



Dear Study Abroad Student Applicant:

Thank you for your interest in our 2016 **Spain Program**. Please fill out all of the attached application forms and submit it to the Study Abroad Director as soon as possible. We accept qualified applicants on a first-come, first-served basis, so please do not delay as programs can fill very quickly. Only an application with a deposit check will reserve your space in the program. To complete the application process, follow these steps.

1. **Fill out the application as completely as possible**, write legibly in BLOCK CAPITAL letters, and be sure to include contact numbers, your name as it appears (or will appear) on your passport and sign all the releases.
2. If you do not have the faculty reference, turn in your application anyway as this may be completed at a later date. However we can only confirm your acceptance to the program after your application is COMPLETE. Items like passport numbers can be filled in later, but will need to be completed no later than 60 days prior to departure.*
3. Submit your initial **\$495 deposit** check made out to “**Glendale Community College**” to the Study Abroad office when you submit your application. The deposit check will only be cashed once you are accepted to the program and is non-refundable after October 15, 2015.

*Although we are here to assist with the process, it is ultimately your responsibility to obtain all appropriate travel documents and any visas required by the countries you will be visiting. Please be sure to read and fully understand the stated terms, conditions and releases before signing them.

Key Dates:

Application/ Deposit Priority Deadline	December 16, 2015 (or until full)
2 nd Payment Due (\$1,000)	January 29, 2016
Final Payment Due (\$1,000)	March 31, 2016
Orientation Meeting 1	
- Passport must be completed	TBA in early April
Orientation Meeting 2	TBA in mid-May

Note: Airfare to be purchased by March 1, 2016 for best rate. Our office will assist with this process.

Deposit is refundable until October 15, 2015. After this date the deposit and all subsequent payments are non-refundable.

The Study Abroad Program at Glendale Community College will review your complete application and determine your acceptance into the program. We will inform you of the college's decision after receiving the complete application and deposit. We will have two mandatory orientations in the spring semester to help you prepare for participation in our program abroad. We strive to answer any questions you may have concerning our Study Abroad program or will refer you to the appropriate resources. Studying abroad can be a unique and significant experience in your educational career and result in fond memories, new friendships, and appreciation for our world and the diversities it encompasses; however, it does require preparation so be sure to read everything you are given, ask questions and please respond to our emails. We are here to serve you as you prepare for “an experience of a lifetime.”

GCC Study Abroad Program
(818) 240-1000 x5718
studyabroad@glendale.edu
Office AD145
Glendale Community College
1500 N. Verdugo Rd., Glendale, CA 91208

GLENDALE COMMUNITY COLLEGE DISTRICT

GENERAL RELEASE

Spain 2016 Study Abroad Program

KNOW ALL PERSONS BY THESE PRESENTS THAT:

WHEREAS GLENDALE COMMUNITY COLLEGE DISTRICT is providing credit for out of state studies, and

WHEREAS the undersigned _____ is a student desiring to secure credit for out-of-state studies by participating in the Spain 2016 Study Abroad Program of GLENDALE COMMUNITY COLLEGE DISTRICT, and

WHEREAS it is deemed in the best interests of the parties to provide a general release for the GLENDALE COMMUNITY COLLEGE DISTRICT,

NOW, THEREFORE, in consideration of mutual promises and covenants and other good and sufficient consideration, the undersigned hereby releases the GLENDALE COMMUNITY COLLEGE DISTRICT, its instructors, teachers, agents, contractors, employees, and officers from the following:

A.

1. Any and all claims for personal injury, whether or not caused by intentional or unintentional acts and whether or not it results in death, to the student or caused in whole or in part by the student, whether alone or together with or in association with others, to any person or persons.
2. Any and all claims for property damage, whether real, personal, personal or mixed and whether the said property is owned or in the custody or possession of the student, and whether or not caused by intentional or unintentional acts and whether caused in whole or part by the student, whether alone or together or in association with others.
3. Any and all claims for any damage, injury, loss, accident, delay, irregularity, indebtedness, expense or liability incurred or arising from any act or omission of any steamship, airline, railroad, bus, taxi, limousine, automobile, any sight - seeing service, or any other transportation service or company, firm, individual, or agency, or any hotel, motel, or other place of living accommodation, firm, individual, or agency.
4. Any and all claims for any damage, injury, loss, accident, delay, irregularity, indebtedness, expense, or liability incurred or arising from weather, illness, quarantine, government rules and regulations or restrictions, war, acts of terrorism, riots, and / or strikes.

B. It is further understood and agreed by and between the parties that the undersigned student is responsible, for any and all claims, liabilities, obligations, financial or otherwise incurred by the student during the term of the program, including but not limited to any and all obligations and / or liabilities incurred by the student where the program is conducted.

C. It is further understood and agreed by and between the parties that the undersigned student hereby covenants and agrees to indemnify, protect and save harmless GLENDALE COMMUNITY COLLEGE DISTRICT and its instructors, teachers, agents, contractors, employees, and officers from and against all loss, cost, damage, and expense, and claims and demands therefore, and for reasonable costs and attorney fees which may arise out of any circumstance outlined in Paragraph A and B of this agreement, or any act, omission, or conduct of the student out of which may rise any claim of civil action or charge of criminal violation, whether or not the acts, omissions, or conduct are those of the student alone or in consort with others.

D. The parties hereto acknowledge that the conditions and possible claims covered by this Release are unknown, and the parties do hereby intend and expressly waive the provisions of the California Civil Code 1542 which reads as follows :

" A general release does not extend to claims which the creditor does not know or suspect of exist in his / her favor at the time of executing the release, which is known by him / her must have materially affected his/ her settlement with the debtor."

E. It is further understood and agreed that the undersigned student will conform to all Glendale Community College rules, Board Policies and Administrative Regulations including, but not limited to the Standards of Student Conduct as set forth in the Glendale Community College Regulation 5420 and the General Conduct section of the Glendale College Catalog. The undersigned shall respect the laws and the people while in a foreign country and shall comply with the directions of all teachers and representatives of the program. It is understood that any infraction of these standards may lead to disciplinary action by the College including a formal reprimand. If the conduct continues, the student may be expelled from the program and forced to return to the United States at his / her own expense.

IN WITNESS WHEREOF, the undersigned has hereunto affixed his / her signature

This _____ day of _____, 20____

Signature of Student

Signature of Parent and / or Legal Guardian if Student is Under the Age of 18.

**ASSUMPTION OF RISK FOR PARTICIPATION
IN VOLUNTARY ACTIVITY**

The undersigned student has requested participation in optional activities. Optional activities are not a required part of the GCC academic courses or the GCC Study Abroad program. By his / her signature below (and the signature of a parent or a guardian if the student is a minor), the signor acknowledges voluntary participation in an activity which is inherently hazardous and which is deemed to be an activity involving high risk.

In addition to acknowledging and understanding the information above, the undersigned hereby voluntarily releases, discharges, waives, and relinquishes, and all actions or causes of action for personal injury, property damage or wrongful death occurring to himself / herself arising as a result of engaging in this activity.

The undersigned and for himself / herself, his / her heirs, executors, administrators or assigns agrees to defend, indemnify and hold harmless Glendale Community College District from any and all claims or causes of action for personal injury, property damage or wrongful death which are brought or could be brought as a result of engaging in this activity.

The undersigned acknowledges that he / she has read the foregoing and is fully aware of the legal consequences of signing this instrument.

Student

Date

Parent (Required if student is a minor)

Acknowledgement

GCC STUDY ABROAD PROGRAM
Student Behavior Contract

While participating as part of this Study Abroad Program:

1. I shall avoid cheating and plagiarism; disruption or obstruction of teaching, assault, battery, or any other abusive behavior, violating the judicial, or statutory standards of obscenity, or indecent conduct;
2. I shall avoid using, possessing, or distributing narcotics, or other legally controlled substances, possessing, or using firearms, explosives, weapons, or dangerous chemicals.
3. If consuming alcoholic beverages (including wine) I shall limit myself to amounts of alcoholic consumption that will not impair my judgment and lead to improper social behavior, disregard for local laws, or disruption of the academic program. I shall not consume alcoholic beverages prior to the conclusion of the day's classes.
4. I shall be aware that I am a guest in a foreign country and shall adjust my behavior to reveal respect for my hosts.
5. I am aware that this is a college study program and I must participate in the academic portion of the program. Failure to do so will result in my removal from the program and return to the USA at my own expense.
6. I shall observe the governing laws of both the host country and to those of Glendale College, as this is a travel-study program.
7. In the host country I shall obey and respect official authorities and persons performing the duties of their employment (e.g. police, bus drivers, tour guides, hotel managers, restaurant waiters, etc...including your GCC professors.)
8. I shall comply with the directions of the director, teacher (s), and contractor representatives in the program as required by Administrative Regulation 5420 - Standards of Student Conduct.

I understand that any infraction of the standards as stated above may lead to disciplinary action by the college and / or the director of the program. Major or repeated disregard of these policies as determined by the program instructors and director may lead to expulsion from the program and forced return to the United States at my own expense.

Signed : _____

Date : _____

Parent (Required if student is a minor)

Acknowledgement

GCC STUDY ABROAD PROGRAM

Parental Acknowledgement/Release for Participation for a Minor Child

As the parent(s) and/or guardian(s) of the underage child

(student)

who is participating in the Glendale Community College Study Abroad Program to Spain in Summer 2016,

we (I),

acknowledge and understand that Study Abroad Program to Spain is un-chaperoned and my(our) child will be responsible to for himself/herself during the time abroad. This includes behaving appropriately, obeying rules, managing money, acquiring meals, doing laundry, taking medications, maintaining their health, etc.

We(I) acknowledge and understand that our (my) child will also be responsible for participating fully in the academic program abroad. This includes but is not limited to attending all classes on time, fully participating in classes, attending all field trips and excursions, and being on time for transfers and departures.

We(I) acknowledge understand that our child is expected to obey all the rules set forth by GCC, the program (see Student Behavior Contract), the local vendors, the instructors and directors, and the laws of the host country and that any violations of these rules can result in the expulsion from the program and the return to the US at our (my) expense.

We(I) release Glendale Community College, it's teachers, directors and agents from any liability for loss, damage or injury to property or our child's person as per the signed General Release and the Release/Assumption of Risk.

Parent/Legal Guardian Name_____

Parent/Legal Guardian Signature_____

Date_____

Parent/Legal Guardian Name_____

Parent/Legal Guardian Signature_____

Date_____