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| TRAVEL STUDY AGREEMENT FORM |

Location of Program & Dates:

My Signature below indicates that I, (**Please Type or Print Name**):

1. agree to enroll in the Travel Study course through the Registration Office.
2. agree to adhere to the program payment deadlines as outlined on the Travel Study & Exchange website, and understand that all payments will be placed on to my student account.
3. agree to follow the program withdrawal process as outlined on the Travel Study & Exchange website should I need to cancel participation in the program in which I have been accepted.
4. understand that cancellation fees for my program are added to my student account as outlined on the Travel Study & Exchange website.
5. agree to attend the **mandatory** pre-departure orientation, as outlined on the Travel Study & Exchange website, hosted by the Center for International Education on **Monday, December 15, 2014 from 1-5pm**, and that failure to attend could result in my dismissal of the program without a refund.
6. have read and understand all of the general and program specific information on the Travel Study and Exchange website as it pertains to Health, Safety, Visa & Passport, Travel Planning, and Culture & Diversity.
7. recognize the need for the following rules, agree to abide by them, and realize that I could be sent home for violating them and know that a decision to terminate my participation in this program is final, unappeasable and at my own expense.
8. agree to submit the following forms to the Center for International Education **no later than 8 weeks** prior to program departure

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| Download forms at [www.otis.edu/travel-study-exchange-programs/forms-travel-study](http://www.otis.edu/travel-study-exchange-programs/forms-travel-study)Forms may be submitted via email to international@otis.edu (Subject Line: put the program destination and your name in the subject line), faxed to 424-207-2527 or in person to the Center for International Education, AHMN 215.  |
| **FORM** |
| Travel Study Agreement of Participation (**This Form**): |
| Valid Passport that will not expire with-in the next 6 months |
| Travel Arrangement Form & Airline Ticket, Photocopy |
| **F-1 Visa Students are Required to Submit the Additional Forms Below:** |
| U.S. Visa: Photocopy |
| Signed I-20: Photocopy |

1. agree if a tourist visa is required that it is solely my responsibility to obtain this visa, and provide a copy to the Center for International Education **no later than 8 weeks** prior to my program departure.
2. agree to submit an application to a specified program provider, (only if required).
3. understand that Otis College of Art and Design reserves the right to cancel the program if the final enrollment roster does not have a minimum of 8 students enrolled in the course.
4. understand that Otis College of Art and Design reserves the right to cancel the student without refund from the Travel Study program if the proper documentation and forms are not submitted, and if the student fails to attend the pre-departure orientation.

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| **I have read the above Travel Study Agreement form and agree to abide by all of the statements made herein** |

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Student Signature X-NUMBER Date