

# TRAVEL STUDY APPLICATION FORM SCOTLAND: Scottish School Libraries



Return this application to:  
Office of International Education & Programs  
University of Wisconsin-Whitewater  
800 West Main Street, Whitewater, WI 53190

UW-WHITEWATER STUDENT ID # \_\_\_\_\_

Please read the terms and conditions that apply to this travel study and copy both sides of the form for your records.

Print your name exactly as it appears, or will appear, on your passport. The name on your airline ticket must be identical to that on your passport. This information will be used for ticketing purposes. Please print legibly.

\_\_\_\_\_ first name middle name last name

Home Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Birth Date \_\_\_\_\_

### CITIZENSHIP STATUS

- U.S. Citizen
- U.S. Permanent Resident
- Other: Describe \_\_\_\_\_

### GENDER

- Male
- Female

### COURSE SELECTION:

LIBMEDIA 691 \_\_\_\_\_

### DEMOGRAPHICS:

- Caucasian
- Latino/Latina
- Native American
- African/American
- Asian/American
- Other \_\_\_\_\_

Do you have a passport?  Yes  No

Passport Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

City/Country of Issue: \_\_\_\_\_

A valid passport is required with an expiration date at least six months beyond the return date of this course.

### Health Considerations:

Do you have any health-related concern or issue?  
(Ex: diabetes, pregnancy, prescription medication usage, allergies, etc.)

Yes  No

If yes, you must contact the Faculty leader of the course and discuss your particular health concern or issue prior to departure. I am taking the following prescription medications:

\_\_\_\_\_

I have allergies:  Yes  No

If yes, please describe \_\_\_\_\_

Roommate Requested: I would like to share a room with:

\_\_\_\_\_

Emergency Contact Information: Be sure to print legibly.

Name of Contact \_\_\_\_\_

Relationship to Participant \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

City/State/Zip \_\_\_\_\_

\_\_\_\_\_

Daytime Phone (\_\_\_\_\_) \_\_\_\_\_

Evening/Night Phone (\_\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_

### ESTIMATED PROGRAM FEE: To be determined

The Program Fee includes:

- 6 academic credits
- Housing
- Local transportation
- UW System insurance coverage

### APPLICATION DEADLINE: February 22, 2008

#### DEPOSIT:

A \$300 program deposit will be placed on your student account after the Application Deadline has been reached. Final billing will occur as soon as all contracts and program arrangements have been made.

Please read the opposite side of this page entitled Terms and Conditions. Full or partial payment and your signature below constitutes agreement to all of the provisions of this course.

Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_

Date \_\_\_\_\_

For more information please email: [studyabroad@uww.edu](mailto:studyabroad@uww.edu)

# TERMS & CONDITIONS

## ELIGIBILITY:

UW-Whitewater Travel Study Courses are bona fide academic courses; they are not tours or trips for pleasure. Travel Study participants are typically selected by the course faculty. However, there are general eligibility criteria for UW-Whitewater Travel Study Courses: For undergraduate students, academic good-standing and a clean judicial record are required. Participants who have graduate level academic standing must be eligible for admission to the UW-Whitewater Graduate Division. Applicants not associated with UW-Whitewater must be both admitted to the University as Special Students and be registered for a Travel Study course in order to participate in the Travel Study Program.

## PROGRAM EXPECTATIONS:

Participants are expected to participate in all activities as outlined in the course schedule.

## RESERVATIONS AND PAYMENTS:

A \$300 program deposit will be placed on the student account after the Application Deadline has been reached. Final billing will occur when all contracts and program arrangements have been made.

The UW-Whitewater Office of International Education and Programs is responsible for registration and billing for the course. Upon registration, participants will receive a student ID number and student account via which they may pay for the remainder of the course Program Fee via the web and by using either a Mastercard or Visa. Participants may also pay for the remainder of the course Program Fee via check by contacting Student Financial Services at 1-800-621-7244 or via the web at <http://www.uww.edu/adminaff/studentfinsvs.htm>.

Undergraduate Travel Study Courses require a minimum of 12-15 full-paying, student participants in order to make. The requisite participant number for each Travel Study Course must be comprised of student participants who are enrolled in the course for academic credit.

Full or partial payment and your signature at the bottom of the application form constitutes agreement to all of the provisions of this course.

## SPECIAL REQUESTS:

Any special requests must be made with at least 60 days advance notice; however, arrangements may be beyond our control and cannot be guaranteed. Passengers who require any form of assistance (i.e., in the case of a disabling condition) must travel with a companion to provide for personal assistance and care.

## BAGGAGE:

Airline baggage allowances vary depending upon the airline. The UW-Whitewater baggage allowance is one 51-pound piece of checked luggage and one small carry-on item. Participants are encouraged to pack lightly as they will have to carry their own luggage. UW-Whitewater accepts no liability for lost or damaged luggage. Participants are responsible for all extra charges incurred by overweight baggage.

## CANCELLATIONS:

All cancellations must be received in writing. Participants who withdraw from the travel study course after the application deadline date are responsible for paying the entire cost of the Program Fee. In addition, there are no refunds for any unused portions of meals, housing or activities.

## ACADEMIC REGISTRATION AND BILLING:

All participants in UW-Whitewater faculty-led travel study courses must be registered for the course. All registration and billing matters are facilitated directly by the Office of International Education and Programs. For more information about registration and billing, please contact the Office of International Education and Programs at 262-472-5759 or [studyabroad@uww.edu](mailto:studyabroad@uww.edu).

## INSURANCE:

Emergency short-term health/accident assistance and evacuation/ repatriation coverage is included in the cost of the course (CISI Cultural Insurance). It is also highly recommended that you check with your insurance company to verify if your current health insurance applies overseas, including provision for medical evacuation, and for adequacy of coverage. U.S. medical insurance is not necessarily valid outside the United States. Medicare and Medicaid programs do not provide payment for medical services outside the U.S. Please also inquire how payments are made for services rendered outside of the U.S. You may also want to consult the Internet at [http://travel.state.gov/travel/tips/health/health\\_1185.html](http://travel.state.gov/travel/tips/health/health_1185.html) and <http://www.cdc.gov/travel/index.htm> for more information about health related topics. We recommend that you purchase trip cancellation insurance that will protect you if you need to cancel the trip for medical reasons. Information about trip cancellation/interruption/ health/accident insurance is available at <http://insuremytrip.com> for you to compare.

## RESPONSIBILITY:

UW-Whitewater maintains no control over the personnel, equipment or operations of any entity furnishing services, products or accommodations. UW-Whitewater assumes no responsibility or liability for, and shall not be expected, asked or required to pay for any personal injury, property damage, inconvenience, death or any other loss experienced by reason of: (1) intentional or unintentional wrongful, negligent or unauthorized act or omission on the part of any supplier, (2) any defect, breakdown or other failure of any vehicle, equipment, service or product which is owned, operated or otherwise used by a supplier, (3) any financial problems causing nonperformance by any supplier, (4) any cause, condition, or event whatsoever (i.e., acts of terrorism, strikes, bad weather, transportation delays, governmental actions, disturbances, etc.) beyond the direct control of UW-Whitewater or any of its principles, agents or sub-contractors. UW-Whitewater reserves the right to amend the group's itinerary or make changes in the suppliers of services, including changing carriers and substituting comparable or better hotel accommodations where such changes are made necessary by circumstances beyond our control. UW-Whitewater reserves the right to adjust the price due to unanticipated changes in governmental imposed taxes, increases in fuel surcharges or significant changes in foreign currency exchange rates, or due to airline, supplier, or computer error. By accepting the terms and conditions of this program, the participant agrees that UW-Whitewater and its representatives shall not be liable for any injury, expense, damage, death, loss, accident or delay to person or property in connection with any scheduled or optional transportation, accommodations, activities, or services resulting directly or indirectly from any occurrence or condition, including defects and breakdown of equipment, strikes, bad weather, transportation delays, governmental actions, disturbances or any other cause beyond its control or any of its principles, agents or sub-contractors. UW-Whitewater reserves the right to withdraw any participant from the course if the conduct of such member adversely affects the interests or rights of other class members. Alternate arrangements and costs associated with this withdrawal are the responsibility of the participant.

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*I have read the above cancellation information - (sign or initial)*