



## EMERGENCY CONTACT INFORMATION (Secondary contact)

2. Name of Contact: \_\_\_\_\_ Relation to Applicant: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address of contact: \_\_\_\_\_

## ADDITIONAL MATERIALS THAT SHOULD ACCOMPANY THIS APPLICATION (Returned to Murphy 377)

- (1) A \$200 application deposit (ONLY Checks or Money Order accepted - made payable to Viterbo University)
- (2) A professor recommendation form\*
- (3) A one page, single-spaced, typed personal statement addressing the following:
  - What motivates you to seek this particular experience?
  - What do you believe makes you a good fit for this particular program? Consider here not only how the program might influence you, but also how your strengths might enhance the experience for your peers, those you meet along the way, etc.

\*Copies available in Murphy Center, room 377, or at [www.viterbo.edu/study-abroad](http://www.viterbo.edu/study-abroad)

## REFUND POLICY

The \$200 application deposit is nonrefundable after acceptance to a study abroad program. Should an applicant be denied from a program or if Viterbo University cancels the program, the applicant will receive a full refund of the \$200 deposit. After acceptance into the program, participants sign the 'Confirmation of Study Abroad/Study Away Participation' form to confirm their participation in the program. After submitting the commitment form, any subsequent withdrawal from the program, for any reason, will result in the participant paying all non-recoverable costs associated with the program. Recoverable costs are those that the university or vendors are able to refund without a financial impact to other participants of the program. Typically, the closer to trip departure, the less likely it is that costs will be recoverable. The Study Abroad Office will make every attempt to recover program charges to minimize the financial impact of withdrawal. The student account balance for the semester, including the total program fee, is due prior to the start of the program travel dates.

## CERTIFICATION AND SIGNATURE

I certify that I have read and understand the refund policy and agree to follow the refund policy. I also certify that the information provided in this application is complete and correct to the best of my knowledge. In accordance with section 438 of the Family Education Rights and Privacy Act (Public Law 90-247), I hereby authorize the release of these materials and academic records as needed to process my application for this study abroad experience.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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## OFFICE USE ONLY

Business Office Clearance	Yes	No	If no, reason why _____	Date _____
Student Development Office Clearance	Yes	No	If no, reason why _____	Date _____
Student Approved to Study Abroad	Yes	No	If no, reason why _____	Date _____

\_\_\_\_\_  
Study Abroad Office Signature

\_\_\_\_\_  
Date

*Revised 8/18*