Study Abroad Policies for Hamline Students

J-Term & May Term Policies:
1. Applications for J-Term and May Term courses will be available online through www.hamline.edu/studyabroad.
2. The application fee and application period(s) for the year will be published on the course flyers and can be found on the website from www.hamline.edu/studyabroad. All application fees are non-refundable unless a course is canceled by Hamline University.
3. Courses will be filled on the basis that the first applicants will receive the first enrollment spots on the course, with the exception of courses that require instructor approval for enrollment. In order for a student to be placed on the enrollment list, all application pieces, including required application fee, must be submitted online and/or to the International & Off-Campus Programs Office.
4. In the event that a course fills before the deadline, additional applications will be accepted and students will be placed on a waiting list. Course enrollment will be finalized after the application deadline. Students who are not accepted by Hamline to participate in the course will receive a refund for the course application fee.
5. Hamline University will review the judicial standing of all applicants on the application deadline; any student found to have a judicial sanction in place will not be allowed to participate in the course. Students who become involved in a judicial affair after the application deadline will still be responsible for the program fee.
6. Hamline University will review the academic standing of all applicants on the application deadline; any student found to be on academic probation will not be allowed to participate in the course. Students who go on academic probation after the application deadline will still be responsible for the program fee.
7. Hamline University will review the financial standing of all applicants on the application deadline; any student found to have a financial hold on his or her account at that time will be given one week to meet with the financial aid office and resolve the issue to the satisfaction of the financial aid office, or the student will not be allowed to participate in the course.
8. Courses that do not meet the minimum enrollment (10 students unless otherwise stated) at the application deadline will not be run. Students who have submitted applications for these courses will be given the option of transferring their application to another study abroad course during the same term as space is available based on date of application submission, or students can elect to withdraw applications and receive a refund of the application fee.
9. Students will be registered for the course by the Registrar’s Office based on a list provided for them by the International & Off-Campus Programs Office during the normal period for J-Term registration.
10. The program fees published are approximate and based on a minimum of 10 participants for each course (unless otherwise stated). Every effort is made to operate the course at the stated price. However, the program fee may be increased up to 9%
from the published rate (See Withdrawals and Refunds). Hamline reserves the right to adjust fees due to changes in exchange rates, fuel surcharges, and general inflation.

11. Undergraduate students who attend Hamline full time EITHER Fall semester or Spring semester will not be charged for tuition credits in addition to the published program fee for J-Term; undergraduate students who attend Hamline full time and take between 12 and 16 credits during Spring Semester will not be charged for tuition credits in addition to the published program fee for May Term.

12. The program fee for J-Term courses will be billed to student accounts at the beginning of December and will be due on December 31; this excludes the Application Fee, which will be paid in cash or check directly to the International and Off-Campus Programs Office.

13. The program fee for May-Term courses will be billed to student accounts at the beginning of April and will be due on April 30.

14. Students will be required to complete an online orientation through the IOCP Office. Individual courses will have one or more pre-departure meetings in November, December, and/or January (for J-Term) or during Spring Semester (for May Term). Participation in scheduled pre-departure sessions is MANDATORY. Students who fail to complete the required orientations by the deadlines will be dropped from the course and will be responsible for the entire program fee.

15. The list of what is included in the program fee will be published on the course flyer. Expenses ad items not specifically mentioned on the flyer are not covered, including but not limited to: passports, visa fees not specifically mentioned in course description, local subway, bus and tram fares, departure taxes (except U.S.), optional entertainment and excursions, beverages (except for coffee or tea with included breakfasts), individual room service charges, trip cancellation insurance, porter’s fees, laundry and cleaning, telephone and internet, personal tips, transportation to and from point of course departure, baggage fees, fees for lost or stolen documents or personal items, expenses due to flight delays or other irregularities.

16. Due to circumstances beyond the control of the International & Off-Campus Programs Office (increases in gas tax, government fees, changes in exchange rates, etc.), the price of the course may be adjusted up to 9% from the published course fee without consultation of participants. If a program fee increases by more than 10% (due to inflation or fewer participants), a student may cancel with no penalty. No refund is given to students who wish to omit portions of the course.

17. If a student chooses to withdraw from a course, cancellations must be in writing and submitted to Hamline University’s IOCP Office before the application deadline. Students will be responsible for the full cost of the course after these dates. No refund is give to students who wish to omit portions of the course.

18. In the event of cancellation based on extenuating circumstances, refunds for program fees paid are based on recoverable costs. Itemized invoices will not be available. Depending upon the date of cancellation, the entire program fee may be forfeited. Trip cancellation insurance is recommended where applicable.

19. Hamline University reserves the right to terminate the participation of any participant whose conduct is self-destructive, disruptive to the group, or not in line with the
Hamline Code of Conduct or the regulations stated in the IOCP Agreement and Release form. In the case of removal, the participant shall have no claim for refund of any kind for any portion of the program, used or unused.

20. All students traveling internationally must complete a travel medicine consultation with a certified physician or medical professional and submit proof of the visit to the IOCP Office no less than two weeks before departure. Failure to complete a travel medicine consultation will result in non-coverage by the emergency medical insurance policy that Hamline has for all students studying internationally. Hamline University will not allow students to travel abroad on any course without the proper insurance coverage; therefore, students who do not comply with this requirement will not be allowed to travel with the group, but will still be responsible for the program fee. Please see the Hamline Study Abroad website for more details.

21. Students participating in programs that are exclusively domestic must provide proof of domestic insurance to the IOCP Office no less than two weeks before departure. This should be in the form of a photocopy or scanned copy of a current insurance card. If this is not available, please contact the IOCP Office for more information.

22. Students may apply to participate in J-Term courses offered by Gustavus Adolphus College that are pre-approved by Hamline University. Students who participate in a Gustavus Adolphus J-Term course must fill out the appropriate Hamline Information Packet in addition to the Gustavus Adolphus application, and will be required to submit all fees required by Gustavus in addition to the Hamline University application fee. The cost of the course will be billed to the Hamline University student account.

23. Students who wish to participate in a J-Term program not run by either Hamline University or Gustavus Adolphus must:
   a. Check with the International & Off-Campus Programs Office to ensure that the selected program is approved by Hamline University.
   b. Complete and submit the appropriate Hamline Information Packet (available from the International & Off-Campus Programs Office), along with the Hamline J-Term application fee by the campus J-Term deadline.
   c. Complete and submit the appropriate program application along with any transcript, academic reference, photo, application fee requirements or any other program requirements.

24. Students who participate in approved J-Term programs that are not designed and run by Hamline University (including Gustavus Adolphus courses) will receive transfer credit for the course upon receipt of the program transcript. This means that no credit will be granted for a grade of less than a C-, and that the credit granted will be general credit. Students will need to fill out the Prior Approval for Course Substitution form (including all required signatures) and submit it to Student Administrative Services for this credit to be counted for major, minor, or Hamline Plan credit.

25. Students graduating in December will not be allowed to participate in a J-Term study abroad course the J-Term following graduation, and students graduating in May will not be allowed to participate in a May Term study abroad course that May unless they have received specific permission from the Registrar’s Office, Financial Aid and Student Accounts, and the International & Off-Campus Programs Office; students will

Updated March 21, 2013
only be considered for acceptance to the program if the course is required to complete a major or for graduation. Please note that graduating seniors will need to attend the dates as set; no adjustments will be made if the course is scheduled to be gone during the graduation ceremony.

26. Students who do not have a valid, non-expired passport as of the application deadline will be required to apply in-person for a passport at the Minneapolis Passport Issuing Agency within one week of the application deadline. Students will be responsible for making their own appointments, arranging their own transportation to and from the agency site (city buses are a good option), and paying the extra $60 expedite fee to have their passports issued quickly. Upon request, the International and Off-Campus Programs Office will provide a letter on university letterhead stating that the student needs an expedited passport. More information on the Minneapolis Passport Issuing Agency is available at http://travel.state.gov/passport/npic/agencies/agencies_4503.html.

27. Once a student is accepted to Hamline University, he/she will NOT be allowed to transfer in credit from any coursework taken abroad; he/she MUST follow Hamline’s application procedure for any course work abroad. Any student who attempts to submit a foreign transcript or a transcript from coursework taken abroad directly to the Registrar without following the Hamline Procedures described here will be denied credit.