VOLUNTEER ABROAD PROGRAM STUDENT CHECKLIST

Please print and keep this page to check off items as completed.
Please print the sixth page and bring it to the Dean of Students Office.

REQUIRED STEPS

1. Must join Superior Edge. For program enrollment information and a list of orientations times and dates, go to www.nmu.edu/superioredge

2. Complete the attached volunteer abroad application packet. The entire packet must be completely filled out, including signatures. When you have completed the packet, return it to the International Programs Office in 2101 Hedgcock.

3. Upon review of your application, you will be sent an admission e-mail with deposit slips and deadlines for your payments.

4. All payments must be made to the Student Service Center located in the Hedgcock Building. Payments will not be accepted by the International Programs or Superior Edge office.

5. Your spot as a volunteer will be reserved when the first deposit is recorded by Student Services.

6. Get a passport. Applications are available at: www.travel.state.gov. The process can take between 30-90 days. Hand in a photocopy of your passport i.d. section (picture page) to the International Programs office.

7. Attend required Volunteer Abroad meetings, including mandatory pre-departure orientation scheduled by International Programs office.

8. Schedule required health visit with NMU’s Health Center. Instructions are included in your admission e-mail.
# Volunteer Abroad Program Application

**International Programs** – 2101 Hedgcock
(906) 227-2510 ✉️ goabroad@nmu.edu

<table>
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<tr>
<th>Full Name – exactly as it appears on your passport</th>
<th>NMU ID #</th>
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<tr>
<td><strong>Passport #</strong></td>
<td><strong>Date of Issue</strong></td>
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(Write “pending” if you have not yet received a passport.)

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<th>Local address</th>
<th>Local/Cell Phone # (include area code)</th>
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<th><strong>NMU e-mail address</strong></th>
<th><strong>Other e-mail</strong></th>
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<th><strong>Permanent address (include city, state, zip code)</strong></th>
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<th>Volunteer Trip Destination</th>
<th>Volunteer Trip Dates</th>
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**Emergency Contact Information**

List two different contacts to be notified in case of an emergency:

**Name #1:** ____________________________  Relationship to you: ____________________________
**First**  **Last**
**Home Phone:** ____________________________  **Work Phone:** ____________________________  **Mobile Phone:** ____________________________

**Email address:** ____________________________

**Name #2:** ____________________________  Relationship to you: ____________________________
**First**  **Last**
**Home Phone:** ____________________________  **Work Phone:** ____________________________  **Mobile Phone:** ____________________________

**Email address:** ____________________________
Health and Emergency Agreement

In the event of an emergency, I authorize a representative of NMU to seek available medical care, hospitalization, or surgery while participating in the program. I authorize Northern Michigan University, through its representatives, to attempt to secure any necessary treatment. If coverage is not provided through insurance, I understand that such treatment shall be solely at my expense, and I shall reimburse Northern Michigan University or its representatives for any expenses that they might incur on account of my condition or treatment. In the event of an emergency abroad, Northern Michigan University may notify my emergency contact(s) listed on the Volunteer Abroad application.

I certify that all responses made on this form are complete, true and accurate. I understand that if I withhold information on this form I could be withdrawn from the program. If I am sent home for reasons related to undisclosed information, I will be responsible for all incurred costs.

Participant Signature: ___________________________ Date: ______________

Parent/Guardian Signature: ___________________________ Date: ______________

(If subject is under 18 years old)

Remain Abroad Agreement

If I choose to remain abroad at the end of my Volunteer Abroad program I understand and agree that:

1. I must inform the university leader and the International Programs office of my decision to stay abroad prior to the program’s end date.
2. Northern Michigan University and the university leader’s responsibilities and liabilities end on the program’s end date.
3. I may request enrollment in additional international health insurance coverage, with prior notice and at my own expense.
4. I am not eligible for reimbursement of any part of my program fee.

Participant Signature: ___________________________ Date: ______________

Parent/Guardian Signature: ___________________________ Date: ______________

(If subject is under 18 years old)

Photo/Audio/Text/Video Release

I authorize Northern Michigan University to record and/or duplicate my original photo(s)/ image/voice/text (or that of my minor child named below). I give NMU and any persons or entities acting in accordance with NMU’s authority all rights to use these images/text. I understand that the images/text will be used for educational, advertising, and promotional purposes in all conventional and electronic media, as well as any future media.

I understand and agree that these images/text and/or recordings may be duplicated, distributed, with or without charge, and/or altered in any manner without future/further compensation or liability.

Name of Subject: ___________________________ Date: _____/_____/_______

Signature: ___________________________

(Parent or legal guardian must sign here if subject is under 18 years old)
Student Statement of Rights and Responsibilities

I, ___________________________, have applied to participate in an NMU Volunteer Abroad program. I accept the terms of my admission to the program and, if approved, I promise to abide by the following statement of responsibilities:

1. **Alcohol.** As a participant in the NMU Volunteer Abroad program, I must abide by host country laws and local institutional regulations with respect to alcohol. Unless permitted by host country law and local institutional regulations, I will not possess, consume, furnish, or distribute any alcoholic beverages.

2. **Drugs.** I understand that Northern Michigan University has a zero-tolerance policy with respect to the possession, use, manufacture, production, sale, exchange, or distribution of illegal drugs. I am responsible for knowing and obeying drug laws of the state of Michigan, United States of America, the host country, and all local institutional regulations. I understand that violation of law or policy may result in (i) immediate dismissal from the program; (ii) academic withdrawal from the University for the semester in progress; and (iii) disciplinary action upon my return to campus.

3. **University Policies.** I must abide by Northern Michigan University policies, including the NMU General Student Regulations, while enrolled in the program, and I may be subject to disciplinary action for violations of those policies upon my return to campus.

4. **Host Country Customs.** I will abide by the laws and customs of my host country, community, institution and program. I understand I need to be sensitive to the social mores of the host culture. I am also subject to the disciplinary codes and processes of the host institutions.

5. **Dismissal.** If I seriously disrupt the group dynamics, or if my behavior gives the Volunteer Abroad leader(s) reasonable cause to believe that my continued presence in the program poses a danger to the health or safety of persons or property, or impedes, disrupts or obstructs the program in any way, I will face immediate dismissal. Alcohol, drugs and weapons related violations, assault and sexual or racial harassment, will make dismissal highly likely. Before I may be removed from the program, I will have an opportunity to explain my conduct to the Volunteer Abroad leader(s). A decision to dismiss me from the program would be final and no refund would be made. My emergency contact will be notified.

6. **Travel.** The University may make changes to the program itinerary, including cancellation, at any time and for reasonable cause. I will be responsible for any loss due to such cancellation or change. The University is not responsible for penalties assessed by air carriers or any other associated costs based on operation and/or itinerary changes. If I travel independently and arrive after the start of the program, the University may substitute hotel accommodations or housing. Specific room and housing assignments are within the University’s sole discretion. Because of the short duration of Volunteer Abroad programs, the Volunteer Abroad leader has the right to restrict student activities during non-program times. My property is transported at my own risk. The University is not responsible for travel delays.

The University is not responsible for any injury or loss I may suffer when I am traveling independently or am otherwise separated from any University-sponsored activities. If I become separated from the program group, for any reason, I will rejoin, at my own expense, the group at the first opportunity.

7. **Spouses/Partners and Children.** The University is not responsible for providing support for accompanying non-participants, i.e., spouses/partners and children. Such persons cannot attend activities
formally associated with the program. If such a person disrupts the program, it may be grounds for my dismissal.

8. **Health.** I will be responsible for my own health maintenance. In the event of serious illness, accident or emergency, I will inform my Volunteer Abroad leader, so that assistance may be secured and so that my designated emergency contact may be notified.

9. **Non-Refundable Payments.** I understand and agree that I am responsible to pay all non-refundable payments made by NMU on my behalf and that any unpaid balance may be charged to my student receivable account. I understand that my withdrawal after signing up for this trip and making an initial deposit may be costly, and that my failing to turn in all completed acceptance materials and payments by program deadlines may result in my removal from the program; unrecoverable expenses paid on my behalf will be charged to my NMU student account and may become subject to collection procedures. I understand that my spot as a volunteer on this trip will be reserved, when NMU receives the first deposit. I understand that my spot will be guaranteed after all paperwork is completed and expenses are paid.

10. **Release of Claims and Indemnity.** For myself and all those who may claim through me, I release the University (and its employees and representatives) from liability for all injuries, illnesses, and losses, including death, I may sustain to my person and/or property, which are in any way connected to my program participation, except as regards any claim of “gross negligence” that is actionable under Michigan’s Governmental Tort Liability Act. I further agree to defend and hold the University harmless with respect to any loss, claim or expense it may sustain by reason of my behavior as a program participant.

11. **Release of Information.** I authorize the Office of International Programs to obtain my personal information from the Dean of Students Office related to any past or present university imposed judicial action. Information from that report may result in my not being allowed to obtain admission into the program.

12. **Governing Law.** Any dispute arising from this Statement will be determined according to Michigan law.

In signing this document I acknowledge that I have had an opportunity to ask questions about the Volunteer Abroad program in which I will participate, I have read and understand this document, that I accept its terms, and that I have signed it voluntarily.

Signature: __________________________________________________________ Date: ______________

Parent/Guardian Signature: ___________________________________________ Date: ______________

(Parent or legal guardian must sign here if subject is under 18 years old)
Student Applicants: Northern Michigan University policy states that you must be in good academic standing with a GPA of at least 2.5 (or the minimum GPA as determined for the program) at the time of application. Meeting this minimum GPA does not, however, guarantee acceptance; additional eligibility criteria may be applied, including a review of Student Code violations and adjudication records.

By signing this form, you give the Dean of Students office permission to release confidential information to the Office of International Programs which may influence admission decisions concerning your study abroad program. Please complete and sign the top portion of this form and deliver it to the Dean of Students Office – 2001 Hedgcock.

Student Name: _______________________________________ NMU IN: ___________________________________

Study Abroad Date(s): ________________________________ Country: ________________________________

Study Abroad City, Program/School: _______________________________________________________________

I give the Dean of Students office permission to release conduct records to the Office of International Programs.

___________________________________________  ____________________________________________
Student Signature                             Date (mm/dd/yyyy)

Do Not Write Below This Line.

Dean of Students Office: Please complete this portion of the form and return to the Office of International Programs, 2101 Hedgcock.

☐ This student has no conduct file.

☐ This student has a conduct file.

☐ This student has a pending student conduct issue awaiting adjudication by the Dean of Students office.

Name of D.S.O. representative completing this form: ________________________________________________

Signature: ______________________________________ Date (mm/dd/yyyy): __________________