THE UNIVERSITY OF TEXAS AT AUSTIN
McCOMBS SCHOOL OF BUSINESS

**These forms are required to enroll in the Global Business Leadership Institute. Please sign, keep a copy for yourself, and submit the original form to the the BBA International Programs Office via email, fax or post.**

## Global Business Leadership Institute
## Professionalism Policy

The McCombs School of Business recognizes that nearly all students are approaching the Global Business Leadership Institute with serious intent and that they intend to behave professionally throughout the program. Due to the importance of teamwork in the program, serious students' experience can be damaged by team members who do not participate fully or appropriately. To preserve the experience of the majority of students, to protect the reputation of the school, all students must indicate their acceptance of the following policy in order to participate in the program.

The program administrators are committed to providing a balanced program of work and social activity for students; however, this is an intensive program that requires diligent work on the part of each student. You should realize in advance that the program is not an "academic vacation"—it is a serious program of work that is carefully designed to provide the greatest benefit to all students. Please note the program schedule: Two long weekends are scheduled during which you may choose to travel extensively, and you should plan to be in the Austin area to complete assignments during the other weekends of the program.

**Professionalism**

Throughout the program, 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 goals of the program. By signing this form, you are agreeing to:

- Actively participate in all classes;
- Contribute appropriately to your team's schedule of work
- Attend all presentations and visits scheduled in conjunction with the courses;
- Be on time and prepared for all scheduled events;
- Prepare for and engage respectfully with presenters and other guests;
- Be cooperative and helpful during the logistical activities while abroad;
- Dress and behave in a manner appropriate to the nature and tone of each scheduled event;
- Respect local laws, mores, and customs during the trip.

It is your responsibility to ask for clarification of any aspect of the policy that you don't understand. Please note that professionalism is a factor in course grades.

**Additional Sanctions**

If the course instructors and administrators determine that your behavior justifies removal from the program at any point during the program, you agree to immediately return to your home country at your own expense.

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

Name: _____ Date: _____

Signature: _____

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## Global Business Leadership Institute
## Responsibilities of Participation

I pledge to be a good representative of The University of Texas at Austin while participating in the Global Business Leadership Institute. I understand that my participation is contingent upon satisfying and understanding all conditions listed below:

- I have verified my eligibility, and I meet all course prerequisites for the GBLI or will meet all course prerequisites prior to the beginning of my study abroad program.
- I will maintain good academic and disciplinary standing before and during the GBLI.
- I understand BBA International Program's commitment to cultural learning and will participate in all program-coordinated cultural activities.
- I understand that I will participate in two courses over the summer and that both courses are required for participation in the program.
- I understand that the program fee includes: tuition for two courses (6 credits), all textbooks/course materials, room and board (3 meals per day), visa processing (if applicable), access to unlimited internet on campus, access to some campus facilities including library, health center and gymnasium (some for an additional fee), cultural events, company visits, transportation within Austin, welcome/farewell reception, and full-time support of an on-site staff.
- I understand that the fee does not include international airfare, health insurance, personal travel and expenses.
- I understand that all rules and policies governing student behavior on the University of Texas campus apply to the Global Business Leadership Institute.
- I understand that I am expected to follow the regular schedule of classes and participate in them fully.
- I acknowledge that the University of Texas is not liable for my whereabouts or actions during travel not associated with the program.
- I understand that the University reserves the right to decline to accept or retain me in the program at any time should my actions or general behavior impede the operation of the program or the rights or welfare of any person in the judgment and discretion of University officials or their agents or designees. Similarly, if my conduct violates any policy or procedure of the University or of any host institution or entity, I understand that I may be required to leave the program at the sole discretion of the University's agents and representatives, and may be referred to the appropriate University officials for further disciplinary or other action.
- I understand that if I have been required to leave the program, the university will not refund any tuition or program costs that I have paid, and that I may be held liable for any scholarships, grants or loans awarded for the programs.
- I understand that the University reserves the right, in its sole discretion, to cancel the program or any aspect thereof prior to departure and, in the University's sole discretion, to cancel the Program or any aspect thereof after departure, requiring that all participants return to the United States, if the University determines or believes that any person is or will be in danger if the program or any aspect thereof is continued.

Name: _____ Date: _____

Signature: _____

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## Student Code of Conduct

All students at The University of Texas at Austin are bound by the *Institutional Rules on Student Services and Activities* given in *The General Information Catalog*. Regulations and procedures regarding student discipline and conduct are set forth in Chapter 11 of the Institutional Rules. These institutional rules are intended to facilitate the educational process and to promote a safe, fair, and successful experience for students. To review these documents, please visit: http://deanofstudents.utexas.edu/sjs/conduct.php.

**By signing below, I acknowledge/confirm that I have carefully read each of the statements and conditions set forth above in the Responsibilities of Participation and Code of Conduct.**

Name: _____ Date: _____

Signature: _____

THE UNIVERSITY OF TEXAS AT AUSTIN
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## Global Business Leadership Institute
## Financial Responsibility Policy

I understand that the Global Business Leaderships Institute fee includes: tuition for two courses (6 credits), all textbooks/course materials, room and board (3 meals per day), visa processing (if applicable), access to unlimited internet on campus, access to some campus facilities including library, health center and gymnasium (additional fee may apply), cultural events, company visits, welcome/farewell receptions, and full-time support of on-site staff. In addition to the program cost, students are separately responsible for their health insurance, transportation and personal expenses.

**Withdraw schedule**

- A student who withdraws from the program will owe the following program fee regardless of whether the student has or has not yet submitted payment. Program budgetary commitments and decisions are made well in advance on the basis of student enrollment. Therefore, a student will be responsible for the payment of the following Program Fee.

- Students, whose fees are submitted on behalf of their home institution, are still responsible for the following withdraw schedule to UT Austin.

| If you withdraw anytime between: | Financial Penalty on the GLI Fee |
|---|---|
| *Application submission date – May 14, 2013* | *$500 Non-refundable enrollment fee* |
| *On or after May 15, 2013* | *100% of program fee* |

**Program Dismissal, Withdrawal, or Cancellation**

1. If a student is dismissed from the program, either before or during the program, no refund will be given.
2. 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 transportation, books/supplies or miscellaneous costs of living borne by the student and not included in the program cost.

**By signing this document, I acknowledge that I have read and accept responsibility for the Global Business Leadership Institute Financial Responsibility Policy and that I will be responsible for the amount owed based on the above withdrawal schedule.**

Name: _____

Signature: _____