

Study Abroad Agreement

To the Senior Dean of the Faculty of Political Science and Economics

I, as an applicant to and participant in Waseda University's study abroad program (hereafter "study abroad program"), fully understand and agree to the terms and conditions indicated below. I also agree not to lodge any formal complaint or protest in the event that I lose the right to participate in the study abroad program and/or receive support from Waseda University by failing to comply with these terms and conditions.

1. Attitudes toward Study Abroad

- 1) I understand the purpose of the study abroad program and will concentrate on my studies to the best of my abilities.
- 2) I agree to complete all the courses required by the program.
- 3) I understand that I may be required to return to Japan and will do so if my academic performance does not reach the standard of the host university.
- 4) Understanding that I am a representative of Waseda University and must act responsibly, I agree to comply with the laws of my host country and regulations of my host university and Waseda University during my study abroad period. I will also follow the instructions of the faculty members and advisors at my host university and respect the standards of decency in my host country.
- 5) I will not hold Waseda University responsible for any loss, damage and/or corrective actions caused by disaster, riot, terrorism, unforeseen accidents, infectious diseases, crimes, etc. during my study abroad period.
- 6) If during the period of my study abroad, I cause damage to my host university or a third party due to willful intent, negligence, a violation of the law or public order and morals, I will not hold Waseda University responsible for the cost of damages made to the host university or a third party. If Waseda bears liability for damages caused to the host university or a third party by myself, I will take responsibility to compensate damages incurred to Waseda.

2. Procedures

- 1) I will submit all the necessary documents related to my study abroad program by deadlines.
- 2) I agree to take full responsibility to check and proceed with all the necessary procedures required for the program, including submission of necessary documents, obtainment of a passport and visa, completion of procedures required by my school at Waseda University to participate in the study abroad program and to return to the school, arrangements for credit transfer, payment of tuition and other academic fees, procurement of insurance, etc.
- 3) I understand that even if I am nominated as a candidate for the study abroad program, it does not guarantee my participation in the program. The concerned university has the right to reject my application, and the rejection rest on the conditions and circumstances of the concerned university.
- 4) I understand that I am not allowed to withdraw from the study abroad program once Waseda University nominates me as a candidate for the study abroad program unless Waseda University recognizes my reason as valid and gives me approval to withdraw from the study abroad program.
- 5) I understand that the extensions of programs are not allowed in principle.
- 6) I will go through the needed procedures at my school office to return to and resume my education at Waseda University after the completion of the study abroad program.
- 7) Guardian must be a person who is capable of cooperating with Waseda University and guide and support the student so that the student can carry out learning/research activities smoothly.
- 8) I have secured permission and agreement from my financial supporter such as my guardian before making an application to prepare sufficient financial resources for the estimated expenses for all programs to which I intend to apply at the time of WEB Application Registration.
- 9) I agree to pay all the fees (tuition to Waseda University, program fees, etc.) by the due date. I understand that any delay in payment of these fees may cause difficulty in approval of credits after finishing the study abroad program and course registrations for the following term.

3. Suspension/Change of the Program

- 1) Depending on the situation of public security and infectious disease in the country (region) of the student's study abroad destination university, Waseda University will formulate plans (including change into online courses) and may determine to suspend or postpone the study abroad program and advise the student to return to Japan, based on information (mainly the Travel Advice and Warning on Infectious Diseases) issued by the Japanese Government (mainly the Ministry of Foreign Affairs). Therefore, the student needs to understand such possibilities in advance and follow Waseda University's instructions promptly.
- 2) The student also needs to agree that the student may be required to bear cancel fees, penalty fees, additional fees, and other fees incurred by the cancelation, postponement, or advice to return to Japan.
- 3) In the case where the study abroad destination university determines to formulate plans (including change into online courses), suspend or postpone the study abroad program and advise the student to return to Japan, the student must follow the actions stated in 1) and 2) above.

4. Risk Management (Applies only to the programs by traveling)

- 1) I agree to purchase the insurance plan for the period of my study abroad and register for crisis management service as designated by Waseda University.
- 2) I agree to purchase both the insurance plan designated by Waseda University and the one designated by my host university if the latter requires me to purchase a separate insurance plan in addition to the one designated by Waseda University.
- 3) Concerning the insurance plan designated by Waseda University, the start date of coverage will be the day I depart from Japan (*however, if my flight departs late at night, coverage will start on the day I leave home). If I am of foreign nationality and decide to briefly stop at my home country before going to the country of my host university, the start date of coverage will still be the day I leave Japan.
- 4) If there is any accommodation designated by my host university or Waseda University, I will stay at that accommodation during my study abroad period.
- 5) I understand that if any accommodation is not designated, I will be responsible to secure a place to stay on my own.

5. Provision of Personal Information

- 1) I agree to allow the CIE or my school office to share my personal information with my host university in order to administer the study abroad program.
- 2) I agree to allow Waseda University to receive my academic and/or other personal information from my host university for the purpose of the administration of the study abroad program and for my safety.
- 3) I agree that CIE or my school office share the necessary information with my guardian, without obtaining my consent, on the grounds of risk management or other purposes.
- 4) I understand that Waseda University may use the personal information I have submitted in order to contact me and to invite me to events and various briefing sessions held by Waseda University as someone who has experienced studying abroad.
- 5) (Only for Programs by Traveling) Regarding the personal details of myself and my guardian which were provided at the time of purchase of the said insurance plan, registration at the crisis management service and arrival at the travel destination as well as details of any accidents I get involved in during my study abroad period (hereafter "personal information"), I agree to share such information with: the Center for International Education, my School Office, Campus Insurance Center Co. Ltd., the insurance company designated by Waseda University, the crisis management agency, travel agencies, airline companies, and the relevant ministries and embassies to deal with accidents, contact me and my guardian, and administer the study abroad program.

6. Online Program (For applicable students only)

- 1) I understand that I must prepare my own network environment for taking courses (such as a PC or tablet, internet setup, etc.) at my own expense.
- 2) I understand that I must bear all communication costs incurred while participating in the program. I also agree not to hold Waseda University responsible in any way for network errors or other problems related to taking online courses

Date: _____

School: _____

Student ID Number: _____

Name: _____ (handwriting)

I, as the guardian of the aforementioned student, take full responsibility that he or she will strictly abide by the terms and conditions stated above.

Date: _____

Guardian's Name: _____ (handwriting)

The student and guardian must complete this document in their own handwriting.

Please submit <u>page 1, 2, and 3 of the agreement</u> although the signature space is on page 3 (Do not only submit the last page).
--