Application Packet for Durham Tech Travel Abroad Scholarship to Cuba (travel dates: October 10-18, 2015)

All required scholarship application materials listed below (The Application Packet) must be submitted (online or in person as applicable) by 5:00 pm on Friday, February 27, 2015, to the Center for the Global Learner in the White Building (Building #1), room 58.

Incomplete applications will not be considered.

A complete application packet includes:
- Online Application Form (found at http://tinyurl.com/dtcc-sa-app) – submit this part online only.
- Two Recommendation Forms from Durham Tech faculty members. Contact the faculty you would like to write you recommendations and send them the link below to the recommendation (http://tinyurl.com/dtcc-sa-recommendation)
- 500-word essay (email typed, printed copy to studyabroad@durhamtech.edu – see below for essay prompts)
- Study/Travel Abroad Agreement and Liability Form (page 2-3 of this document). Submit a printed, notarized copy. Notaries can be found on campus in the Business Office (Hyacinth Harding Ingram), in Human Resources (Suzi Jaikaran) and in the Student Information and Records office (Jacquelyn McKeithan-Foster). Notaries can also be found in most banks/credit unions.

Notification and Payment Deadlines
- A notification email will be sent to applicant’s ConnectMail by March 20, 2015.
- Students awarded the scholarship are responsible for all costs beyond the scholarship amount and will be responsible for meeting all payment deadlines for the program.

500-Word Essay Prompt
Each applicant shall submit a 500-word essay, typed, on either of the following topics:
- a) “The impact of Study/Travel Abroad on a student and his/her community”
- b) “How traveling abroad helps in professional development”
This agreement is designed to protect all participants (students, faculty, program leaders, agencies and individuals cooperating with Durham Tech Study/Travel Abroad Program) and the college. All participating students must sign this form to indicate that they have read this entire agreement and will abide by it.

Students accepted for this program must be 18 years of age or older and want to participate because of genuine interest in the educational and cultural values which are offered by studying/travelling in a foreign setting. Each participant has a personal responsibility for the success of the program, and each must exercise good judgment, respect the rights and feeling of others, and subscribe to the laws and customs of the host country as well as college regulations.

As part of the consideration for being permitted to participate in the Durham Tech Study/Travel Abroad Program, I hereby agree as follows.

**REFUND POLICIES**
Deposit and payments for the cost of the program are not refundable.

**STATEMENT OF RELEASE AND AGREEMENT**

1. I hereby release, hold harmless, and forever discharge Durham Tech and its program leaders, coordinators, faculty, employees and agents from any and all liability, claims, demands and causes of actions whatsoever arising out of or related to any loss, property damage, or personal injury, including death, that may be sustained by me while participating in the Durham Tech Study/Travel Abroad Program. I am fully aware of the risks and hazards associated with foreign travel and residence, and I acknowledge that my participation in this activity is elected by me and not required. I voluntarily assume full responsibility for any loss, damage, or personal injury, including death, and for any property damage that may be sustained by me as a result of participation in the Durham Tech Study/Travel Abroad Program.

2. I understand that in the event that I require program accommodations to be made due to a disabling condition I am fully responsible for registering with the Department of Student Development before I apply for accommodations to participate in the college’s Study/Travel Abroad program. I understand that Durham Tech Study/Travel Abroad program cannot warrant or guarantee accessibility to services and facilities abroad.

3. I understand that the program leaders, coordinators, faculty and other agents are acting solely in their capacity as agents of Durham Tech, and are not able to control the business and companies providing goods and services in connection with the program. Therefore, I agree to waive and release any and all claims against them individually or against the college for losses occasioned by any delays in arrivals or departures of air flights or for failure, due to bankruptcy or otherwise, of any of the companies providing transportation, hotel, food, tour services, or other goods or services.

4. I understand that Durham Tech reserves the right to make cancellations, changes, or substitutions in courses, the agenda, program, faculty, flight arrangements, and other services, in case of emergencies or changed conditions as deemed desirable based on the interest of the group and the academic quality of the program and I agree to be bound by any such cancellations, changes or substitutions.

5. The college reserves the right to charge a reasonable extra fee to compensate for any significant change in currency exchange rates or increases in its program costs, in order to provide the full service of this program, or, at the election of the college, to declare such change in exchange rates to constitute Durham Tech Study/Travel Abroad Program commercial impracticability for which performance under this agreement should be excused. Program fees are subject to change without notice. I agree to pay any increase in fees which shall prove to be necessary.

6. I understand that I am solely responsible for obtaining and keeping safe my passport, money, traveler’s checks, tickets, jewelry, and other property; and I hereby waive any claims against the college, the program coordinators, faculty, and other agents for any expenses or losses due to my failure to obtain these papers or to safeguard properly these items or any other property of mine.
7. By return of this form, I agree to inform Durham Tech Study/Travel Abroad Program, in writing, of any health or medical conditions or needs which may affect my participation in this program, and to subsequently inform the Durham Tech Study/Travel Abroad Program of any health or medical condition or need that may develop after this date and prior to the date of departure or during the program. I understand that must make provision before departure for continuation of medical treatments such as prescription or special diet.

8. I understand that it is my responsibility to obtain and keep in force my own health insurance while out of the country. I further understand that I am financially responsible for my own medical expenses, and that any advance medical payment made by the program coordinators or faculty on my behalf shall be immediately reimbursed by me. Furthermore, I understand and agree that Durham Technical Community College is not responsible and will not accept responsibility for any debts incurred by me while on the program.

9. In the event of illness or injury, I hereby authorize the program coordinator or faculty or other agents to obtain emergency or other medical treatment as deemed necessary, including administration of an anesthetic or other medication and surgery, and I hereby assume the cost of such treatment. I understand that this authorization is given in advance of any specific diagnosis, treatment, or hospital care being required but is given to provide authority and power to the College to give specific consent to the diagnosis, treatment, or hospital care which in the best judgment of a licensed physician is deemed advisable.

10. I agree that if I leave the program for any reason, the Refund Policies will be applied and enforced.

11. I understand that while a participant in the Durham Tech Study/Travel Abroad Program, I am fully subject to college rules, regulations and policies. I agree to adhere strictly to such rules, regulations, and policies during my participation in the Durham Tech Study/Travel Abroad Program. I agree that there will be no refund if I am dismissed from the program as a result of my failure to abide by college rules, regulations and policies.

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APPLICANT STATEMENT – SIGN IN FRONT OF A NOTARY

I have read and understand this document, including the hold harmless and release portions of it. I understand and agree that it is binding on myself, my heirs, my assigns, and personal representatives. I acknowledge that I am 18 years of age or older.

This the _____ day of _____________, 20___.

__________________________________________ Date: ______________

Signature of Applicant

STATE OF NORTH CAROLINA
DURHAM COUNTY

I, _________________________, a Notary Public for said County and State, do hereby certify that ___________________________ personally appeared before me on this _____ day of ______________, 20__, and placed his mark in acknowledgement of the due execution of the foregoing instrument.

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Notary Public
My commission expires: __________________

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