

Xavier MBA International Trip Registration, Conditions & Code of Conduct

The MBA Office holds students responsible for understanding and abiding by the policies set forth in this document.

Payment Due Dates

Payments must be submitted to the MBA Office by the posted due date. It is the responsibility of the student to submit payment in a timely manner as reminders from the MBA Office are not guaranteed.

Travel expense payment options include Visa, MasterCard and Discover as well as personal checks. No processing fees are assessed for MBA International Trip payments (tuition expenses are subject to Bursar regulations). The payment schedule listed below is subject to change based on pricing and international experience selected.

Application and **Non Refundable Deposit** due upon RSVP: \$400
Payment in full: 3 months prior to departure date

Cancellations

Standard cancellation policy

3 months prior to departure date: Refund less deposit
2 months prior to departure date: 50% refund of the trip costs
After 2 months prior to departure date: no refund will be issued

Cancellation with replacement

Cancellation with replacement refers to a participant who cancels but finds another student to replace themselves for the same trip. The replacement's registration must be submitted at the same time as the notification of cancellation.

3 months prior to departure date – Refund less a \$100 substitution fee
After 2 months prior to departure date– replacements can no longer be accepted. No refund will be issued

Course Registration

In order to obtain the class credit associated with the International Trip participants must complete the Xavier University Registration Form. The CRN number on the registration will be completed by the MBA Office. We will register you for the course. This form does not apply to the Off-Site Program.

Good Academic Standing

Only fully admitted students with a GPA of 3.0 or higher are able to participate in international experiences. Students admitted provisionally or conditionally must meet all conditions of their admission prior to enrollment.

A student's academic standing may impact participation in international experiences. If a student is dismissed from the MBA Program or placed on academic warning standard cancellation policies will be enforced. See above cancellation policy information.

Waivers and Insurance Forms

Forms are due two months prior to departure date in the enclosed folder

- Xavier University Legal Counsel mandates that each student must complete a series of waivers as follows:
 1. Assumption of Risk and Release- AOR105
 2. Student Agreement-PA302

3. Health History-MED203
4. Off-Campus Experience-MED202
5. Health Screening Examination-MED202

- The Assumption of Risk and Release form must be notarized, this can be done at several university offices including:
 - Campus Police
 - Office of Student Life
 - Office of Risk Management

*Notary services are also provided at many of the international trip info sessions
- The Health Screening Examination form must be signed by a physician. Xavier University Health Center can help you complete this form; to make an appointment call Peg Lenhart, 513-745-3022. This service will be free of charge, but you must have a record that shows that your vaccines are current.
- Students must also include a copy of the front and back of their health insurance cards.
- A copy of the participants signed passport and/or visa is also mandatory.
- A copy of the participants valid driver license or another form of government picture ID
- The office of Risk Management at Xavier University requires travelers to obtain "Evacuation and Repatriation Insurance" during the time you are abroad.

The following are a few options on how to obtain the coverage:

1. You may check with your **(life and/or health) insurance** to see if you are covered abroad or if a rider may be put on your insurance for the time you are abroad.
2. You may purchase the **ISIC card** through Xavier University if you are a **full time student** (presently enrolled for 9 Credit Hours) The ISIC card is \$22.00. It is available to students enrolled FULL-TIME. The ISIC card requires valid proof of student status. You need to provide 2 passport photos and your ALL CARD ID in Room 906 Schott Hall. Pam Rose is available to assist you with your ISIC card on Monday-Friday from 8:00-2:00. If you have any questions in regards to the ISIC card please call 513-745-3464 or go to www.myisic.com.
3. "AAA" also supplies coverage, you do not have to be a member. Call their Certificate Holder Services at 317-655-4500. This coverage is approximately \$30.00.

The following **websites** may also assist you:

1. CISI Cultural Insurance Services International www.culturalinsurance.com Contact Ted Cenatiempo
2. ACE USA CMI Insurance Specialists www.studyabroadinsurance.com or www.psafinancial.com 410-582-2595
3. International SOS an AEA Company www.internationalosos.com 1-215-244-1500
4. Hinchcliff International Group Services 1-800-242-4178

The Code of Student Conduct

Students who participate in the Xavier University MBA International Trips are representatives of Xavier for the duration of their time on the program. Students are expected to conduct themselves appropriately and respectfully, and will abide by the rules set forth by the instructor and MBA Office. Any student who engages in disrespectful, hostile, or violent behavior that threatens him/herself, another person, or the program will be subject to immediate disciplinary action and may be dismissed from the program, and sent home at his/her own expense, with no refund.

Application for Xavier MBA International Trip
Registration Conditions and Code of Conduct

Application Requirements

- This application form (*please retain previous pages for your records*)
- \$400 non refundable deposit
- Xavier University Registration Form (found online at www.xavier.edu/registrar/forms)
 - o Please complete the top portion and sign the bottom.

Destination of International Trip for which you are registering: _____

Name: _____ Gender: Male Female

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Phone #2: _____

Banner ID #: _____ Date of Birth: _____
(on your All-Card)

Email: _____

As a participant of the Xavier MBA International Trip I agree to all registration conditions and code of conduct.

Name: _____

Signature: _____ Date: _____



Credit Card Payment Form

Name _____
Last First Middle

Banner ID #: _____

Phone Home: _____ Work: _____

Credit Card Authorization:

- Visa MasterCard Discover

Credit Card #: _____ Exp Date: _____

Cardholder Name: _____

Signature: _____ Amount: _____