



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

Never Again: Remembrance, History, and Genocide Prevention

**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**



# Never Again: Remembrance, History, and Genocide Prevention To Do List

1. **Contact the Amizade Office**, at **304-293-6049** or [servicelearning@amizade.org](mailto: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](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 2<sup>nd</sup> 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](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](http://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](http://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:

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

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**

**Never Again: Remembrance, History, and Genocide Prevention**

I, \_\_\_\_\_, 70 will be  
YOUR NAME WVU STUDENT NUMBER

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

**Germany/Poland: Never Again: Remembrance, History, and Genocide Prevention**

The total cost of this program is **\$4,600.00**.

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 **January 15<sup>th</sup>, 2010 ++**

**\$3,300.00** Final Program Payment due on or before **March 19<sup>th</sup>, 2010**

**\$300.00** 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>
[ ]	201005	\$100.00	01/15/2010
[ ]	201005	\$900.00	01/15/2010
[ ]	201005	\$3300.00	03/19/2010



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

**Never Again: Remembrance, History, and Genocide Prevention**

**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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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: Never Again: Remembrance, History, and Genocide Prevention**

**Dates of Study: 06/20/10 to 08/15/10**

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

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

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**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

## Never Again: Remembrance, History, and Genocide Prevention

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: \_\_\_\_\_