



ACCEPTANCE, RELEASE AND WAIVER

*Always retain copies for your records. **This form must be notarized.***

I, the undersigned, have been approved to participate in the Study Abroad in the Andes program. I do hereby accept my participation in such and understand that I am accountable for all program fees. I also realize that an official hold may be placed on my records until all payment responsibilities are fulfilled.

The undersigned has the opportunity to gain academic credit through participation in the program. I, whose name and signature appears below, a participant/student for a VEN-USA program in Venezuela, agree to the following conditions:

- 1. PERSONAL CONDUCT:** VEN-USA has the authority to establish rules of conduct necessary for the operation of the program, including free time. The use of illegal drugs during the entire period of the program, including free time, **is strictly prohibited**. I may not purchase, possess, and/or use any illegal or unauthorized drugs during the duration of the program, including free time. I understand that illegal drug purchase, possession and/or use, as well as excessive alcohol consumption, jeopardizes myself, other students in the program, and the program itself. I understand that neither the program nor the U.S. Embassy can obtain release from jail if I am jailed for any reason. I understand that violation of this rule of conduct may result in immediate expulsion from the program and loss of all academic credit for the program. I further understand that I would remain responsible for the full payment of all program fees. Should the Advisory Council of VEN-USA decide that a participant must be separated from the program because of violation of stated rules, which include but are not limited to, disruptive behavior (i.e. physical and/or verbal attack on any person associated with the program, including staff members, students, professors, employees and host families), and for any conduct that might bring the student into a dangerous situation, or the program into disrepute or its participant into legal jeopardy, is grounds for disciplinary action, which might result in permanent dismissal from the program. This decision, with the final approval of VEN-USA's program directors, will be irrevocable. I understand that my relationship with the VEN-USA staff, professors, and all related personnel must remain strictly professional at all times (during school, excursions, personal free time, etc.). Separation from the program will result in the loss of all academic credit. Person dismissed from the program will remain responsible for all program costs and costs incurred in their behalf.
- 2. INSURANCE COVERAGE:** I understand that I am required to have adequate health, accident, disability, repatriation, and hospitalization insurance to cover myself during my participation in the program, at the program site and on my free time. I recognize and expect that no part of the program fee goes toward payment of such insurance unless otherwise noted and that VEN-USA has no obligation to provide such insurance. I am responsible for any additional insurance that I may elect.
- 3. HEALTH / MEDICAL TREATMENT:** I am responsible for providing a complete and accurate medical history, including psychiatric, learning, physical, and sensory conditions, and I state that I have done so. I have fully described any health, physical or psychological problems I may have on the health information form. In the event of illness or injury to me, I authorize any official representative of VEN-USA to secure proper medical treatment on my behalf, including surgery and the administration of an anesthetic. I accept all financial responsibilities for such treatment. I authorize VEN-USA or its agents to release my medical information to a care provider in the event of an emergency, illness or injury, or as needed to provide reasonable accommodations.
- 4. RESPONSIBILITY DURING FREE TIME:** I understand that during free time within the period before and after the program that I may elect to travel independently at my own expense. I agree to inform an official program representative of my travel plans and understand that VEN-USA and its' staff are not responsible for me while I am traveling independently during such free time.
- 5. TRAVEL RISKS:** I understand that there are unavoidable risks in participating in any study abroad program. I acknowledge that I have been provided website information for US consular information, as well as Centers for Disease Control information, on travel to, in, and around my program site country; that I am aware of and understand the potential risks to my own health and safety posed by the use of public transportation to and from and in my site country. I hereby assume, knowingly and voluntarily, each of these risks and all the other risks that could arise out of occur during my travel to, from, in, or around my site country. I agree to release VEN-USA and its' staff from any liability for damage and/or loss of any of my possessions, injury (including death), or illness arising out of crimes during the period before, after and during the period of the program. I realize that in the remote chance of political unrest an official representative of VEN-USA will take all practical measures for the protection of the program and its' participants. I understand that this may include travel restrictions to certain countries. I also understand that VEN-USA may officially withdraw or dismiss me from the program without refund and loss of credit if I do not comply with the travel restrictions set forth by VEN-USA and/or its' U.S. affiliates and sponsors. I understand that VEN-USA and its' staff assume no responsibility for damage to or loss of property, injury (including death) arising out of political unrest.
- 6. TRAVEL:** I understand that I will be traveling during the program by various modes of transportation including, but not limited to, plane, train, bus, automobile, van and cable car. I release VEN-USA and its' staff from any responsibility for loss of property, injury and/or death during such travel. The student will be responsible for any deviations to the group reservation (i.e. date & time changes, additional costs, etc.). It is understood that VEN-USA is an Academic Institution and is not responsible for any travel arrangements in and out of Venezuela.
- 7. PROMOTIONAL RIGHTS:** VEN-USA publicity material may include statements by participants and/or their photographs and video. I consent to such use of my comments and/or photographic/video likeness.
- 8. CANCELLATION AND REFUND POLICY:** I am responsible for the information contained in VEN-USA's refund policy and full payment for all program fees. I understand that I will be held accountable for the entire cost of the program until cancellation is received in writing by VEN-USA (telephone or e-mail messages regarding cancellations are not acceptable). In the event that I should decide to cancel my participation or I am forced to withdraw for reasons beyond my control, I will remain accountable for all program costs incurred on my behalf prior to such cancellation. The participant has the right to cancel his/her enrollment and receive a refund less any previous/incurred costs, application and/or late fee, and the non-refundable confirmation deposit, if a cancellation notice is received in writing at VEN-USA's U.S. Contact office in Florida sixty (60) days prior to departure. VEN-USA has the right to cancel the program(s) due to insufficient enrollment, or may alter program(s) and/or itineraries as required. Program(s) costs are subject to change until fully paid. Upon program commencement, partial refunds are not applicable. The information contained in this cancellation and refund policy may supersede any verbal and/or other written information that anyone may receive regarding this policy. VEN-USA's refund policy may supersede your home and/or sponsoring

institution(s) refund policy. A "HOLD" will be placed on the participant's record if a check is returned for insufficient funds, if a stop payment is issued on a check, or if the student has an outstanding balance with VEN-USA and/or home institution (this includes but is not limited to travel service fees, volunteer placement fees, book replacement or return fees, any damage to homestay property and PFP related issues. The "hold" will remain in effect until all assessed program fees and any handling charges are paid in full. There is a \$30 fee on any returned or insufficient funds check returned from a bank (NSF).

Participants who wish to cancel must do so in writing. Include your reasons for cancellation from the program, sign and date your letter. Written notification should be sent to sponsoring university & VEN-USA. VEN-USA, International Contact Office, 6542 Hypoluxo Road #324, Lake Worth, FL 33467. Cancellation is effective from the date postmarked on the written notice/envelope or, for email, the date received by sponsoring university and VEN-USA. Participants will continue to accrue non-recoverable costs based on the chart below until official notification is received. After acceptance into the program, costs are incurred on the behalf of the applicant in advance of the program. Therefore, if an applicant cancels from the program, any refunds made beyond the nonrefundable application fee and confirmation deposit are based on recoverable costs. Applicants are responsible for all program expenses incurred on their behalf prior to such cancellation. Any participant who cancels at any time after the confirmation deposit has been received will be responsible for the program sponsor's deposit in addition to the following, upon cancellation from the program:

These percentages are the minimum amounts due. Participants will be held financially liable for all non-recoverable costs that exceed these percentages. Policies of the program sponsor, overseas institutions, or home institution that require greater financial obligations supercede this policy.

Cancellation Period	Refund
60 days or more before start of program	100% of program fee less deposit(s) & unrecoverable costs
45—59 days before start of program	75% of program fee less deposit(s) & unrecoverable costs
30—44 days before start of program	50% of program fee less deposit(s) & unrecoverable costs
15—29 days before start of program	25% of program fee less deposit(s) & unrecoverable costs
14 days or less before start of program	No refund

Academic Year, Calendar Year, and Multiple Term Participants: Participants canceling from their commitment at the end of the first term will be responsible for the published program fee for that term (i.e. an Academic Year program would be equivalent to Fall Semester fee. If invoiced half of the Academic Year fee, a balance may be owed if the Fall Semester fee was higher than half of the Academic Year fee). Participants may be responsible for any non-recoverable costs attributed to the second semester portion of the program fee (these fees can be substantial and may include room and board, tuition, etc.). Additionally, any participant enrolling in more than one term abroad (i.e. May Session, Summer Session, etc.) may be liable for the full program costs of all terms abroad, depending on the non-recoverable costs and specific refund policies for that program. Students dismissed from a program are responsible for the full program fee and no refunds will be available under any circumstances. A student that cancels due to a serious medical issue may be given the opportunity to attend the following term abroad. All deposits and incurred costs may remain nonrefundable. A doctor's certificate or letter of the student's inability to participate in the current program must accompany your request to postpone the program. This request requires approval by sponsoring university and VEN-USA.

VEN-USA has the right to cancel the program(s) for insufficient enrollment, or may alter program(s) and/or itineraries, if deemed necessary. If the program is cancelled by VEN-USA, a full refund will be made. All program rates are based on projections of current exchange rates and are subject to change until fully paid. **IMPORTANT: PROGRAM (S) COST BREAKDOWN (S) ARE NOT AVAILABLE AT ANYTIME.**

9. **VOLUNTEER PROGRAM:** I understand that the placement & confirmation fee is non-refundable once I have submitted my application and my volunteer position is confirmed. Once I am placed, I understand that my placement is not based on a trial basis, if I opt not to continue with the volunteer position, regardless of the reason, the placement & confirmation fee will not be prorated or reimbursed. Fee will be reimbursed only if applicant is not placed.
10. **BASIC HOMESTAY RULES AND REGULATIONS:** I understand the following norms:
 - Students must conform to the regulations and/or customs at the Institute & homestay abroad.
 - Homestay assignments are usually permanent. If a change is necessary, written approval by VEN-USA's Coordinator is required. If a homestay change is approved, homestay upgrades are non-refundable & non-proratable.
 - VEN-USA reserves the right to homestay reassignment at any time.
 - Overnight guests & visitors are not permitted in students' rooms. It is up to the homestay host the allowance of guests at the home.
 - Students may not rent or drive vehicles while enrolled in any of VEN-USA's programs.
 - Students may not have use of laundry facilities at the homestay, and students must take proper care of homestay property.
 - While on the program, all VENUSA students are required to stay with an approved VENUSA homestay family. The Homestay feature of the VENUSA program cannot be prorated (no exceptions).
 - Additional homestay norms are reviewed in VEN-USA's Student Handbook and at the on-site orientation.
11. **ACADEMIC**
 - Student is required to read and adhere to the Academic Regulations set by VENUSA.
 - Student is to discuss any and all academic issues with VENUSA's on-site academic dean.
 - Student may request a WITHDRAWAL from a course and receive a W on his/her transcript only if the student officially withdraws before 40% of the course has been held. Student must request official withdrawal in writing directly with the academic dean. A verbal withdrawal is not considered an official withdrawal.
 - Summer students must carefully check the drop/add and withdrawal policies and deadlines.
 - If a student is absent from class due to illness, a medical note from a doctor is required in order to justify the absence.

- All students are required to complete an academic evaluation for each course they are enrolled in. Final grades may be held until the academic evaluations are turned in and/or if the student has an outstanding financial responsibility with VENUSA and/or home institution.
 - VEN-USA may provide a replacement teacher/group leader should the original teacher/group leader be unable to participate in the program.
- I hereby release VEN-USA, my home and/or attending school, my school board, and teacher/group leader for any loss and/or damage whatsoever, and, without restricting the generality of the foregoing, shall particularly not hold VEN-USA responsible neither for any sickness, injury (including death), nor for any loss and/or damage arising from any errors and/or omissions contained in the VEN-USA literature, late or non-confirmation of bookings and loss and/or damage caused by delays. In addition, VEN-USA shall have the right, at any time in its' discretion and without liability or cost therefore, to cancel any program or the remaining thereof, or make any alteration in route, accommodations and/or details in the event that any part of this program being rendered impossible or inadvisable by weather, strikes, war, acts of God, governmental interference or any cause whatsoever.
 - I fully understand that VEN-USA, its employees, directors, the home and/or attending school, homestay family members and/or friends, are not responsible for personal child-care, and are not responsible for the well-being, injury (including death) that may arise under any type of childcare situation (i.e. childcare at homestay, nursery school, or any other location). I fully understand that my child may not participate in field-trips, attend class at VENUSA, or any other event deemed inappropriate for the child by VEN-USA and/or home university.
 - I will indemnify VEN-USA, my teacher/group leader, my home and/or attending school, my school board, and hold them harmless for any financial liability and/or obligation which I personally incur or damage to the person and/or property of others which I cause and contribute to while participating in a VEN-USA program.
 - I understand that the air carriers' liability for loss and/or damage to baggage or for death and/or injury to a person or property is limited by their tariffs.
 - I understand that VEN-USA is not responsible for my well-being when I am absent from VEN-USA supervised activities, during free time periods, on a visit to friends and/or relatives, or during periods of independent travel, and I understand that VEN-USA, its employees, agents, my teachers/group leaders, home and/or attending school and school board are not responsible to me for events beyond their control, or acts of omission of person or entities outside their control, including (without limitations) airlines, surface transportation companies, hotels, restaurants, host families, and other suppliers of program services. I agree to release VEN-USA, its' agents, directors, employees, my home and/or attending school, school board and teacher/group leader from all claims arising out of such events.
 - The terms contained herein shall serve as a waiver of liability of VEN-USA and an assumption of risk on behalf of myself, my heirs, executors, administrators and assigns of any and all known and unknown, personal injuries, emotional trauma, death or property loss.
 - I understand that the use of school and/or municipal premises and/or property in the planning of my program is a courtesy to me and does not mean that the program is officially sponsored and/or supported by the school or municipality. If my local municipality, school, school board, school administration or similar group is officially sponsoring this trip, I will received written notification of that fact as well as a statement of any responsibility for the trip assumed by that organization,
 - If I become ill and/or incapacitated, VEN-USA may take such actions, as they consider necessary, including securing medical treatment for me. VEN-USA can not be held liable for the quality and timeliness of any such medical care received, nor for any expenses incurred except to the extent covered by insurance provided by VEN-USA, if any.
 - This agreement will be in effect upon acceptance of my application by VEN-USA. The agreement will be governed by the laws of the state of Mérida in Venezuela. In the event that this Agreement, in part or in whole, shall to any extent be invalid or unenforceable, then the remaining portion of this Agreement shall continue to be valid and enforceable.

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***** THIS FORM MUST BE NOTARIZED *****

I have read, understand and accept each of the above conditions / policies and I voluntarily sign the release.

Name of participant (print): _____

+Signature of Participant: _____ Date: _____

Term Abroad: _____

+If the above signed is not of legal age (18 years of age) at the date of signing, you must contact VENUSA.

State of: _____ County of: _____

THE FOREGOING INSTRUMENT was acknowledged before me this _____ day of _____, _____, by _____, who is _____ personally known to me or _____ who has produced identification and who did take an oath.

Commission Expires: _____

Printed, typed, or stamped name: _____

Notary