THE UNIVERSITY OF TEXAS AT AUSTIN
McCOMBS SCHOOL OF BUSINESS

This form is required to enroll in the Global Business Leadership Institute. Please sign, keep a copy for yourself, and submit the original form to the UPO (CBA 2.400) to secure your place in the program.

Global Business Leadership Institute (GLI)
Professionalism Policy

The McCombs School of Business recognizes that nearly all students are approaching the GLI 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 GLI, 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;
- 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

- Enrollment into the BBA Global Program is not complete until you meet with the GLI Faculty. In the event that you are not admitted into the program by the faculty, your deposit will be reimbursed in full.
- If the course instructors and administrators determine that your behavior justifies removal from the program at any point during the program, you will be removed from the program without a refund.

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

Name: _____ UTEID: _____ Date: _____

Signature: _____ Major: _____

THE UNIVERSITY OF TEXAS AT AUSTIN
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Responsibilities of Participation-Global Business Leadership Institute

I pledge to be a good representative of The University of Texas at Austin while participating in my program. 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 GLI 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 GLI.
- I understand BBA International Program's commitment to cultural learning and will participate in all BBA IP-coordinated cultural activities.
- I understand that I will be registered for two courses over the summer and that both courses are required for participation in the program.
- I understand that I will be registered for two courses over the summer and that both courses are required for participation in the GLI.
- I understand that registration for both courses will take place through (Registrar Online Services) during my scheduled registration time in the spring semester, and that I must register for the appropriate 3-credit hour courses at the 2013 summer tuition rates. To view most current summer tuition: www.utexas.edu/tuition/costs.html#summer
- I understand that in addition to the tuition, I am required to submit a program fee of $500.
- I understand that the program fee includes: textbooks/course packets, cultural events, company visits, welcome/farewell reception, the full-time support of an on-site staff.
- I understand that the program fee does not include food, health insurance, accommodations or personal expenses.
- I understand that the courses will take place at the University of Texas at Austin
- I understand that all rules and policies governing student behavior on the University of Texas campus apply to the GLI.
- 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 program.
- 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: _____ UTEID: _____

Signature: _____ Date: _____

THE UNIVERSITY OF TEXAS AT AUSTIN
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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: _____ UTEID: _____

Signature: _____ Date: _____

THE UNIVERSITY OF TEXAS AT AUSTIN
McCOMBS SCHOOL OF BUSINESS

Global Business Leadership Institute Financial Responsibility Policy

$250 Non-refundable Deposit: Due at enrollment
Program Balance: Due by June 10, 2013

Program Balance= GLI Fee - Deposit ($250)

The program fee includes: program books/course packets, cultural events, company visits (including transportation), welcome/farewell receptions, and full time on-site staff support. In addition to the program cost, students are separately responsible for their UT tuition, accommodation, daily meals, and personal expenses.

1. BBA International Programs will post the remaining balance of the program fee (program fee minus the $250 non-refundable deposit to the student's "What I Owe Page" in late February (or within two weeks of enrollment for late enrollees). This balance will be due on or before May June 10, 2013. Non-payment will result in the student being dropped from the program.

2. A student who withdraws after May 4 (last class day) 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.

Withdraw Schedule	Financial Penalty on the Study Abroad Program Fee
Anytime before May 4, 2013	*$250 Non-refundable Deposit*
May 4, 2013 and after	*100% of program fee*

3. Students receiving financial aid may be able to defer their UT Tuition payment until their financial aid disbursement. For information, visit: http://finaid.utexas.edu/
4. Students receiving financial aid may NOT defer their GLI program fee payment until their financial aid disbursement.
5. In addition to the liability of the study abroad program cost, the student is responsible for payment of UT tuition as outlined by student accounts receivable. For information on payment options, visit: http://www.utexas.edu/business/accounting/sar/
6. If a student is dismissed from a program, either before or during the program, no refund will be given.
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, accommodations, food, books/supplies or miscellaneous costs of living borne by the student and not included in the program cost.
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 Global Business Leadership Institute Financial Responsibility Policy and that I will be barred and charged for the amount owed based on the above withdrawal schedule.

Name: _____ UTEID: _____

Signature: _____