



This form is required to enroll in CIBER Summer International Programs. Please sign, keep a copy for yourself, and submit the original form with your non-refundable program deposit to the CIBER office to secure your place in the program.

**CIBER Summer Study Abroad Programs
Professionalism Policy**

The McCombs School of Business recognizes that virtually all students are approaching the CIBER Summer Study Abroad courses with serious intent and with every intention of acting professionally throughout the program. To preserve the experience of the majority of students, which can easily be damaged by the actions of a few, and to protect the reputation of the school, all students must, as a condition of participation in a CIBER Summer Study Abroad course, sign their acceptance of the following policy.

Professionalism

Professionalism is an essential part of the academic assessment process for a professional business student. Throughout the CIBER Summer Study Abroad courses, students are expected to perform in ways that (1) reflect favorably on themselves, their classmates, and the McCombs School, and (2) contribute to the educational environment and objectives of the courses. Without limiting this guideline with specifics, this kind of performance includes the following behaviors:

- Actively participating in all classes;
- Attending all presentations and visits scheduled in conjunction with the courses;
- Being on time and prepared for all scheduled events;
- Preparing for and engaging respectfully with presenters and other guests;
- Being cooperative and helpful during the logistical activities while abroad;
- Acting in a manner consistent with the nature and tone of each scheduled event;
- Respecting local laws, mores, and customs during the trip.

In pursuit of the performance described in (1) and (2) above, course instructors may add other desired behaviors or make specific exceptions to the ones listed above. It is the responsibility of each student to ask for clarification of any aspect of the policy that is not understood or is considered ambiguous.

Mandatory Grading of Professionalism

Every student in every CIBER Summer Study Abroad course will be graded on Professionalism by the course instructor according to the following guidelines:

- A Performance fully as expected, as described under "Professionalism" above
- B Generally acceptable performance, with few, minor exceptions
- C Barely acceptable performance
- F General disregard for professionalism or a serious incident of unprofessional performance

This grade will be a "limit grade" which will serve as a ceiling on the overall course grade, regardless of performance on other grading elements. Even if the provisions of this section are not specifically enforced to serve as a limit, professionalism may be a factor in the assignment of a grade.

Additional Sanctions

If, at any point during the program, the course instructor determines, at his/her sole discretion, that a student's performance warrants expulsion, the student agrees to immediately return to Austin at the student's own expense.

I acknowledge receipt of a copy of this Professionalism Policy and I agree to its terms and sanctions.

Name: _____ UTEID: _____ Date: _____

Signature: _____ Program: _____



This form is required to enroll in CIBER Summer Study Abroad Programs. Please sign, keep a copy for yourself, and submit with your non-refundable program deposit to secure your place in the program.

CIBER Summer Study Abroad Program Financial Responsibility Policy
\$500 Non-refundable Deposit: Due at enrollment
Program Balance: Due March 24, 2009

1. The program cost includes international health insurance, program books/course packets, accommodations during the program, cultural events, access to internet at the partner school, instruction by McCombs and partner school faculty, and the support of an on-site staff liaison. In addition to the program cost, students are separately responsible for registration fees, passport and visa fees, airfare and on-site transportation, meals, and personal expenses.
2. CIBER will post the remaining balance of the program cost (program cost minus the \$500 non-refundable deposit) to the student's "What I Owe Page" during late February and this balance will be due on or before April 15, 2010. Non-payment will result in the student being dropped from the program.
3. A student who withdraws after March 24th will owe the following program fee regardless of whether the student has or has not paid. Program budgetary commitments and decisions are made well in advance on the basis of student enrollment. Therefore, a student will be liable, barred, and responsible for the payment of the bill posted on the "What I Owe" page.

| <u>Withdraw Schedule</u> | <u>Financial Penalty on the Study Abroad Program Cost</u> |
|---|---|
| <i>On or before March 24, 2010</i> | <i>\$500 Non-refundable Deposit</i> |
| <i>March 25, 2010 to April 14, 2010</i> | <i>20% of program cost</i> |
| <i>April 15, 2010 and after</i> | <i>100% of program cost</i> |

4. Students receiving financial aid may NOT defer their program cost payment until their financial aid disbursement.
5. If a student is dismissed from a program, no refund will be given.
6. In addition to the liability of the study abroad program cost, the student is responsible for payment of University Extension fees in accordance with the policy found in the University Extension's course registration refund policy.
7. In the event of non-enrollment in the program due to withdrawal, dismissal, program cancellation, or other reasons, the University of Texas at Austin will **not** be able to provide refunds for any expenses incurred or having to do with air travel, accommodations, food, books/supplies or miscellaneous costs of living overseas borne by the student and not included in the program cost. **Students are advised to investigate the coverage and cost of a Travel Insurance Policy that might cover some of those costs.**
8. In the event of non-enrollment in the program due to withdrawal, dismissal, program cancellation, or other reasons, students who receive Federal Title IV financial aid funds will be subject to the Office of Student Financial Services stated withdrawal policies. Students can review the official procedures and recalculation schedules by consulting this web site for specific information:
<http://finaid.utexas.edu/process/maintain/withdraw.html>

By signing this document, I acknowledge that I have read and accept responsibility for the CIBER Summer Study Abroad Program Financial Responsibility Policy and that I will be barred and charged for the amount owed based on the above withdrawal schedule.

Name: _____ UTEID: _____ Date: _____