

Study Abroad Agreement

To Dean of the Center for International Education

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 as indicated below. I also agree not to lodge any formal objection or protest in the case that I may lose the right to participate in the study abroad program or support from Waseda University by failing to comply with these terms and conditions.

1. As part of the application process, I have secured permission and agreement from my financial supporter such as my guarantor to prepare sufficient financial resources for the estimated expenses for all programs which I applied during WEB Application Registration. I agree to pay all the fees (tuition, program fees, etc.) by the date set by Waseda University. I understand that any late payment of these fees may cause difficulty in approval of credits after finishing the study abroad program and course registrations for the following term.
2. 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 accepts the circumstance and gives me approval to withdraw from the study abroad program.
3. Even if I am nominated as a candidate for the study abroad program, it does not guarantee my participation in the program. I understand that the concerned university has the right to reject my application and that the rejection may rest on the conditions and circumstances of the concerned university.
4. I understand that Waseda University may determine to postpone or cancel the study abroad program according to security conditions and other circumstances in the host country or region and that I am required to return to Japan at the earliest possible opportunity. I also understand that I could be responsible for paying the damages for breach of agreement or additional expenses incurred as a result of the postponement/cancellation/order to return to Japan.
5. I understand the purpose of the study abroad program will concentrate on the study to the best of my abilities. I agree to complete all the courses required by the program. I also understand that I may be required to return to Japan and will do so if my academic standing does not reach the standard of the host university.
6. I agree to take full responsibility for all the necessary procedures, which include application documents to the concerned university, passport and visa, procedures required by my School at Waseda University to participate in the study abroad program and to return to the School, credit transfer, payment of tuition and other academic fees, insurance and others required for the program.
7. 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. I agree to purchase both insurance plans designated by Waseda University and by my host university if the latter requires me to purchase a separate insurance plan in addition to the one designated by Waseda University. Concerning the insurance plan designated by Waseda University, the start date of coverage will be the day I leave Japan (The day I leave home, when travelling with late flights). 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. I agree to allow the following parties to share the personal details of myself and my guarantor provided to purchase the said insurance plan and register the crisis management service and register the rental service company of portable international telephones, my contact details provided to Waseda University after my arrival at the host university and accident details during my study abroad period so that they may deal with the accidents, contact my guarantor and administer the study abroad program: the Center for International Education (hereafter "CIE"), my School Office, Campus Insurance Center Co. Ltd., insurance company, crisis management agency, and the rental service company of portable international telephones designated by Waseda University, travel agencies, airline companies, and the relevant ministries and embassies. I also agree to allow the CIE to share my personal details with my host university in order to administer the study abroad program.
8. I agree to comply with the laws and regulations of my host country, host university, and Waseda University while participating in the study abroad program. I will also follow the guidance of the faculty members and advisors at my host university and respect the standards of decency in my host country.
9. I understand that I am a representative from Waseda University and must act responsibly. I will not lodge any complaint against or implicate Waseda University for the loss and/or damage caused by disaster, riot, terrorism, unforeseen accidents, infectious diseases, crimes, etc.
10. 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 made to the host university or a third party caused by myself, I will take responsibility to compensate damages incurred by Waseda.
11. During the study abroad program, I will submit necessary reports to the CIE during and after the completion of the program within their deadlines.
12. I will stay, if any, in the accommodation designated by my host university or Waseda University. I understand that if any accommodation is not designated, I will be responsible to acquire a place to stay on my own.
13. I agree to return to Japan and go through the needed procedures at my school office after the completion of the study abroad program, since extensions of programs are generally not allowed.
14. 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.
15. I agree to have a copy of my passport with my personal information (such as my name, birth date, sex, passport number, and expiration date of the passport) to be shared with the travel agency and airline company by Waseda University if it becomes

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necessary for the university to make a tentative reservation for a return flight if I apply for a program that provides group flight airline tickets.

- 16. I understand that Waseda University may use the personal details 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.
- 17. I understand that the guarantor must be the one registered with Waseda University as my guarantor at the time of filling out this agreement, who is either one of my parents or someone who is financially independent, and is surely capable of assuming the responsibility as my guarantor. I also understand that when my guarantor has changed sometime after the submission of this agreement, I will obtain the signature and the seal of the new guarantor.
- 18. I agree to have CIE or my school office share the needed information with my guarantor, without obtaining my consent if Waseda University decides it to be necessary, by reason of risk management.

Date: _____

School: _____

Student ID Number: _____

Name: _____

Student's Signature: _____ (E)

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

Date: _____

Guarantor's Name: _____

Guarantor's Signature: _____ (E)

(name and signature of the guarantor must be in the guarantor's own handwriting and/or stamp (if the guarantor has) must be different from the one of student's)