



IPFW Division of Continuing Studies Travel for Credit Participant Release and Agreement

I (or parent or guardian if applicant is under 18) am an applicant for a Travel Program offered through Continuing Studies. By signing the Travel Participant application, I agree to the following:

1. I agree to release and forever discharge Indiana University-Purdue University Fort Wayne (IPFW), its officers, trustees, faculty, employees and agents from any and all liability for all claims, demands or lawsuits whatsoever, for any loss, injury, or damage to myself or any other person, for the death of myself or any other person, to property of mine or any other person, or for any other loss, injury or damage whatsoever, as a result of any act or omission, including any negligence of IPFW or others which may be incurred in connection with the tour (including periods of supervised activity and periods of unsupervised activity), including but not limited to loss, injury or damages in connection with or related, directly or indirectly, to: (1) any accommodations, transportation or other services; (2) acts of God, dangers incident to the sea, fire, breakdown in machinery or equipment, acts of governments or other authorities (de jure or de facto), wars (declared or undeclared) hostilities, civil disturbances, strikes and riots; (3) thefts, pilferage, epidemics, quarantines, medical or customs regulations; (4) defaults, delays or cancellations of or changes in itineraries or schedules; or (5) as a result of any loss or damage resulting from any improper or insufficient passports, visas or other documents.
2. I understand and agree that IPFW reserves the right to decline or retain any person as a tour participant should such person's health or mental condition or physical infirmity or general deportment or conduct, in the sole judgment of IPFW, impede the operation of the tour or the rights, welfare or enjoyment of other tour participants. In such event, a refund of any unused land tour services is not guaranteed, and shall be the total limit of IPFW or Purdue's liability.
3. I agree to abide by IPFW's regulations and the directions of any group leaders/tour directors associated with the tour. Failure to do so may result in my termination from the tour immediately. I understand that to disobey such rules or directions is to waive the right to a refund of any part of the program fee and that I may be sent home at my own expense.
4. I agree to abide by all local laws when abroad, including those concerning drugs and alcohol. (Minors must have parent's permission to use alcohol even if the local law would otherwise permit them.) I understand that if I abuse or disobey such laws, I waive my right to a refund of any part of the program fee and that I may be sent home at my own expense. I also understand that should local authorities be involved, I will be subject to the laws of the country I am visiting.
5. IPFW has the right to make changes in the tour itinerary and to modify transportation arrangements if needed.
6. I understand that it is my responsibility to secure the necessary travel documents (passports and visas). Failure to obtain the necessary documents does not constitute grounds for a refund except according to the standard refund schedule.
7. I understand that this tour has been designed for students, as reflected in the pacing, educational content, accommodations and other aspects of this tour.

Travel Agreement, Waiver and Release: IPFW, and/or their agents, act only as agents for the passenger in regard to travel whether by motorcar, motor coach, ship, train or airplane and assume no liability for injury, damage, loss, accident, delay or irregularity which may be occasioned either by reason of defect in any vehicle or for any reason whatsoever, or through the acts or defaults of any company or person engaged in conveying the passengers or in carrying out the arrangements of the tour. They can accept no responsibility for losses or additional expenses due to delay or changes in air or other services, sickness, weather, strike, war, quarantine or other causes. All such losses or expenses will have to be borne by the passenger as tour rates provide for arrangements only for the time stated. The right is reserved to substitute hotels of similar category for those indicated and to make any changes in the itinerary where deemed necessary or caused by changes in air schedules. The right is reserved to cancel any tour prior to departure, in which case full refund will constitute full settlement with the passenger. No refund will be made for any unused portion of the tour unless arranged prior to departure from the United States. The right is reserved to decline to accept any person as a member of the tour. Baggage is at owner's risk entirely. The issuance and acceptance of voucher or ticket shall be deemed to be consent to the above conditions. The airlines concerned and their agents and affiliates are not to be held responsible for any act or omission, or event during the time passengers are not on board their aircraft. The passenger ticket used by said airlines, when issued, shall constitute the sole contract between the airlines and the purchaser of these tickets and/or the passenger.

I agree to the above terms and conditions. _____ Date _____
Signature

Parent Signature (participant is under age 18) _____ Date _____



IPFW Division of Continuing Studies Travel for Credit Payments & Refunds

additional info at www.ipfw.edu/dcs/trips

By signing the Travel Participant Application, I agree that I have read the following payment and refund information and agree to follow schedules outlined below, noting that actual dates may vary depending on the specific arrangements of any trip.

Payment: *Tuition is due at the IPFW Bursar according to the official university payment schedule, in addition to the following.* (Some exceptions exist. Inquire for details.)

Fall Program	A \$500 non-refundable deposit credited toward the travel fee is due by September 1, 2011. Remaining travel fee balance is due by October 3, 2011.
Spring Programs	A \$500 non-refundable deposit credited toward the travel fee is due by October 3, 2011. Remaining travel fee balance is due by December 29, 2011.
Summer I Programs	A \$500 non-refundable deposit credited toward the travel fee is due by January 3, 2012. Remaining balance is due by March 1, 2012.
Summer II Programs	A \$500 non-refundable deposit credited toward the travel fee is due by February 1, 2012. Remaining balance is due by April 2, 2012.

The deposit is refunded if IPFW cancels the trip. The deposit and travel fee balance can be paid by personal check, money order, cash, Visa, MasterCard or Discover in Continuing Studies (Kettler Hall 139), 2101 E Coliseum Blvd., Fort Wayne, IN 46805. Checks should be made payable to IPFW. Students utilizing financial aid may substitute a copy of award letter and confirmation letter from Financial Aid office. Additional fees may apply if preliminary deposit and application are not received by this date. (If you need a passport, order it now!)

You may pay the travel fee balance in installments if you wish, but the full balance must be paid by the date specified. If payment is not made by this time, travelers will be removed from the participant list, and refunds may be made depending on the specific trip requirements. Please note that fees are subject to change based on exchange rates and fuel surcharges up until tickets are issued.

The Jordan Scholarship may be available to provide financial assistance. Inquire at the Office of International Program (KT 269 or 260-481-6494) for details.

Refunds: The deposit is non-refundable, unless IPFW cancels the trip. Tuition is refundable according to the university refund policy. See <http://www.ipfw.edu/financial/payment/refunds.shtml> for details. All cancellation requests must be in writing. Travel fees are nonrefundable after the final payment due date. Continuing Studies is the sole office able to review and issue refunds.

Credit: Students wanting academic credit will be registered for the appropriate course(s) through Continuing Studies, as registration is restricted, i.e. students will not be able to register through OASIS or their advisor. The student will be billed by the Bursars office in the usual manner. If seeking credit and the course is dropped by the student through OASIS, IPFW will bill the student for any travel expenses incurred above the travel fee.

What's Included: Each trip varies in the specific expenses covered by the travel fees. It is the participant's responsibility to obtain details regarding the itinerary and covered expenses, and to make arrangements for adequate resources for additional needs while abroad. In general, the following expenses will be included in fees:

- Round trip international flights
- Housing/accommodations (double or group occupancy)
- Some – but not all – meals
- Entrance fees to museums and historical sites
- Study abroad insurance coverage (including coverage for emergency medical treatment and transportation)

In general, expenses for additional meals, personal items, tips & gratuities, free time activities, admissions and entertainment, and souvenirs are considered out-of-pocket expenses. This cost will be estimated during pre-travel orientation sessions. Each traveler is responsible for their own portion of these expenses.

I have read and agree to the Payments & Refunds provisions as outlined above.

Signature _____

Date _____

Parent signature if under 18: _____

Date _____

Medical Health and Emergency Information Form

Required information will be kept confidential. Please print.

Name: _____ Date: _____

Do you have a physical disability or condition that requires frequent or ongoing medical attention?

No ___ Yes ___

If yes, please explain _____

Do you have difficulty in walking? Do you require assistance in walking (need use of crutches, cane or wheelchair)? Is your physical agility in any way impaired?

No ___ Yes ___

If yes, please explain _____

Do you have problems with any of the following?

___ Asthma ___ Diabetes ___ Convulsions

___ Hay Fever ___ Heart Other _____

List all medications you are taking routinely. _____

Indicate other significant medical history including chronic illnesses _____

In case of emergency, please list your current physician(s) and phone number(s): _____

List any allergies to medication or food _____

Do you have dietary restrictions? _____

Are you a vegetarian? ___ No ___ Yes

If yes, please list foods you do not eat: _____

Travel Insurance

Continuing Studies will arrange for basic travel insurance for all participants and the cost is included in your fees. However, trip cancellation insurance is not included. You are highly encouraged to contact your insurance agent or visit <http://www.travelguard.com/> for details and quotes.



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Date _____

Parent signature if under 18: _____

Date _____

COPY - KEEP FOR YOUR RECORDS