

## *Administrative Requirements*

In order to participate in an international group Winter Term project students must submit the following forms to the Office of Study Away:

- Signed Waiver Agreement;
- Group Winter Term Abroad Information Sheet.

In addition:

Students are responsible for attending and familiarizing themselves with the content of all pre-departure orientations held by their Trip Leader; failure to do so may lead to dismissal from the program.

Trip Leaders are responsible for organizing at least one pre-departure orientation at which a member of the Office of Study Away will be present to discuss administrative requirements as well as safety and security issues in the destination country. Trip Leaders are also responsible for providing the Office of Study Away with a copy of the group's final itinerary, in-country contact information, and copies of each group member's passport. Failure to hold pre-departure orientations or to provide the Office of Study Away with the required information may lead to cancellation of the program by the Office of Study Away.