



**West Virginia University
Amizade Global Service-Learning Consortium
Faculty-Led Program**

Community Development in Rural Jamaica

Application Checklist

- WVU/AGSLC Faculty-Led Program Application
- Payment Agreement Form
- Unofficial Transcript (minimum 2.75 GPA required)
- Academic Reference Forms
- Copy of Passport

RETURN DOCUMENTS TO:

**WVU/AGSLC Offices
335 Stansbury Hall
P.O. Box 6214
Morgantown, WV 26506**



Community Development in Rural Jamaica

To Do List

1. **Contact the Amizade Office**, at **304-293-6049** or servicelearning@amizade.org for more specific information on course content.
2. **See your advisor.** Take the information on the course content to your advisor and inform him/her of your wish to study abroad and discuss how this course fits into your academic program.
3. **Complete the following forms and return them to the WVU/AGSLC Office, 335 Stansbury Hall, P.O. Box 6214, Morgantown, WV 26506**
 - **Program Application**
 - **Unofficial Transcript** (minimum 2.75 GPA required)
 - **Academic Reference Form**
 - **Disciplinary Clearance Form**
 - **Payment Agreement Form**
 - **Copy of Passport**
4. For information on other **scholarship opportunities** for study abroad, visit the Amizade website at: http://www.amizade.org/service_learning/courses/financial_aid.html
5. If you qualify for financial aid, make an appointment to see your financial aid advisor. For WVU students this is Paula King in **Financial Aid** (and/or the Scholarship Office) located on the 2nd floor of the Mountainlair, regarding your federal, state, and WVU aid and using it for study abroad.
6. **Apply for a passport:** Directions on How to Apply for a U.S. Passport are provided in this packet. Passport applications may be downloaded from: http://travel.state.gov/passport_obtain.html. Passports can take over 4 months, so don't delay!
7. **Become familiar with the health insurance policy** that is included in the cost of the program. Insurance information can be found at <http://www.studyabroadinsurance.com>. You may also consider purchasing additional international insurance to cover any additional potential health, emergency, accident & repatriation costs not covered by this policy. You will receive your insurance card from your faculty leader before your departure.
8. Contact the WVU/AGSLC Office for information about the itinerary, baggage limitations, and meeting arrangements.
9. Complete all required documents in the acceptance packet located at: <http://internationalprograms.wvu.edu/>
10. Attend a Pre-Departure Orientation for your program. Location, time and date will be announced at a later date.

PAYMENT INSTRUCTIONS

1. Pay the **\$1000.00 non-refundable** deposit. Upon submitting the payment agreement, the deposit charge will be placed on your student account at WVU. You can view charges on the STAR Information System by access through your MIX account at www.mix.wvu.edu. You must be admitted to WVU and have a student ID number to access this information.
2. Payments can be made by the following methods:
 - In person, Office of Student Accounts, located on the ground floor of Stewart Hall
 - Over the phone, Office of Student Accounts at (304) 293-4006.
 - Online, using the STAR system at: www.mix.wvu.edu

NOTE: If outstanding charges exist on your account, previous charges will be paid before any deposit for study abroad.

3. Pay the final amount of the trip balance on or before the due date.
4. Please note that the extended learning fee will be placed on your student account approximately one month before the program departure date.

Refund Policy

- A. If program withdrawal is for any other reason, the following applies:

PROGRAM WITHDRAWAL DATE	REFUND POLICY
Between 90 days and 60 days prior to departure	up to 75% of program cost minus airfare and other program specific non-refundable costs
Between 59 days and 30 days prior to departure	up to 50% of program cost minus airfare and other program specific non-refundable costs
Between 29 days and the day of departure	No Refund

Upon receipt of written notification, cancellations and refunds will be processed according to the above policy.

The program deposit is **non-refundable** beginning once the student submits the payment agreement form to WVU/AGSLC. All students with financial aid are required to pay the deposit upfront and then be reimbursed by their financial aid – no exceptions

- B. Upon written notification to WVU/AGSLC, you may petition to withdraw because of a serious illness. You may be eligible to receive a refund minus program specific non-refundable costs and airline ticket. Documentation of inability to participate in the program is necessary in making claims for the refund.

**WVU / Amizade Global Service-Learning Consortium
Faculty-Led Study Abroad
Payment Agreement**

Community Development in Rural Jamaica

I, _____, 70 will be
YOUR NAME WVU STUDENT NUMBER

participating in the following WVU/AGSLC Faculty-Led Study Abroad Program:

Jamaica: Community Development in Rural Jamaica

The total cost of this program is **\$1,400.00**

I understand that by submitting this document that my student account will be charged for the cost of the program. **The program deposit is non-refundable effective at the time of submission of this form.** Also I understand that the remaining balance is subject to the refund policy on page (3) of this packet. I agree to adhere to the following payment schedule to avoid late charges on my account:

\$1,000.00 Non-refundable Deposit due on or before **November 30th, 2009++**

\$300.00 Final Program Payment due on or before **January 22nd, 2010**

\$100.00 Extended Learning Fee due approximately one month before departure

++ This document must be returned to the WVU/AGSLC Office in 335 Stansbury Hall prior to making your deposit payment

Student Signature

Date

If the student is under the age of 21, please include a parent or guardian signature:

Parent/Guardian Signature

Date

FOR OFFICE USE ONLY

<u>CODE</u>	<u>TERM</u>	<u>AMOUNT</u>	<u>EFFECTIVE DATE</u>
[]	201001	\$100.00	11/30/2009
[]	201001	\$900.00	11/30/2009
[]	201001	\$300.00	01/22/2010



WVU / AMIZADE GLOBAL SERVICE-LEARNING CONSORTIUM
FACULTY-LED STUDY ABROAD
PROGRAM APPLICATION

Community Development in Rural Jamaica

Application Instructions: Complete this application and return to the WVU/AGSLC Office, 335 Stansbury Hall, PO Box 6214, Morgantown WV 26506. **NOTE: Please use black or blue ink.**

BIOGRAPHICAL INFORMATION

Name (Last, First, Middle Initial): _____

Other names used in the last 10 years: _____

Please check here if you are not a WVU Student: _____

What type of credit are you applying for: Undergraduate Credit _____ Graduate Credit _____

WVU ID Number: ____ - ____ - ____

Passport Number: _____ Date of Issue: _____

Country of Citizenship: _____

Citizenship Status: _____ US Citizen _____ Refugee _____ Non-Immigrant/Other

Visa Type: _____ Permanent Resident with Alien Card (Please attach a copy of both sides of the card)

Date of Birth: ____/____/____

School Email: _____ Male _____ Female _____

Personal Email: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: (____) _____ Evening Phone: (____) _____

Cell Phone: (____) _____ Work Phone: (____) _____

Are you applying as a West Virginia Resident? _____ Yes _____ No

If yes, how long have you lived in West Virginia? _____ Years _____ Months (Proof may be required)

Status: Guest status is available to students wishing to take this program as non-degree students.

Your current status: _____ High School Graduate
_____ Currently enrolled in College
_____ Completed a BA/BS degree
_____ Check here if you previously applied for Guest status at WVU

Ethnic Group: White, Non-Hispanic (01)
 Black, Non-Hispanic (02)
 Hispanic (03)
 Asian/Pacific Islander (04)
 American Indian or Alaskan Native (05)
 Race/Ethnicity Unknown (06)

Emergency Contact Name #1: _____ Relationship: _____

Daytime Phone: (____) _____ Cell Phone: (____) _____

Evening Phone: (____) _____

Emergency Contact Name #2: _____ Relationship: _____

Daytime Phone: (____) _____ Cell Phone: (____) _____

Evening Phone: (____) _____

EDUCATIONAL INFORMATION

Current Academic Institution: _____

Address: _____

Academic Status : Freshman Sophomore Junior Senior
 Graduate Other

Major(s)/Minor(s): _____

Dates Attended: _____ Grade Point Average: _____

Please include a copy of your academic transcript(s) with your application (official or unofficial)

PREVIOUS EDUCATIONAL EXPERIENCE

Name of High School or College	City and State	Dates Attended	Degree Obtained
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_____	_____	_____	_____
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_____	_____	_____	_____
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_____	_____	_____	_____
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Scholarships & Aid: National Merit WV Promise Federal Financial Aid Other
(Check all that apply)

APPLICANT SIGNATURE

My signature below verifies that all information on this application is correct to the best of my knowledge:

Signature: _____ Date: ____/____/____

Application Essays and Information

Application Essay

Please attach an essay explaining your personal and academic reasons for applying to participate in this global service-learning program. (750 Word Maximum)

Background Information

Please list relevant courses, extracurricular, travel, or service experiences you have had in the past. (500 Word Maximum)

Students with a GPA below 2.75

Please explain your academic performance. (500 Word Maximum)

How did you find out about Amizade Service-Learning Programs? (Please specify source, if applicable)

WVU Center for Civic Engagement WVU Office of International Programs
 Internet/Website _____
 Current or Past Participant _____
 Friend _____
 Amizade Staff Person _____
 Media/News _____
 Other (please explain) _____

Have you participated on a previous Amizade program? Yes No

If yes, please list the details: Volunteer or Service-Learning _____

Location: _____ Year: _____

Please indicate your T-Shirt size: (check one)

Small
 Medium
 Large
 X-Large
 XX-Large

Faculty Reference for WVU / Amizade Global Service-Learning Consortium Faculty-Led Study Abroad

To be completed by Applicant:

Name: _____

WVU/AGSLC Faculty-Led Program Name: Community Development in Rural Jamaica

Dates of Study: 03/27/10 to 04/03/10

I waive my right to inspect this confidential letter of recommendation.

I **do not** waive my right to inspect this confidential letter of recommendation.

Respondent:

Thank you for taking the time to complete this recommendation form. This student has applied to study abroad on a WVU/AGSLC Faculty-Led program. Please comment on your perceptions of the student's ability to be academically successful and his or her ability to benefit from the time abroad. Please feel free to write your comments directly on this form or write a letter on a separate sheet addressing the questions/issues outlined below.

Name: _____

Title: _____ Email: _____

Phone: _____

- 1. Please indicate the length of time and circumstances through which you have known the student.**
- 2. Describe the applicant as a student and whether you believe the student will be motivated in his or her studies and work at the program site?**
- 3. The students may be part of a program that lacks the structure of a typical US College or university environment. Is the student self-reliant and mature enough to perform well in this type of program?**
- 4. Please cite personal characteristics that may positively or negatively affect the student's chances for success in a different culture and educational system. If you were a program director, would you be enthusiastic in bringing this student on your program?**

Signature: _____ **Date:** _____

PLEASE RETURN TO THE WVU OFFICE OF INTERNATIONAL PROGRAMS, 336 STANSBURY HALL, PO BOX 6214, MORGANTOWN WV 26506-6214.

WVU STUDY ABROAD DISCIPLINARY CLEARANCE FORM

Community Development in Rural Jamaica

Please fill in all information completely by typing or printing in ink. You must drop off this form to the appropriate office at least two weeks before the application deadline. The Judicial Affairs Office will return this form directly to the WVU Office of International Programs.

To the Judicial Affairs Office: The student named below has applied to participate in a WVU Study Abroad Program. We would appreciate a confidential statement evaluating this student's record at your institution. While a prior disciplinary history does not preclude a student's participation in our program, this information is taken into considerations during review and must be submitted in order for the student to be evaluated for admission to the program. The return of this form at your earliest convenience will expedite the student's admission status.

To the Student: This form must be completed by the Dean of Students, Judicial Affairs Office or appropriate administrative official at your home institution. West Virginia University's Judicial Affairs Office is located at 84 Boreman North. Your signature provides consent for release of this information.

Name of Student: _____ Date: _____

WVU 700 Number: ____-____-____ Phone: _____ Email: _____

School or College : _____

Signature: _____

- This student has not received a judicial sanction at this institution.
- This student is not currently under active judicial sanction, but has been previously sanctioned as follows:

Adjudication Date	Sanction with Effective Dates
Adjudication Date	Sanction with Effective Dates
Adjudication Date	Sanction with Effective Dates

- This student is currently under the following judicial sanction(s):

Adjudication Date	Sanction with Effective Dates
Adjudication Date	Sanction with Effective Dates
Adjudication Date	Sanction with Effective Dates

Your Name: _____

Title: _____

Institution: _____

Telephone: _____

Signature: _____ Date: _____