

OFFICE OF INTERNATIONAL PROGRAMS  
JAMES MADISON UNIVERSITY



# STUDY ABROAD HANDBOOK

Summer & Fall 2014

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**James Madison University**  
Office of International Programs

**Contact Information**

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**Study Abroad Staff at JMU**

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## Required OIP Forms and Documents

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H.E.T.A. Form	All programs
Passport-sized photos	(Florence and London)
Copy of passport ID page	All Programs
Copy of flight itinerary	Send to OIP upon purchase
Payment of tuition and fees	
Summer 2014	May 19, 2014 or prior to departure*
Fall 2014	August 29, 2014 or prior to departure*

\*whichever comes first

## Useful Websites and Resources

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U.S. State Department	<a href="http://www.state.gov">www.state.gov</a>
Passport Information	<a href="http://travel.state.gov/passport/index.html">travel.state.gov/passport/index.html</a>
Travel Warnings	<a href="http://travel.state.gov/travel">travel.state.gov/travel</a>
Travel Publications	<a href="http://travel.state.gov">travel.state.gov</a>
Foreign Embassies in Washington, D.C.	<a href="http://www.embassy.org">www.embassy.org</a>
Health and Safety Abroad	<a href="http://www.transitionsabroad.com/listings/living/resources/healthandsafety.shtml">www.transitionsabroad.com/listings/living/resources/healthandsafety.shtml</a>
Centers for Disease Control and Prevention	<a href="http://www.cdc.gov/">www.cdc.gov/</a>
Lonely Planet Online	<a href="http://www.lonelyplanet.com">www.lonelyplanet.com</a>
The Universal Currency Converter	<a href="http://www.xe.com/ucc/">www.xe.com/ucc/</a>
Budget Travel (Eurail passes, etc.)	<a href="http://www.raileurope.com">www.raileurope.com</a>
Hostelling International USA	<a href="http://www.hiusa.org">www.hiusa.org</a>
NAFSA: Association of International Educators	<a href="http://www.nafsa.org">www.nafsa.org</a>
Study Abroad: A Parent's Guide	<a href="http://www.studyabroad.com/guides/parentsguide">www.studyabroad.com/guides/parentsguide</a>

## Part I: Going Abroad

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### History

In 1979, James Madison University offered its first study abroad program, the Semester in London. This program has served as the template for our university's approach to international education: an organized experience of an overseas culture through liberal studies. Within a matter of years, James Madison University's programs expanded to include Florence (Spring 1986), Salamanca (Fall 1987), and Antwerp (Fall 2000). These programs have enjoyed overwhelming success due in large part to the university's emphasis on learning by doing, seeing and participating.

Today, the Office of International Programs (OIP) also supports an extensive number of short-term programs each summer, including programs in countries such as Argentina, Costa Rica, England, France, Germany, Ghana, Ireland, Italy, Jordan, Japan, Kenya, Lebanon, Malta, South Africa, and Spain.

### Structure

The OIP, under the supervision of an Executive Director, administers six Semester Abroad Programs. Each program is organized by a JMU Director who initiates and oversees all aspects of the program from academic coursework to cultural immersion to health and safety.

As a component to the semester abroad experience, there is a structured support system in place for all JMU programs. This support is offered through a combination of on-site staff, the JMU Faculty Member in Residence, and the Office of International Programs.

- The on-site coordinator and staff are responsible for day-to-day supervision of the program while students are in residence.
- The Faculty Member in Residence (FMIR), a JMU professor, accompanies the students abroad and supports the on-site administration of the program, in addition to a teaching or research position.
- The Office of International Programs, in conjunction with the Program Director, handles both program and student preparation for the abroad experience.

Courses offered during the semester abroad programs are all official James Madison University courses, approved by the respective academic departments, listed in the university catalog and carrying university credit. The faculty members who teach on-site are all selected by the program directors. In addition, program directors review faculty performance each semester.

Our Summer Short-Term Programs are offered under the direction of JMU Faculty Members. These Study Abroad experiences are developed and implemented by professors with significant experience in their proposed region. While all short-term programs vary in structure, each program is built around coursework that highlights faculty expertise and host country/culture offerings.

### Your expectations about going abroad

Take a personal inventory of your expectations. What do you hope to get out of the experience overseas? Do you have any hidden or unspoken expectations? Identify your goals—linguistic, academic, and career. How are you going to achieve them? How will you track your personal growth during this experience? Outlining your goals now and then keeping a journal abroad will help you map both your inner and outer journeys. Daily writing which attempts to interpret and reinterpret the cross-cultural meanings of your experiences may be your most powerful learning tool.

### After You Return

Give some thought to the way in which you will integrate your experiences abroad into your life back in the United States. Once you have successfully integrated into the host culture, you will need to be intentional

about returning to American life after the program ends. Some advance planning will make that process smoother.

## Staying Safe

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Ultimately, *you* must make the decision whether to study abroad in a particular region of the world in consultation with your family. It is regrettable, but true, that nowhere in the world, including in many of our own cities, can you expect a completely safe environment. It is impossible for anyone to predict future events or to provide guarantees about the course of events in the world. However, there are things that can be done to minimize some of the risks as you prepare for this experience. Please read the following section carefully and share this information with others.

Your safety and well-being while abroad is of the utmost importance. Please read the travel precautions, recommended guidelines, legal information, and emergency services instructions below for information essential to maintaining your safety while abroad.

Each year, the Study Abroad Office receives telephone calls from families concerned about the safety of their students. We would like to share with you information about and advice from the Department of State for all U.S. citizens around the world.

### State Department Advisories

The U.S. government monitors political situations in every country of the world. Parents and students with concerns about crime and security threats in a given country are urged to take advantage of State Department Travel Advisories which are available on their Web site: <http://www.travel.state.gov>.

- **Travel Warnings** are issued when the State Department decides, based on all relevant information, to recommend that Americans avoid travel to a certain country.
- **Country Specific Information** is available for every country of the world. These include information such as immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, any areas of instability, and the location of the nearest embassy or consulate in the subject country.
- **Public Announcements** disseminate information quickly about terrorist threats and other relatively short-term conditions that pose significant risks or disruptions to Americans.

For current information, travel advisories, or warnings, visit the State Department's Web site at: <http://www.travel.state.gov/>. The State Department's hotline for American travelers is 202-501-4444.

**In this time of heightened security awareness, it is especially important for you to remain in contact with your Faculty Member in Residence (FMIR) or Resident Director; in case of an emergency situation, carefully follow their instructions. Please also keep them informed of your plans when you are traveling on your own.**

## Common Sense Precautions

You (or your friends and relatives) may be concerned about the safety of Americans abroad. Remember that you will be in large cities, not Harrisonburg. You need to be aware of your behavior and take common sense precautions to ensure that you will be safe. Be careful not to draw unnecessary attention to yourself in public. The simple fact that you are a foreigner and are not quite certain what is and what isn't safe behavior (i.e., not being certain where to go or how to act) increases the possibility that you may be victimized by petty criminals, including those committing fraud, robbery, theft or physical attack. **Most important: never give your address to people you do not know well.**

Stay alert, listen and take the advice of others. Here are some essential "Do's and Don'ts" that will serve you well:

- The number one rule is to **have confidence!** Act like you belong. You live there so don't be mistaken for a tourist. Ask questions (in stores and bars) if you are lost, but do not stand on a street corner with your map out and a confused look on your face.
- Keep a low profile and try not to make yourself conspicuous by dress, speech, or behavior, in ways that might identify you as a target. Do not draw attention to yourself either through expensive dress, personal accessories or careless behavior.
- Don't take along jewelry or other valuables you would hate to lose.
- Be alert in general. Avoid crowds and protest groups, or other potentially volatile situations, as well as restaurants and entertainment places where Americans are known to congregate. Keep abreast of local news. Read local newspapers, magazines, etc., and keep up with local officials to learn about potential unrest.
- Never appear drunk in public—pickpockets and pick-up artists will take you as easy prey. Remember—alcohol clouds your judgment and reduces your control. Use good judgment.
- Report to the responsible authority any suspicious persons loitering around residential or instructional facilities, or following you; keep your residence area locked.
- Be cautious when you meet new people. Be careful whom you allow to join your group. Do not provide your local address or phone number to those you do not know. Do not even give your name if you don't want to. If you want to meet again with a person you have just met, get his or her name, phone number, etc., and agree to meet at a public place. Also, don't be careless with information about other students or program activities.
- Stick together after dark, know your route, stick to main streets and avoid poorly lit areas. Be aware of situations where you do not feel relaxed or in control. Follow your instincts.
- It is always safer to travel in groups. Always try to travel with at least one other person and know the people with whom you are going to travel. However, it is generally safe to travel alone during the day, if you know the area. If you travel on your own (unrelated to program activities), you should inform your host family or the FMIR or Resident Director where you will be and when you will return.
- Travel insurance that covers lost or stolen personal belongings is recommended but not required.
- When traveling, you should carry your passport, credit cards and sufficient cash to cover unexpected emergencies. A pouch worn under your shirt is recommended. Use locks on suitcases and purses if necessary, or should the need arise. When flying, use only TSA-approved locks.
- Be wary of unexpected packages and stay clear of unattended luggage or parcels in airports, train stations, or other areas of uncontrolled public access. Also, do not leave your own bags unattended at any time, as they may appear suspicious to other parties, or get stolen. Do not agree to carry, look after, or store any package or suitcase for anyone.

- Be familiar with local laws: laws and justice systems are not universal. Do not assume that because it is legal in the United States, it is legal abroad.

### **Special Note for Women**

Some female students have a hard time adjusting to attitudes they encounter abroad, in both public and private interactions between men and women. Some (but not all) men openly demonstrate their appreciation of women in ways that many American women find offensive. It is not uncommon for men in other cultures to honk or stare at women, verbally appraise them, or aggressively “notice” them in some other way, simply because they are American. Sometimes the attention can be flattering. However, it can also become very annoying, and potentially even angering. Local women who often get the same sort of treatment have been taught how to ignore the attention, but many American women still find this hard to do. Eye contact between strangers or a smile at someone passing in the street or the casual dress of many American students on campus may result in totally unexpected invitations.

You should observe and learn what the unwritten rules are—what you can and cannot do abroad. Women can provide support for each other, and former students suggest that you get together several times early in your stay overseas to talk about what works and what doesn’t for dealing with the unwanted attention. Gender role stereotypes that exist for American women can be dangerous. Do not allow yourself to assume that you will be treated the same as you are “back home”. American women are seen as liberated in many ways, and sometimes the cultural misunderstandings that come from this image can lead to difficult and unpleasant experiences.

Needless to say, this special and surprising status may make male-female friendships more difficult to develop. Be careful about the implicit messages you may be communicating unintentionally. Above all, try to maintain the perspective that these challenging (and sometimes difficult) experiences are part of the growth of cultural understanding, one of the important reasons you are studying abroad. Prepare yourself by trying to understand in advance not only the gender roles and assumptions which may prevail elsewhere, but also the contrast between political systems, which may or may not be understood in other countries.



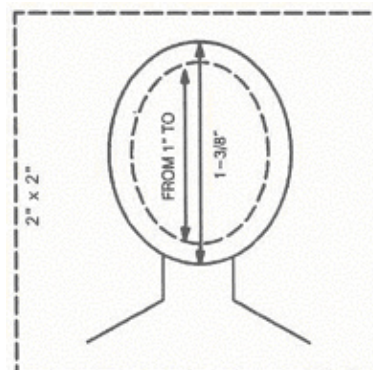
## Part II: Preparing for Departure

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### Documents

#### *Passports*

All students need a valid passport. You can apply for a passport at any office of the United States Passport Agency or through many United States post offices and federal or state courts authorized to accept passport applications. In Harrisonburg, you can apply for a passport at the courthouse downtown at Court Square. You will need to take a completed passport application, a **certified copy of your birth certificate**, another ID with photo and a signature (i.e., driver's license), two passport photos and \$135. **Do not wait to apply for a passport.** The process could take over 12 weeks. If you already have a passport, please make sure that it is not about to expire; some countries require that your passport **be valid for at least six months beyond the dates of your trip.** You can locate a passport application acceptance facility near you at this website: <http://iafdb.travel.state.gov/> If you are traveling in less than two weeks and need to get a passport, visit the State Department website [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html) or call the Washington Passport Agency toll free 1-877-487-2778. Parents may want to consider getting a passport as well in case an emergency that requires their attendance.



#### *Visas*

A visa is a stamp in your passport that permits you to travel or study in another country for a stated period of time. Visas are issued by that country's consulate in the US. The application may require extensive documentation of financial resources and medical information, and may require insurance to be taken out upon arrival abroad. Visa requirements vary by country and may even vary from one consulate to another for the same country. The visa approval process can be lengthy, confusing, and often frustrating. Begin searching now for the list of required visa documents and information about the timeframe for applying for a visa at the consulate in whose jurisdiction you reside. To see what will be required for your visa, visit the OIP site: [www.jmu.edu/international/abroad/admitted\\_passports\\_visas.shtml](http://www.jmu.edu/international/abroad/admitted_passports_visas.shtml). Your program director may also have additional specific instructions to help you secure a visa.

The OIP will issue an *“Acceptance Letter”* at the first program orientation meeting to those participants whose program requires a visa. You will need to have this letter, in addition to other visa documentation, to obtain your visa. Your parents may need to provide some of the documentation needed to obtain your visa. Students going to Salamanca during the spring and fall semesters and students going to Florence during the spring and fall semesters will need a visa. Students going to London will need a *“Statement of Student Status”* letter, which will be mailed to the permanent home address by the OIP prior to departure. Those students participating in an internship in London will need a visa. The OIP or the program director will issue the necessary letter at the appropriate time.

If you are not a U.S. citizen, you are responsible for contacting the embassy of the country where you will study to determine its visa requirements for citizens of your country. You are responsible for arranging to remain in compliance with U.S. immigration regulations regarding an extended stay abroad and re-entry into this country. For more information, contact Gina Kudrav, JMU International Student and Scholar Services, JMAC 6, Suite 23, 540-568-6119 or [kudravre@jmu.edu](mailto:kudravre@jmu.edu)

### OIP Forms and Materials:

1. ***Health and Emergency Treatment Authorization (HETA):*** This form includes authorization for emergency treatment, acknowledgment of financial responsibility and request for emergency contact names and telephone numbers.
2. ***Passport Identification Page:*** This is a copy of the inside cover of your passport that contains your photo and passport number. OIP will accept only hard copies of this page; faxes will **not** be accepted. Be certain that you have signed your passport and that it is not about to expire.
3. ***Statement of Intent to Participate:*** This form represents the contract between you and the university. Section C of this document is included in this handbook. Please refer to it if you have questions about rules and expectations.

### Finances

Carrying large amounts of cash with you is not recommended. The best and safest way to bring money abroad is in a combination of ATM/debit cards and credit cards. American currency can be exchanged for foreign currency at most international airports prior to your departure, at the international airport after you arrive, and at most major banks and railroad stations abroad. The exchange rates and service fees at US airports are invariably less favorable than at the international airport of your arrival but ATM machines are usually a better choice than currency exchange services. When you get to the country, shop around for the best exchange rate and service charges. Try to avoid exchanging currency at hotels, restaurants or retail shops, as the exchange rate will generally be outrageous.

It is a good idea to bring credit cards for emergency and personal use. Visa, American Express and MasterCard are widely accepted and can easily be used to access cash in many banks. Note that interest on cash advances is likely to accrue from the moment of withdrawal. Increasingly, networks for ATM cards are accessible throughout Europe (particularly the CIRRUS network) and often offer the best exchange rate.

Personal budgets vary greatly. Your budget depends mainly on your own spending habits and the amount of socializing and independent traveling you want to do. Bars and clubs are usually very expensive. In the past, some students have managed on as little as \$500 for a semester-long program, and some have spent up to three and four times that amount. You will need to decide where you fit into this financial spectrum. Talk to former participants and your program director for advice on how much money to take. Calculate how much you will need, add some cushion, and then stick to your budget.

### Packing

Always check with your airline for exact measurements and allowances for luggage and carry-on bags. Take the maximum-size suitcase only partially filled so that you will have space to bring back articles you acquire while abroad. Return luggage space is always a major hassle, and you'll be glad if you packed sparingly on your way over. You should also pack a bag to be used on weekends. If you are planning any extra travel (during breaks) while you are abroad, a travel-size backpack is recommended as your carry-on item. You may wish to bring a book-size pack as well for daily use. It cannot be stressed enough how important it is to **pack light**—you'll be glad you did!

### Clothing (Europe)

Europeans generally dress more formally than we do. Bring jeans and sneakers, but also something for those occasions when the people around you will be more formally and conservatively dressed. Tourists in gaudy running suits or cut-offs are immediately recognizable. You will be expected to dress for certain occasions requiring a sports jacket and tie for men and a dressy outfit for women. Your wardrobe need not be

extensive; most Europeans make do with fewer clothes and are not offended to see you in the same outfit often.

It is suggested to take simple articles of clothing that mix and match well. In either fall or spring semester, you'll experience warm and cool weather. Save luggage space by bringing a few basic pieces of clothing and different accessories. With that in mind we suggest: a few articles of summer apparel (bathing suit, conservative shorts or skirts, short-sleeved shirts), mostly medium-weight coordinates, a couple of heavy sweaters, a few pairs of warm socks, an all-weather coat, one pair of dress shoes, and above all, a couple of pairs of waterproof walking shoes. It is cold in most of Europe from October to April, so bring items such as gloves, scarves, and a warm coat. Additionally, bring clothes that are light weight and easy to care for.

Some suggested items to include on your packing list:

- a compact umbrella
- an extra set of eyeglasses or contact lenses as well as written prescriptions
- a voltage converter and adapter plugs
- backpack
- alarm clock or watch alarm (small, battery-operated)
- *Lonely Planet Guide* or similar guidebook
- English/foreign language dictionary
- camera
- toiletries
- plenty of underwear and socks--as laundry is not cheap
- extra towel (for vacation travel)
- notebooks/airmail stationery and envelopes
- personal music

In addition to the above items, the OIP strongly suggests that you take along the following items:

- photocopy of passport and 2 extra passport-size pictures (a photocopy of your passport should also be left with your parents)
- photocopy of birth certificate
- International Student I.D. Card (if applicable)
- large supply of any medications with written prescriptions for medicine, glasses, etc.
- an ATM/debit card
- a credit card (especially Visa) strongly recommended for emergencies
- copy of medical insurance covering you abroad
- plans for next semester's registration

Before you leave the United States, make photocopies of the following items:

- your passport information page (page with your photo)
- your credit cards
- any special immigration papers (visas, etc.)
- plane tickets, Eurail pass, etc.
- your health insurance card

Store these copies in a safe place in your carry-on luggage. Leave a set at home with your family. Why? Because you're only human, and humans lose and misplace things. Having copies of important documents will come in handy in such situations.

### **Overseas Communication**

At semester program sites in Antwerp, Florence, London, and Salamanca, you will be provided with a cell phone. You are required to return the phone at the end of the semester in good condition or you will need to reimburse the program for the cost of the phone. In addition you may be expected to pay a deposit when you receive the phone. The deposit will be returned to you if the phone is returned in good condition. The Program Director will give you more information about cell phone usage once you have arrived at the program site. Cell phones can be purchased in the United States that are useable worldwide, but they are costly and sometimes unreliable. Most students use the cell phone provided by the program.

Also remember that e-mail accessibility overseas is not as convenient as it is on the JMU campus. Internet cafes are available in most European cities at a variety of costs. Keeping in contact with family and friends is important, but do not forget that you are overseas to experience the culture. Your time abroad is meant to be a living experience; you do not want to spend the majority of your time reporting back to the United States. For further information on cell phones or e-mail access, contact your program director, FMIR, or Resident Director.

### **Transportation and Travel**

#### **Insurance**

Students enrolled in JMU-sponsored study abroad programs will be covered by a medical insurance policy administered by Cultural Insurance Services International for the period of time that they are participating in the JMU program, and reference the website: <http://www.culturalinsurance.com/>. More information concerning insurance coverage will be distributed at program orientation meetings. See the student handbook for your particular program for specifics about the country in which you will study.

In addition, students are strongly encouraged to purchase trip cancellation insurance that would provide monetary support for non-refundable expenses and service charges imposed by public carriers and travel suppliers, including baggage loss or delay. Students should check with their family's homeowner's policy to see if it covers loss or theft while they are abroad. JMU does not represent or act as an agent for, and cannot control the acts or omissions of any host institution, host family, transportation carrier, hotel, tour organizer or other provider of goods or services involved in the program. A list of insurance companies is available at the OIP at JMAC 6, Suite 22, and on our web site.

#### **Travel Information**

It is our experience that arranging a group flight is often more expensive than if students travel on their own. Therefore, students are responsible for making their own travel arrangements and for arriving at the correct location at the correct time to join their study abroad program on-site. Students are encouraged to take responsibility for researching travel options, for planning creatively, for comparison shopping, and for getting the most from their travel dollars. Cheap fares can be found but are often bound by restrictions and subject to large fees for date changes and cancellation. Whenever possible, opt for refundable tickets or tickets with reasonable change fees. For greater safety, students may plan to travel together in a group with the other students going to the same site. Each student is required to provide the OIP a copy of his/her flight itinerary with departure and arrival times and flight numbers, as well as contact numbers if traveling early from the U.S. for distribution to program directors. **Do not purchase a ticket without confirming the program dates.** You should check with the program director before purchasing an airline ticket. If you should purchase an airline ticket without the approval of the program director, understand that JMU will not

be held liable for the price of the ticket or any fees associated with changing the ticket, should a program be cancelled.

***\*See page with Questions and Answers on Air Travel Arrangements in the back of this handbook.***

### **When do I need to arrive?**

The date that the program begins is the date that students are required to be on-site. In many cases, the program director will arrange for a bus to meet the students at the airport. Arrangements for meeting your program director and other participants vary: you may receive instructions to meet at a particular airport terminal, or you may receive directions to your host family, hotel or dorm by bus or taxi. Usually a group meeting is scheduled on the arrival day; pay careful attention to instructions and calendars distributed during orientation. As a back-up plan in case you miss your incoming flight or if it's delayed or cancelled and you are unable to meet up with the group, be sure to carry specific directions to your residence or hotel in writing with the complete address and phone number, and possibly a map and directions printed in the native language.

### **When is the program over?**

The date that the program ends is typically the day following the last night of accommodation at your hotel or residence provided by the program. In most cases, your program director will provide advice on getting to the airport to catch your return flight.

### **Eurail Pass**

In most of Europe, trains are the most economical way to travel and to see some sights along the way. With passes catering to the student traveler, rail travel has become cheap, efficient, and even fun. The pass allows for, and even promotes, the flexible style of travel that students need and want. Once you pick the right pass (and make seat arrangements, if necessary), getting to where you want to go is merely a matter of showing up at the station on time. The most important thing to remember is to purchase the pass before you leave the United States. You may purchase a pass in Europe, but it is more expensive! Eurail passes can be bought at any travel agency or through STA Travel at [www.statravel.com](http://www.statravel.com).

### **Hostelling International Memberships**

If you plan to travel before or after your program abroad and want to stay in youth hostels, you should get a *Hostelling International* membership card before you leave the United States. This card allows you to reserve a room and stay at HI hostels overseas. Not all youth hostels are part of *Hostelling International*, but most are. For more details, visit the HI website at [www.ihf.org](http://www.ihf.org)

### **Your Return to JMU**

Once you return to JMU, there are many opportunities available to you for continuing your international experience. You can volunteer to work with the OIP in promoting overseas opportunities. A limited number of student assistant positions are available with the OIP that allow students to work and be paid while helping the OIP. Students who have returned from overseas often participate in an international internship or choose to go overseas either by working, studying, traveling or volunteering abroad. Information on these opportunities is available in the OIP Resource Center.

## Part III: Academic Information

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### Registration for Study Abroad—JMU Students

You will receive a list of tentative course offerings at your first program orientation meeting. Students must register via JMU's MyMadison using a login ID and password during their scheduled appointment time. You should meet with your academic adviser prior to registering for semester abroad courses.

### Registration for Study Abroad—Term Special Students

Term special students (students from other universities participating in JMU's study abroad programs) will not be able to register via JMU's Web site. The OIP will facilitate your registration. You will need to email your course requests to Lauren Franson at [franslon@jmu.edu](mailto:franslon@jmu.edu) after you have received the list of tentative course offerings.

### Course Adjustments for Study Abroad

For all fall and spring participants, except those participating in the Antwerp program, there will be a course adjustment period of approximately one week after classes begin to allow time for schedule changes. The FMIR or resident director will facilitate the add/drop process in order to avoid a "W" appearing on a student's transcript.

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## Registration for the Semester You Return to Campus

### For JMU Students

You will be notified of the exact procedures through your FMIR or Resident Director.

Before you leave campus to study abroad, consult your academic adviser for the courses you plan to take after your semester abroad. *It is your responsibility to keep up on current eligibility requirements for your major and any prerequisites for courses you may want or need to take.* You should make arrangements in advance for special permissions for admission into restricted courses. You will need to arrange for overrides through the department or college of your major; restrictions apply for certain majors. **Studying abroad does not qualify a person for special registration consideration.**

Keep in mind that you cannot register if you have a "negative service indicator" or "hold" such as an unresolved judicial or financial issue or a parking or library fine, against your account.

### For Term Special Students

Before departure you should check with your academic adviser concerning your school's procedure for registration for the semester after you return to your home campus.

### **Grades and Transcripts**

The OIP attempts to submit grades to the Registrar according to the same timetable as grades on campus. However, since the program faculty members report the grades to our office, there can be a delay in processing. If grades are submitted after the university posting, you may receive a grade of incomplete for one or more classes. Our best advice is to wait at least two weeks and check your transcript via MyMadison.

If you are a term special student who attends another university, we suggest that you wait at least two weeks after the end of the program and then contact the Office of the Registrar to request that an official transcript be sent to you. All requests for transcripts must be in writing, with your signature, to:

Office of the Registrar  
James Madison University  
170 Bluestone Drive,  
MSC 3528  
Harrisonburg, VA 22807

- or by fax to 540-568-7954. The Registrar's Office does not accept e-mail requests for transcripts. Information about requesting a transcript can be found at the following Web site:  
<http://www.jmu.edu/registrar/transcripts.shtml>

### **Billing and Payments**

There are three main billings for tuition and fees. The first one is in early August for students who have pre-registered for fall study abroad courses. The second billing is in December for spring study abroad courses. Summer tuition and fees are usually posted to student accounts in mid-April. JMU students should access their student accounts through MyMadison to view the charges. Term Special students, since they do not have access to MyMadison, will have invoices mailed to them. Students are responsible for having all current address information on file with the university. It is important for you to know that payment of your tuition and fees in a timely manner is your responsibility.

Payment for tuition and fees for your semester abroad is due by the regular tuition payment dates or prior to the start date of your program. For example, if your program begins prior to the university payment date, your payment is expected prior to departure. Unpaid financial balances of any amount will result in a "negative service indicator" or "hold" on your account or withdrawal from the program or the university.

Students should follow up on all financial aid disbursements to be sure that they are applied correctly to the accounts. It is a good idea to give someone a *power of attorney* to handle these financial matters for you while you are abroad.

Due to the university's policy on the privacy rights of students, your academic records for registration, degree requirements, and financial records (tuition balances or account holds) are considered confidential. We cannot discuss those with anyone but you without your written permission.

Questions related to your student account should be addressed to the University Business Office, Warren Hall, 540-568-6505, [ubo@jmu.edu](mailto:ubo@jmu.edu). For information on loans and scholarships, contact Financial Aid, Warren Hall, 540-568-7820. For information about special circumstances for graduating students, please contact the University Registrar in Warren Hall, 540-568-6281.

## **Part IV: Important Policies**

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### **Honor Code**

All students participating in JMU's semester abroad programs are bound to abide by the JMU Honor and Judicial Systems. The Honor Code and Judicial System at JMU are in effect and apply not only to academic but also to social behavior.

### **Alcohol**

James Madison University prohibits the illegal or otherwise irresponsible use of alcohol by students. It is the responsibility of every student to know the risks associated with alcohol use and abuse. This responsibility obligates students to know relevant university policies and federal, state, and local laws and to conduct themselves in accordance with these policies and laws. JMU students traveling abroad may be studying in countries where the legal age for alcohol consumption and/or rules regarding the consumption of alcohol are different from those in the United States. Thus, while overseas, it is the responsibility of the student to know the relevant country and local laws concerning the possession, use and abuse of alcohol. If students who are of legal age choose to consume alcohol while abroad, they are expected to drink and behave responsibly. The illegal or excessive consumption of alcohol or misconduct due to alcohol consumption will not be tolerated and will result in disciplinary action, including dismissal from the program and follow-up through the JMU judicial system.

### **Drugs**

Illegal drug use in any form is not tolerated. Students traveling abroad may be studying in countries where drugs that may be legally possessed and used in the United States are prohibited by law. Thus, while overseas, it is the responsibility of the student to know the relevant country and local laws concerning the possession and use of drugs. Most foreign criminal systems are considerably less accommodating than those within the U.S.; student possession or use of illegal drugs may be punishable by fine, imprisonment and/or deportation. Study abroad participants found using or possessing illegal drugs in any form are subject to immediate dismissal from the program and/or follow-up through the JMU judicial system.

### **Sexual Harassment**

As on the JMU home campus, faculty and students are reminded to be cautious regarding behavior that refers to a person's gender, race, religion, age, disability, sexual preference or national origin. Harassment is defined as "offensive verbal or physical conduct, which creates an intimidating, hostile, or offensive study environment." Harassment may include such actions as unwelcome verbal kidding, physical contact, demands or subtle pressure for sexual favors accompanied by implied or overt promises of preferential treatment or threat to one's grade. FMIR's and Resident Directors are responsible for assuring that such behavior does not occur between students and foreign faculty, themselves or within the student group. Students, FMIR's, and Resident Directors may contact the Office of Equal Opportunity (540-568-6991) and/or the Executive Director of International Programs (540-568-6419) if they have any questions or concerns regarding sexual harassment.

### **Working Abroad**



With the exception of Semester in London internships, students are not permitted to work while studying with a JMU study abroad program. JMU's programs are designed to encourage students to study and learn about the city and country in which they are living, both in and out of the classroom. Although work can be a valuable learning experience, it is not compatible with the goals and objectives of JMU's study abroad programs and would, in most cases, also be illegal.

### **Dismissal**

In the event that students are dismissed from a study abroad program, they must vacate all university facilities upon dismissal, including residence halls, apartments, hotels, hostels, home-stays, classrooms, offices and any other premises used or operated by JMU.

If dismissed from a study abroad program, students will receive a "W" in all courses. Students will forfeit any remaining program fees, tuition, room and board, and any other fees associated with the study abroad program. Student behavior that results in dismissal from a study abroad program will be referred to the JMU judicial system.

### **Eligibility for Disability Services**

Services and accommodations related to disabilities must be requested and authorized by the Office of Disability Services (ODS) before departure. Providing current documentation to ODS that establishes a disability is the responsibility of the student. Requests for reasonable accommodations should be received by ODS at least sixty days (60) before the program commencement date in order to assess and determine the ability of the university to provide a reasonable accommodation. While every effort will be made to provide accommodations after the program commencement date, students should understand that late requests may be more difficult or impossible to provide in a timely manner. For additional information, contact the Office of Disability Services at 540-568-6705 or visit the office in Wilson Hall, Room 107.

## Part V: Cultural Differences

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It is very hard to know what life is really like in a country or region whose culture one has never experienced directly. But it is very easy to have the illusion of knowing what it will be like, from media images, written material or perhaps from having met a few people from “there” here on home ground. Simply “knowing” about another culture, however, is not the same thing as knowing what it will feel like to be learning and living there. Every culture has distinct characteristics that make it different. Some differences are quite evident. Others can be so subtle that while foreign visitors may be vaguely aware of them, making adjustments to them is a complex process. Students may remain uncomfortable and off balance for quite some time. Even those who have traveled extensively find it vastly different “living” fully immersed in another environment.

Students and other travelers may have trouble adjusting to foreign life because they carry too much of their own “cultural baggage”: misleading stereotypes and preconceptions about others, coupled with a lack of awareness of that part of themselves which was formed by U.S. culture alone. As a result, suddenly feeling like a “fish out of water” is not an uncommon experience. In fact, feeling out of place is something that should be anticipated as a normal emotion and one that will likely last for awhile.

### Cultural Stereotypes

Misleading and dangerous stereotyping often unfortunately negatively characterizes most overseas visitors and citizens of the country they are visiting. “Most Americans...” or “most Italians...” In short, many misconceptions exist on all sides. Frequently, the stereotype of the American is far from complimentary: the boorish tourist who expects everyone to speak English, the arrogant patriot who thinks every country in the world should pattern itself after the United States, or the drunken reveler who sees the anonymity of traveling abroad as an opportunity to drop all things civilized. It is up to you to behave in a manner that will convince your hosts that this is indeed an unjustified stereotype that cannot be applied arbitrarily, most of all not applied to you.

Because of the unique social and cultural milieu in the US, most Americans tend to be less reserved, less inhibited, and less restrained in their efforts to communicate friendliness and sociability. But in some areas, this outgoing manner, especially on the part of young women, can be grossly misinterpreted: a friendly smile and a warm hello can be easily interpreted as something more than mere friendliness. Until you develop a feel for the social customs and characteristics of the area where you are living, it is wise to be more formal and restrained in your social contacts. By the same token, do not expect that the locals will welcome you immediately and with open arms. Their formality and restraint are not necessarily an expression of unfriendliness but may simply be characteristic of their social manner with strangers.

Unfortunately, attempts to categorize cultural characteristics can end up in unfair and misleading cultural stereotypes. Therefore, in adjusting to your study abroad environment, you will have to deal not only with real cultural differences, but also with perceived cultural differences. Keep in mind that people of other cultures are just as adept at stereotyping the American as we are at stereotyping them—and the results are not always flattering. The following are a few examples of the qualities—some positive, some negative—that others frequently associate with the “typical” American:

- outgoing and friendly

- informal
- loud, rude, boastful and immature
- hard-working
- extravagant and wasteful
- arrogant
- lacking in class consciousness
- disrespectful of authority
- racially prejudiced
- ignorant of other countries
- wealthy
- generous
- promiscuous
- always in a hurry

A stereotype might possess some grain of truth. However, it's obvious when we consider individual differences that not every American fits the above description. The same is true about your hosts and your own preconceptions about residents or citizens of Belgium, China, England, Italy, Spain and Scotland.

### **Culture, Communication and Perception**

According to Robert Kohls, formerly the Director of Training and Development for the USIA, "Culture is an integrated system of learned behavior patterns that are characteristic of the members of any given society...the total way of life of particular groups of people. It includes everything that a group of people thinks, says, does, and makes--its customs, language, material artifacts and shared systems of attitudes and feelings. Culture is learned and transmitted from generation to generation." This relationship between culture and communication is reciprocal; each affects and influences the other. What we talk about, how we talk about it, what we see, attend to or ignore, how we think, and what we think are all influenced by our culture.

***"A round man cannot be expected to fit in a square hole right away. He must have time to modify his shape."***

***--Mark Twain***

One problem associated with intercultural communication is error in social perception brought about by cultural diversity. The way we perceive the world around us is influenced by both our culture and the culture of the person responding to the message behavior. Consequently, unintended errors in perception and meaning may arise because people with entirely different backgrounds are unable to understand one another accurately. When living in a different culture, it is important to remember that what you think you said, or how you think you acted may not be the way you were perceived. All cultures have different values, beliefs, social structures and communication styles that affect perception. Take time to learn about these factors and how they affect the cultural perception of the people with whom you are living and studying. It will help you to communicate more effectively and have a more positive experience.

### **Culture Shock**

Many travelers go through an initial period of euphoria and excitement, overwhelmed by the thrill of being in a totally new and unusual environment. As this initial sense of "adventure" wears off, they gradually become aware of the fact that old habits and routine ways of doing things no longer suffice. They gradually (or suddenly) no longer feel comfortable as themselves. If this happens to you, as it is likely to, you will feel like the outsider you, in fact, are. Minor problems may quickly assume the proportions of major crises, and you may find yourself growing somewhat depressed. You may feel an anxiety that results from losing all your

familiar signs and symbols of social intercourse, a kind of psychological disorientation. You will be experiencing what has come to be referred to as “culture shock.” Such feelings are perfectly normal, so, knowing this and with a bit of conscious effort, you will soon find yourself making adjustments (some quite subtle and perhaps not even noticeable at the conscious level) that will enable you to adapt to your new cultural environment.

There is no clear-cut way of dealing with culture shock. Simply recognizing its existence and accepting your vulnerability to it is an important first step. As long as you know in advance that you will probably fall victim to culture shock at a certain level, you can prepare yourself psychologically to accept the temporary discomfort and turn it into an advantage by learning from it. Remember that you are not the only one experiencing occasional frustration, irritability, depression, etc. Culture shock is to some degree inevitable, an occupational hazard of overseas living that one has to be willing to go through in order to enjoy the pleasures of experiencing other countries and cultures in depth.

Undergoing culture shock is, in itself, a learning experience of which you should take advantage. Just as an athlete cannot get in shape without going through the uncomfortable conditioning stage, you cannot fully appreciate the cultural differences that exist without first going through the uncomfortable stages of psychological adjustment.

### **Learn about the United States**

Every student abroad is inevitably put in the position of having to explain (or even defend) the home country’s political or economic system or its stance on global issues. If you begin now to keep abreast of the United States role in global activities, you will be more articulate when you are questioned about United States policies and reactions to world issues. In addition, students often report that they wish that, before going abroad, they had brushed up on such basics as how a bill becomes a law in the United States, issues pertaining to the war in Iraq, the role of the U.S. with regard to peace-keeping efforts in the Middle East or the composition of the European Union.

Remember, however, that you don’t want to get into a hostile debate with questioners or automatically defend everything that is American. Deflect potentially hostile questions so that everybody listens and everybody learns. Avoid anti-war and political demonstrations whenever possible.

### **Ethnicity**

United States citizens often identify strongly with their family’s cultural and ethnic heritage and refer to themselves as Asian-American, Italian-American, African-American or Hispanic-American. In Europe such ethnic differences are often overlooked, and United States students report that for the first time they have been identified (and have identified themselves) as simply “American.”

### **Learn about the Host Country**

Begin now to learn as much as possible about the country to which you are traveling, since understanding will facilitate your adjustment to living there. Explore that country’s history and culture through books, periodicals, novels, travel books, videos and tapes that inform you about the differences in daily life you will encounter overseas. Seek out international students at JMU who are from your study abroad country. The OIP Resource Center has a collection of materials to help you learn more about your overseas site.

**“I travel not to go anywhere, but to go.  
I travel for travel’s sake. The great  
affair is to move.”**

**--Robert Louis Stevenson**

**Please keep as a reference**

**INSTRUCTIONS: Read both sides of document thoroughly and sign the Intent to Participate Form.**

**As a full-time student participant in James Madison University's international study program, you are agreeing to the following conditions established by the Office of International Programs, which includes Program Directors, Faculty Members in Residence, Program Coordinators, staff and administrators of the University, generally referred to in this document as "the official representatives of JMU":**

1. **University Policies:** I understand the rules governing student responsibility and behavior as stated in the James Madison University Student Handbook, including the Honor Code, Judicial System Policies, and OIP Student Handbooks are in effect for the duration of the program. I am responsible for adhering to established policies, heeding verbal and written announcements, and exhibiting reasonable and acceptable behavior which shows genuine concern for the social patterns of the host culture as well as my personal integrity at scheduled events and on excursions.
2. **Program Orientation:** I am responsible for attending required pre-departure and on-site orientation meetings, for submitting all forms and identification materials by the specified due date(s), for following instructions for course registration, and for complying with requests related to my enrollment. Failure to do any of the above may result in my removal from the program.
3. **Payment of Fees:** I accept the responsibility for coordinating timely payment for tuition and associated program fees and for following university procedures for financial aid and scholarships disbursement. I am responsible for making payment of all remaining account balances by the fee deadline or prior to the start of the program, whichever comes first, and I am responsible for all late fees and/or costs for collection of fees in accordance with standard University procedures. Non-payment of fees will jeopardize a student's continuing participation in the program and may result in withdrawal or dismissal.
4. **Costs Related to Withdrawal, Dismissal and/or Absence:** I shall be solely responsible for any and all costs arising out of my voluntary or involuntary withdrawal or dismissal from the program prior to its completion, including withdrawal for reasons of health, family emergency, illegal drug or alcohol use or abuse, legal detention, etc., or disciplinary action by official representative(s) of the University. Costs incurred on my behalf include, but are not limited to, moneys advanced on my behalf for non-refundable deposits at other institutions, legal documents, special fees, and housing contracts. If I withdraw, depart, or am dismissed from a program for any reason prior to its formal completion, I will not be eligible for any academic credits, and further I understand that the fees charged for the program pay for the trip as a whole, and that I cannot be refunded for parts of it that I miss due to absence, withdrawal and/or dismissal. ***If you withdraw within 30 days prior to the start date of your program, you will be responsible for the full program fee. Cancellation or withdrawal after the program has started will result in the forfeiture of all fees.***
5. **Travel to Program Site:** I am responsible for securing travel arrangements that will allow timely arrival to the program site for on-site orientation and for notifying JMU OIP of my itinerary and transportation methods. I am responsible for investigating and applying for appropriate documentation, e.g. passport, visa, health certificate, financial statement. **I understand that the OIP strongly recommends that I purchase trip cancellation insurance as protection against the possible cancellation of a program due to low enrollment, world events, and any other unforeseen events. I further understand that I should check with the individual program director before purchasing an airline ticket. If I should purchase an airline ticket without the approval of the program director, I understand that JMU will not be held liable for the price of the ticket or any fees associated with changing the ticket, should the program be cancelled for any reason.**
6. **Course Load:** I will comply with the program's course requirement to enroll in the required minimum number of credit hours.
7. **Attendance:** I acknowledge that attendance is mandatory at all classes and course-related outings and excursions except in cases of illness and/or emergencies beyond my control. Visits by family and friends are not reasons for an excused absence from class. With the exception of personal and family emergencies where the student and the official representative have made appropriate arrangements, students must remain in the program abroad for its entire duration in order to receive credit. There is no provision for making up a missed examination for any reason.

8. **Free time:** I am responsible for travel, lodging, and meals during designated free times within the inclusive program dates, during periods of independent activity, and before or after the program.
9. **Dismissal:** I understand that the official representative(s) of JMU has the right to dismiss me from the program at any time if: a) my conduct violates established rules of behavior; b) I violate laws, rules and regulations of my host country, community, institution or program; or c) the official representative(s) has reasonable cause to believe that my continued presence in the program constitutes a danger to the health or safety of persons, including myself, or property, threatens the future viability of the program, or brings the program into disrepute or its participants into legal jeopardy. I understand that a decision made to dismiss me from the program will be final; that separation from the program will result in the loss of all academic credit and terminate my status as a program participant; and I will not be entitled to any refunds and will remain responsible for costs incurred on my behalf. I understand that once dismissed I will not be allowed to remain in program facilities (such as housing) nor participate in any program group activities.
10. **Alcohol:** I understand that JMU prohibits the illegal or otherwise irresponsible use of alcohol by students and that it is my responsibility to know the risks associated with alcohol use and abuse. Because I will be studying and traveling in countries where the legal age for alcohol consumption and/or rules regarding the consumption of alcohol are different than in the United States, I accept the responsibility to know relevant country and local laws concerning the possession, use, and abuse of alcohol. If I am of legal age and choose to consume alcohol while abroad, I will be expected to drink and behave responsibly. The illegal or excessive consumption of alcohol or misconduct due to alcohol consumption will not be tolerated and will result in disciplinary action, including dismissal from the program and campus judiciary proceedings against me through the JMU judicial system.
11. **Drugs:** Illegal drugs in any form are not tolerated. Possession or use of illegal drugs is punishable by fine, imprisonment, and/or deportation. Student participants found using or possessing illegal drugs in any form are subject to immediate dismissal from the program and campus judiciary proceedings through the JMU judicial system.
12. **Health Care and Emergencies:** I am responsible for my own health care, conduct, financial integrity and travel plans related to the program. In the event of serious illness, accident, or emergency, my designated emergency contact(s), as indicated on the Health and Emergency Treatment Authorization Form, may be notified. I also authorize any official representative(s) of the program to secure medical treatment on my behalf, including surgery and the administration of an anesthetic and to provide any health information as appropriate.
13. **Health insurance:** In addition to the medical insurance plan provided to me by JMU during my study abroad program, I hereby certify that I am covered with health insurance which I have determined to be adequate and satisfactory for any injury or illness that might befall me while I am participating in the study abroad program. I acknowledge that JMU and its representatives have not made any representations to me concerning the adequacy of my health insurance, and I further accept that it is my sole responsibility to ensure that my health insurance coverage is adequate for my needs.
14. **Disability Accommodations:** I accept the responsibility for registering with the JMU Office of Disability Services to determine eligibility for services and accommodations related to disabilities, if appropriate; and further, I understand that an Access Plan outlining my accommodations should be submitted to the OIP at least sixty (60) days before the program commencement date in order to assess and determine the ability of the university to provide a reasonable accommodation.
15. **Operating Motor Vehicles:** I understand that JMU strongly discourages students owning or operating vehicles during the study abroad term. Traffic congestion and different traffic laws and regulations, civil and criminal, can make driving motor vehicles in foreign countries extremely hazardous. Insurance requirements, or other financial responsibility laws, vary from country to country. If, however, I choose to operate a motor vehicle while abroad, I recognize that JMU assumes no financial responsibility for care or legal aid in the event of an accident while operating a motor vehicle.
16. **Personal Responsibility:** Although JMU is sponsoring this program, I understand that neither JMU nor any of the directors, instructors, or travel arrangers will be supervising me at all times. I will have the opportunity and the right to independently leave the group periodically, subject to the requirements for participation in and attendance at classes and other activities that are a required part of the Program. Therefore, I will be responsible for my own safety and cannot hold JMU liable for any injuries to my person or property or any other losses as a result of my participation in the program.
17. **Third-party Liability:** I understand that JMU does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer or other provider of goods or services involved in the Program. I understand that JMU is not responsible for matters that are beyond its control, and I hereby release the University from any injury, loss, damage, accident, delay, or expense arising from any such matters.
18. **Assumption of Risk:** I understand that my participation in the program will subject me to greater risks to myself and my property than if I were to remain in the United States. I acknowledge that JMU has attempted to inform me of the nature of those risks and to advise me how to minimize those risks. I expect that JMU will continue to endeavor to use good faith

## Cancellation/Withdrawal Policy

efforts to keep me informed of material developments that would affect those risks, but I agree that I am the one responsible for my safety and the safekeeping of my property. Accordingly, I agree to hold harmless and release the Commonwealth of Virginia, JMU, and their respective agents and employees (including, but not limited to the faculty member in residence, program director/coordinator, and personnel of JMU's OIP from any liability whatsoever for injury, illness, death or loss or damage to property which may occur in connection with my participation in this program, and I agree not to make any claim or to commence any litigation or other proceeding against any of the foregoing.

### Cancellation/Withdrawal

Students who choose to cancel enrollment or withdraw from a James Madison University study abroad program must complete the Cancellation/Withdrawal Notification Statement and return it to the Office of International Programs. Cancellations must be made in writing and submitted in person or by fax to be accepted and processed. No phone call or emailed cancellations. Cancellations are effective the same day JMU OIP receives written notification from the enrolled student. Students failing to officially cancel/withdraw from the program by submitting this form will be responsible for all program fees.

### Where to submit the completed Cancellation/Withdrawal Form

In person during regular business hours Monday through Friday 9 a.m. to 5 p.m. JMU OIP, JMAC 6, Suite 22  
By FAX marked "Attention Study Abroad" 540-568-3310

### JMU Study Abroad Program Penalty/Refund Schedule

In the event of cancellation/withdrawal penalties, program fee charges will be adjusted per the table below. The student is responsible for charges billed to his/her account whether paid or unpaid at the time of cancellation/withdrawal. The official start date is the date the student group is required to arrive on-site at the program location or, in the case of programs that require participation on campus prior to travel to the program location abroad, the date required participation is scheduled to begin.

If cancellation or withdrawal is received:	\$500 Deposit	Program fee balance	Tuition	Room**	Board**
within 30 days prior to the official start date	no refund	no refund	full refund	full refund	full refund
on or after the official start date	no refund	no refund	no refund	no refund	no refund

*\*fee less \$500 deposit*

*\*\*charged for fall and spring semesters only*

### Penalty/Refund Actions

In the case of cancellation/withdrawal after course pre-registration but prior to the official start date, the student must cancel registration to cancel tuition charges. If cancellation/withdrawal occurs on or after the official start date, class registration will be cancelled by the OIP, and the student will be charged a supplemental fee equivalent to 100% of the program tuition, room, and board charges. The OIP makes the final determination of any refunds.

### Financial Aid and Refund Process

If a student is receiving financial aid, he/she should contact the Office of Financial Aid and Scholarships about the status of awards. If the cancellation/withdrawal is done after disbursement of award(s), the student will be billed for the award amount. Refunds will be issued by the University Business Office, according to the following:

#### JMU Students

- All refunds, except for Plus Loan refunds, are directly deposited to the student's designated bank account or, if the student is not enrolled in the Duke Dog Direct Deposit Program, made payable to the student and mailed to the student's home address.
- Personal payment refunds may be requested by the student 15 business days after the payment is posted to the student's account. The request must be made by letter, fax or email to the UBO.
- Students will be notified of the refund by email if they are enrolled in the Duke Dog Direct Deposit Program.
- Students can also check to determine the status of the refund through their MyMadison account.
- Refunds are usually available within 3 to 4 business days after being posted to the student's account.

#### Non-JMU Students

- Personal payment refunds may be requested by the student 15 business days after the payment is posted to the student's account. The request must be made by letter, fax or email to the University Business Office.



Cancellation/Withdrawal Notification statement

Transfer of Deposit to another term within the same program: (for Florence, London, Salamanca & Antwerp only)In the case where a student has issues that prevent the attendance to the admitted term, the deposit can be transferred ONE TIME ONLY within the same program to a future term that has space available. This transfer should occur at least 30 days prior to the start of the program and with permission of the OIP.

Student Information

Name

Student EMPL ID

School email address

Date of birth

Program

Intent to Cancel/Withdraw

With my signature below, I officially submit my cancellation of enrollment and/or withdrawal from the JMU Study Abroad Program. I understand the JMU OIP Cancellation/Withdrawal Policy that states in the event of cancellation/withdrawal, I am responsible for charges billed to my JMU student account whether paid or unpaid at the time of cancellation/withdrawal as well as for charges billed as penalty(ies) for cancellation/withdrawal.

Request to Transfer Enrollment to Another Term

With my signature below, I officially request to transfer my enrollment to \_\_\_\_\_Term. I understand that my deposit can be transferred once only within the same semester program. (This option does not apply to short-term programs.)

Student Signature

Date



Date received			
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James Madison University, Office of International Programs, JMAC 6 Suite 22, MSC 5731, Harrisonburg, VA 22804  
 Tel: 540-568-6419 Fax: 540-568-3310 Email: [studyabroad@jmu.edu](mailto:studyabroad@jmu.edu) Web: [www.jmu.edu/iop](http://www.jmu.edu/iop)

## Questions and Answers on Air Travel Arrangements

### What about buying airline tickets?

It is our experience that arranging a group flight is often more expensive than if students traveled on their own. Therefore, students are responsible for making all their own travel arrangements and for arriving at the correct location at the correct time to join their Study Abroad program on-site. Students are encouraged to take responsibility for researching travel options, planning creatively, for comparison shopping, and for getting the most from their travel dollars. Cheap fares can be found, but are often bound by restrictions and subject to large fees for date changes and cancellation. Whenever possible, opt for refundable tickets or tickets with reasonable change fees. For greater safety, students may plan to travel together in a group with the other students going to the same site. ***Each student is required to provide a copy of his/her flight itinerary with departure and arrival times and flight numbers to the OIP for distribution to program directors. Students should check with the individual program director before purchasing an airline ticket. If students purchase an airline ticket without the approval of the program director, students understand that James Madison University will not be held liable for the price of the ticket or any fees associated with changing the ticket, should the program be cancelled for any reason.***

As stated in the admissions materials and student handbook, students are strongly encouraged to purchase trip cancellation insurance. Trip cancellation insurance provides monetary support for non-refundable expenses and service charges imposed by airlines and travel agents, including baggage loss or delay.

### Internet Travel Resources



Travelocity	<a href="http://www.travelocity.com">www.travelocity.com</a>
Student Universe	<a href="http://www.studentuniverse.com/">www.studentuniverse.com/</a>
STA Travel	<a href="http://www.statravel.com/">www.statravel.com/</a>
Expedia	<a href="http://www.expedia.com">www.expedia.com</a>
Orbitz	<a href="http://www.orbitz.com">www.orbitz.com</a>
Priceline	<a href="http://www.priceline.com">www.priceline.com</a>

### When do I need to arrive?

The date that the program begins is the date that students are required to be on-site. In some cases, the program director will make plans for a bus to meet the students at the airport. Arrangements for meeting your program director and other participants vary: you may receive instructions to meet at a particular airport terminal or you may receive directions to your host family, hotel, or dorm by bus or taxi. Usually a group meeting is scheduled on the arrival day; pay careful attention to instructions and calendars distributed during orientation. As a back-up plan in case you miss your incoming flight or if it's delayed or cancelled so that you are unable to meet up with the group, be sure to carry specific directions to your residence or hotel in writing with the complete address and telephone number, and possibly a map and directions printed in the native language.

### When is the program over?

The date that the program ends is typically the day following the last night of accommodation at your hotel or residence provided by the program. In most cases, your program director will provide advice on getting to the airport to catch your return flight.

**Can I travel on my own before or after the program?**

Students are free to plan independent travel before the program begins\* and after the program ends; however, arriving late or separating from the program before it ends is prohibited and will affect final grades. During independent travel outside the program dates, students are urged to maintain frequent and regular communication with family back at home. *\*Due to certain restrictions for travel in Italy, Semester in Florence participants should not plan advance travel in Italy prior to the start date.*

**Visitors?**

Because student participants are expected to attend all scheduled classes, lectures, events, activities, group meals, and excursions, you are urged to coordinate visits from friends and family only during designated free time (confirmed with your program director) and after your study abroad program has ended. **The OIP and the program directors are not responsible for accommodating visitors' travel arrangements or for including them in any program activities.** <http://www.jmu.edu/international/abroad/travel.shtml>