciplinary and Criminal Record
If your answer to either of the following two questions is “Yes”, you must submit a full statement of relevant facts on a separate sheet to be attached to this form. Responding “Yes” does not necessarily make you ineligible to apply.
1) Are you currently, or have you ever been, charged with, or subject to, disciplinary action, including suspension or expulsion for scholastic or any other type of misconduct at any high school, college, or university?
2) Have you been charged with, convicted of, or pled guilty or nolo contendere to a crime other than a minor traffic offense, or are any criminal charges now pending against you?
□ yes □ no
Convictions shall include: A finding of guilty by a judge or jury, a plea of guilty, a plea of nolo contendere, a plea of no contest, an Alford plea to a criminal charge or a plea under the first offender act, irrespective of the pendency or availability of any appeal or application for collateral relief. If “yes,” explain fully, specifying the nature of the offense(s), the date(s) it/they occurred, the name and location of the court(s) and sentence(s) imposed. Please have the appropriate authority submit official court documentation directly to the UGA study abroad program to which you are applying.

Course Selections*

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<th>BLOCK TWO</th>
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*Courses may be cancelled due to low enrollment; please list your first choice, your second choice, and your third choice for each block.

Essay
On a separate page, please write a short essay expressing why you want to study abroad, what about France and/ or Paris interests you most, and why the qualities of this particular program support your personal, academic, and career goals.
Release and Application Signature
I hereby authorize officials at any educational institution that I have attended to release my disciplinary records (including but not limited to records maintained by the Office of Student Conduct, the Registrar, the Department of University Housing, and/or the Office of the Vice President for Instruction) to the study abroad program director of the program to which I am applying. I fully understand that my disciplinary records may be a factor in evaluating my application. I further acknowledge that the information provided on this application is true and accurate to the best of my knowledge. I fully understand that providing false information during the application process may be grounds for rejecting my application or grounds for dismissal from the study abroad program.

__________________________________________________________________________
Student Signature Date

Applicants who are accepted to participate in a UGA study abroad program are required by the University of Georgia to complete and sign a student agreement and waiver which stipulates the terms and conditions of the program, student conduct regulations and a waiver of liability.

Signature of Study Abroad Advisor/Dean/Academic Advisor (for non-UGA students only)
Name ______________________________ Title ______________________________ Date __________
Phone ______________________________ E-mail ______________________________
Student has completed all the necessary steps to obtain permission to study abroad from our university. ____
Yes __ No Signature ______________________________

Questionnaire
How did you first hear about this program?
☐ poster
☐ flyer or brochure - obtained where? ______________________________
☐ former participant
☐ Office of International Education
☐ campus presentation - location/presenter ______________________________
☐ Other – please specify ______________________________

References
According to the Family Educational Rights and Privacy Act of 1974, you may decide whether letters of reference written on your behalf are to be kept confidential or available for your inspection. Please choose below and indicate your choice on the reference forms.

☐ Confidential file  ☐ Open file

Please obtain one reference using the following form and either include it in your file in a sealed envelope or have it sent directly to Dr. Andrew Herod, Department of Geography, University of Georgia, Athens, GA, 30602. References must be from faculty. References from friends, family, employers, or neighbors are not acceptable.
Reference Form For UGA Study Abroad Programs

Please return to: Dr Andrew Herod, Department of Geography, University of Georgia, Athens, GA, 30602 by January 16, 2015

I. This section is to be completed by the student applicant *(please print clearly or type):*

Applicant’s Name

Applicant’s local telephone E-mail

This reference is confidential not confidential

II. This section to be completed by the referee

Name and title of referee

Phone E-mail

1. How long have you known the applicant and in what capacity?

2. Is there any reason why you would not recommend that the applicant participate in this study abroad program?

Please indicate your perceptions of the applicant’s competence in the following areas:

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<thead>
<tr>
<th>Area</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Outstanding</th>
<th>Inadequate Opportunity To Observe</th>
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<tbody>
<tr>
<td>Intellectual Curiosity</td>
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Other remarks may be written or typed on the back of this form or on a separate sheet.

Signature of Referee Date