THE UNIVERSITY OF TEXAS AT AUSTIN
McCOMBS SCHOOL OF BUSINESS

All forms are required to enroll in CIBER Summer Study Abroad Programs. Please sign all required pages (front/back), keep a copy for yourself, and submit with your non-refundable program deposit to secure your place in the program.

CIBER Summer Study Abroad Programs
MPA Program Enrollment Form

General Student Information

Name: _____ **EID:**_____

CIBER Program:_____

Major/Minor: _____ **Current UT GPA:**_____ **ACC GPA:**_____

What year are you in your studies? ☐**3rd yr iMPA** ☐**4th yr iMPA** ☐**5th yr iMPA** ☐**traditional MPA**

Residency Status: ☐**Texas Resident** ☐**Non-Texas Resident**

What is your expected graduation date? _____

Are you planning on taking these courses as your last 6 credits before graduating in Aug 2012? ☐ **Yes** ☐ **No**
*if yes, please see MPA advisor and/or CIBER Coordinator

Email Address:_____ **Cell:**_____
*Please print legibly. This is where we will send all CIBER emails. *Best number to reach you during semester

Date of Birth: _____ **Nationality:**_____

Do you have a passport? ☐ **Yes** ☐ **No** **If Yes, Passport #**_____

How did you hear about the program?_____

Did you attend a CIBER Info Session? ☐ **Yes** ☐ **No** **What is your T-shirt size?** _____

Emergency Contact Information

Emergency Contact:_____ **Relationship:**_____

Emergency Contact Email:_____

Phone/Cell:_____ **Other Phone/Cell (if any)**_____

Additional Items to Submit

Please submit the following items along with your forms according to the instructions:

☐ **$500 (non-refundable) Program Deposit:** Due at enrollment

☐ **Photo** (headshot): Due at enrollment.
May be taken at CIBER office, or submitted electronically as a .JPEG format. Please title clearly and email to cibersummerprograms@gmail.com

☐**Talent Release Form:** Due at enrollment (included in enrollment packet)

☐ **Academic Advisor Approval Form**: Please submit to MPA advisor within two weeks of enrollment.

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CIBER Summer Study Abroad Programs
Responsibilities of Participation-MPA Programs

Please read through carefully

I pledge to be a good representative of The University of Texas at Austin while participating in my study abroad 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 my study abroad program 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 CIBER Program.
- I understand that participation in the CIBER Program is conditional upon Dean of Student's clearance granted during the spring semester. If I do not attain clearance, CIBER reserves the right to decline my participation in the CIBER program, regardless of enrollment status or paid fees. Refund policy will apply.
- I will attend all mandatory pre-departure orientation sessions scheduled during the spring semester
- I understand CIBER's commitment to cultural learning and will participate in all CIBER-coordinated cultural activities, as well as fully participate in the cultural analysis project.
- I understand that I will be registered for two courses over the summer and that both courses are required for participation in the program. One course will be taught by UT faculty and the other by partner school faculty.
- I understand that the instructional costs of both courses are included in the CIBER Program fee.
- I understand that in addition to the instructional costs included in the CIBER fee, I am required to register through the University Extension office in the spring semester, and pay the UEX registration fee for each 3-hour course directly to University Extension. UEX fees will vary yearly.
- I understand that the UT-taught courses must be taken for a grade and the partner school-taught course may be taken pass / fail only with the advance approval of my advisor.
- I understand that the CIBER program fee includes: instructional costs for McCombs and partner school faculty, international health insurance, textbooks/course packets, student accommodations, cultural events, company visits, access to internet at the partner school and the full-time support of an on-site liaison.
- I understand that the program fee does not include UEX fees, airfare to/from the program location, transportation costs on-site, passport and visa fees, food, or internet use off campus.
- I understand that the courses will take place at a partner school and the available resources might be different than the resources available to me at the University of Texas.
- I understand that all rules and policies governing student behavior on the University of Texas campus apply to CIBER summer study abroad programs.
- I understand that all rules and policies governing student behavior at the partner school campus apply to CIBER summer study abroad programs.
- 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.

THE UNIVERSITY OF TEXAS AT AUSTIN
McCOMBS SCHOOL OF BUSINESS

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.

Students who participate in University of Texas at Austin study abroad programs are representatives of The University and their country for the duration of their time on the program. The student will conduct him/herself appropriately and respectfully, and understands that misconduct abroad can lead to expulsion from the program and a return to the US at the student's own expense, with no refund. Upon the student's return to The University, the Office of the Dean of Students may also initiate disciplinary action.

Misconduct abroad refers to a student's actions that violate the standards set forth in this document, as well as conduct that jeopardizes the student's own welfare or that of fellow students and/or the program itself. Such actions include, but are not limited to, the following activities and behavior, from which the student agrees to refrain.

I, as a participant in a University of Texas at Austin study abroad program, agree to refrain from the following activities and behavior:

- Violence against others. This is defined as striking or doing any other physical harm to another.
- Verbal abuse of faculty, staff, individuals employed by or facilitating any aspect of the program, or students.
- Obstruction of UT or host university classes or obstruction of other UT or host university activities.
- Theft of or vandalism to property.
- Unauthorized entry to or use of UT or host university facilities or technology.
- Disorderly, disruptive, threatening or intimidating conduct, gestures or actions.
- Violations of residential guidelines and/or rules established by hosts, including, but not limited to, unauthorized overnight guests, excessive noise, rowdy conduct, and drunkenness.
- Criminal behavior or violation of local laws.
- Violation of any policies contained in this document, the Responsibilities of Participation document, and/or orientation materials or sessions.
- Failure to follow the guidelines, directives, timetables, and instructions of program staff or faculty members, including staff of the CIBER Office, UT faculty and staff abroad, and host institution faculty and staff.
- Falsification or alteration of academic or personal records, including, but not limited to, any unauthorized alteration of transcripts or grade reports, or any verbal or written misrepresentation of student records.
- Academic dishonesty, which may include cheating or plagiarism.
- Self-endangerment, including involvement in activities or behavior that could result in personal harm, including, but not limited to, frequenting of dangerous places, association with criminals, repeated intoxication, etc.
- Violation of the alcohol and drug policies as set forth by the Rules and Regulations of the Board of Regents of The University of Texas System.

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

CIBER Summer Study Abroad Programs
Professionalism Policy- MPA Programs

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 performance of a 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 while abroad;
- Attending all presentations and visits scheduled in conjunction with the courses;
- Actively participating in the CIBER cultural assignment;
- Attending all program related cultural excursions;
- 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;
- Attending all pre-departure sessions during the spring semester;
- Completing the CIBER Program Evaluation once the program has finished;
- 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.

Grading of Professionalism

A student in every CIBER Summer Study Abroad course may 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: _____

(***Please turn over for financial responsibility policy and refund schedule***)

THE UNIVERSITY OF TEXAS AT AUSTIN
McCOMBS SCHOOL OF BUSINESS

CIBER Summer Study Abroad Program
Financial Responsibility Policy- MPA Programs

$500 Non-refundable Deposit: Due at enrollment
Program Balance: Due by April 15, 2012

Program Balance= CIBER Fee - Deposit ($500) - SAO and Insurance Fees (approx $100)

1. The CIBER program fee includes: tuition for 6 credit hours, international health insurance, program books/course packets, accommodations during the program, cultural activities, access to internet at the partner school, instruction by McCombs and partner school faculty, and the support of a full time on-site staff liaison. In addition to the program cost, students are separately responsible for their UEX 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 fee (program fee minus the $500 non-refundable deposit, minus the Study Abroad Office fees) to the student's "What I Owe Page" during late February and this balance will be due on or before April 15, 2012. Non-payment will result in the student being dropped from the program.
3. A student who withdraws after March 25th will owe the following CIBER 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 Cost
On or before March 25, 2012	*$500 Non-refundable Deposit*
March 26, 2011 to April 15, 2012	*20% of program fee*
April 16, 2012 and after	*100% of program fee*

4. Students receiving financial aid may NOT defer their CIBER program fee payment until their financial aid disbursement.
5. If a student is dismissed from a program, either before or during the program, no refund will be given.
6. In addition to the liability of the study abroad program fee, 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: _____

Signature: _____

THE UNIVERSITY OF TEXAS AT AUSTIN
TALENT RELEASE FORM

For valuable consideration, I do hereby authorize The University of Texas, and those acting pursuant to its authority to:

a. Record my participation and appearance on videotape, audiotape, film, photograph or any other medium.
b. Use my name, likeness, voice and biographical material in connection with these recordings.
c. Exhibit or distribute such recording in whole or in part without restrictions or limitation for any educational or promotional purpose which The University of Texas, and those acting pursuant to its authority, deem appropriate.

Name: _____

Date: _____

Address: _____

Phone No.: _____

Signature: _____

Parent/Guardian Signature (if under 18): _____