



Faculty-led Program Application

Jamaica: Community Development in the Caribbean

Application Packet Checklist

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

PLEASE RETURN DOCUMENTS TO:

**The Office of International Programs
335 Stansbury Hall**

Jamaica:Community Development in the Caribbean 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 Office of International Programs, 335 Stansbury Hall, Morgantown, WV 26506**
 - **Program Application**
 - **Unofficial Transcript (can be printed from your WVU account) minimum 2.75 GPA required**
 - **Academic Reference Form**
 - **Disciplinary Clearance Form**
 - **Payment Agreement Form**
4. For information on other **scholarship opportunities** for study abroad, visit the Office of International Programs (OIP) website at: <http://internationalprograms.wvu.edu>
5. If you qualify for financial aid, make an appointment to see Paula King in **Financial Aid** (304-293-5242) (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>.
8. Contact the Program Director 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/> and click on faculty-led.
10. Attend a Pre-Departure Orientation for your program. Location, time and date will be announced at a later date.
11. Verify with the Office of Student Accounts (304-293-4006) that all program related charges are paid in full. Please keep in mind that most programs have Extended Learning credit fees that will be billed separately of Office of International Programs' fees and that these charges may show up shortly before program departure in some cases.

PAYMENT INSTRUCTIONS

1. Pay the **\$1000.00 non-refundable** deposit. Upon submitting the payment agreement, the deposit charge will be placed on your account. 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 before the program departure date and need to be paid in full prior to program departure or you will not receive credit for the program.
5. The program deposit is **non-refundable** beginning once the student submits the payment agreement form to OIP. All students with financial aid are required to pay the deposit upfront and then be reimbursed by their financial aid – no exceptions.
6. Upon written notification to OIP, 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. Medical documentation of inability to participate in the program is necessary in making claims for the refund.

Program Balance Refund Policy (Program cost minus deposit)

PROGRAM WITHDRAWAL DATE	REFUND POLICY
Between 90 days and 60 days prior to departure	up to 75% of program cost minus program deposits
Between 59 days and 30 days prior to departure	up to 50% of program cost minus program deposits
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.

**WVU OFFICE OF INTERNATIONAL PROGRAMS
FACULTY-LED STUDY ABROAD
PAYMENT AGREEMENT**

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

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

Jamaica: Community Development in the Caribbean

The total cost of this program is **\$1,550.00**.

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 included in 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 17, 2012**

\$500.00 Final Program Payment due on or before **January 27, 2012**

\$50.00 Extended Learning Credit Fee, due prior to program departure

++ This document must be returned to the Office of International Programs 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>
IPAS	201201	\$100.00	1-17-2012
XXXX	201201	\$900.00	1-17-2012
XXXX	201201	\$500.00	1-27-2012



WEST VIRGINIA UNIVERSITY
FACULTY-LED STUDY ABROAD
PROGRAM APPLICATION



Jamaica: Community Development in the Caribbean

Application Instructions: Complete this application in full and return to the WVU Office of International Programs, 335 Stansbury Hall, PO Box 6214, Morgantown WV 26506. NOTE: Please use black or blue ink.

Legal Name:

(Last) (First) (Middle)

Social Security Number: ___-___-___ (For federal reporting only. Will be kept confidential.) WVU ID Number ___-___-___

Date of Birth: ___/___/___ (month/day/year) Passport Number _____ Date of Issue: ___/___/___ (month/day/year) (eg., 1/30/1990)

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

If you previously enrolled under a different name at WVU or another college, or high school, please print all name(s) below.

Have you ever attended WVU before? ___ Yes ___ No If YES, for which semester/year? _____
If YES, what was your previous major? _____

Current Mailing Address:

Permanent (if different):

(Street)

(Street)

(City) (State)

(City) (State)

(Zip Code)

(Zip Code)

Telephone: () -

Telephone: () -

County: _____

County: _____

Cell Phone: _____

Cell Phone: _____

WVU MIX E-Mail: _____

Personal E-Mail: _____

Name of person to contact in case of emergency:

(Last) (First) (Middle) (Relationship)
Emergency Address: _____ Telephone () -
(if different than (Street)
above address) (City) (State) (Zip Code) Cell Phone: _____

Please indicate semester/year for which you are applying: _____ Year _____ Fall (August - December)

_____ Spring (January – May) _____ Summer Session (May – August)

Major: _____ Gender: _____(M)ale _____(F)emale

Citizen Status: _____ U.S. Citizen _____ Permanent Resident with Alien Card (enclose copy of both sides of card)
_____ Refugee _____ *Non-Immigrant/Visa Type (specify): _____

*Non-immigrants please indicate your nation of citizenship: _____ Nation of Birth: _____

Ethnic Background (optional):

Do you consider yourself to be Hispanic/Latino ___ Yes ___ No

In addition, select one or more of the racial categories to describe yourself:

___ American Indian or Alaskan Native ___ Black or African American

___ Asian ___ Hawaiian/Pacific Islander ___ White

Are you a resident of the state of West Virginia? ___ Yes ___ No

If YES, when did you begin living continuously in West Virginia? _____/_____/_____
month/day/year

If YES, where?

(if different than above)

Street Address

City/State

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

Current Academic Institution: _____

Address: _____

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 EDUCATION 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)

I affirm that the information I have provided on this application form is complete, accurate, and true to the best of my knowledge. Omitting or providing false information can lead to nonacceptance, and/or dismissal.

Student 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/Staff Reference Report for WVU Faculty-Led Study Abroad Program

To be completed by Applicant:

Name: _____

Jamaica: Community Development in the Caribbean

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 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, 335 STANSBURY HALL, PO BOX 6214, MORGANTOWN WV 26506-6214.

WVU STUDY ABROAD DISCIPLINARY CLEARANCE FORM

Jamaica: Community Development in the Caribbean

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 Office of Student Conduct will return this form directly to the WVU Office of International Programs.

To the Office of Student Conduct: 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 Office of Student Conduct 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
_____	_____
_____	_____
_____	_____

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

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

Your Name: _____

Title: _____

Institution: _____

Telephone: _____

Signature: _____ Date: _____