

Saint Joseph's University Study Tour and Summer Programs Policy

The following policy is in effect for students wishing to study abroad as part of a SJU Study Tour or Summer Program. As a participant in one of these programs, students are required to take a course for credit with a SJU faculty member *and* participate in the travel portion.

Students must receive proper approval for their program of study by submitting their application through the CIP. Upon successful completion of an approved program of study, academic credit will be granted for all appropriate courses taken on SJU Study Tours or Summer Programs.

LOCATIONS & PROGRAM LENGTH

SJU Study Tour locations and their respective academic courses and faculty vary from year to year. Occasionally, Study Tour courses will be offered on an annual or bi-annual basis. Currently, SJU Summer Program locations are in Chile, China, Greece, Italy. Courses may not be offered at each location every year.

Study Tours are typically a Fall or Spring semester course with travel lasting 1-3 weeks. Study Tours may also be offered as a summer course with summer travel. Summer Program courses and travel occur simultaneously and last 4 weeks during the Summer semester.

APPLICATION PROCESS

Students must apply through and receive approval from the Center for International Programs (CIP) in order to study abroad. Application deadlines are typically October 1st for Spring semester Study Tours with March travel, November 15th for Spring semester Study Tours with May travel, and March 15th for Fall semester Study Tours with winter travel. Summer Program deadlines are typically February 1st. However, the CIP may adjust these deadlines (in advance and with notice) if necessary. Students will be notified of their application status by email after the application deadline has passed.

In the event of a larger than anticipated applicant pool, the Center for International Programs may not be able to approve all study abroad applications. Complete applications from eligible students will be approved on a first come, first served basis. For this reason, early applications are strongly advised. Students who apply by the deadline but are not approved due to space limitations will be placed on a waitlist. In the case of withdraws, students will be accepted in the order of when the CIP received their applications.

STUDENT ELIGIBILITY

SJU Students

Students who wish to study abroad on a SJU Study Tour or Summer Program must currently be enrolled as a SJU student in good academic and disciplinary standing. Students may not be on academic or disciplinary probation or deferred suspension. Applications are accepted on a first come, first served basis. Acceptance into some courses may be subject to class standing, GPA, pre-requisites, or interviews which are determined by the faculty leading the program.

Non-SJU Students

Individuals who are not matriculated as a student at SJU and who have a 2.5 GPA or higher are eligible to participate in SJU Summer Programs. Non-SJU students must also meet the eligibility requirements of the course in order to apply, which may include class standing, GPA, pre-requisites, or interviews. In addition to the standard CIP application, non-SJU students are required to submit the Home College/University Approval Form, Visiting Student Form, and Transcript Request Form to the CIP which can be found in the summer program's online application. They must receive approval from their home college/university to participate in a SJU Summer Program, and be in good academic and disciplinary standing at their home college/university.

ACADEMIC AND DISCIPLINARY GOOD STANDING

Students who apply to study abroad programs must be in good academic and disciplinary standing with Saint Joseph's University. Students will be asked to sign a waiver (through their online application) allowing the Center for International Programs to check academic and disciplinary standing with the appropriate offices. Any current or pending discipline issue will be taken into account in evaluating a student's application to study abroad. Students must maintain good standing up until departure and for the duration of the study abroad program.

If a student loses academic or disciplinary standing after being approved, the student will have their approval revoked and they will be responsible for any non-recoverable financial commitment that Saint Joseph's University has made on the student's behalf. While it is ultimately the student's responsibility to immediately inform the Center for International Programs of any change regarding their academic and disciplinary standing, the CIP will also receive periodic notifications from the Office of Community Standards and Academic Deans offices.

PROGRAM REQUIREMENTS

Students participating in a SJU Study Tour or Summer Program are required to be enrolled in at least one course and participate in the travel portion. Students may not take the course without completing the travel portion or travel without taking the associated course. Students must notify the CIP in writing before the application deadline if they wish to take two courses while participating in a SJU Summer Program and receive permission from all course instructors.

Upon acceptance to a SJU Study Tour or Summer Program, students are required to pay the full program fee and any tuition charges by the deadlines provided in order to participate in the travel portion of the course. If students have a balance on their SJU account at the time of departure, they will not be allowed to travel.

Study Tour students are typically required to attend a number of scheduled class sessions and complete assignments designated by the course faculty before, and sometimes after, departing for the travel portion of the course.

Summer Program students are required to attend class regularly during the program dates. Faculty may assign coursework before or after the program dates. Students who leave the program before it is officially over may not receive academic credit for their work.

Prior to departure, students are required to attend a program specific pre-departure meeting as well as a Health and Safety pre-departure meeting. If a student fails to attend one of these meetings, participation in their program may be revoked.

Study Tour and Summer Program students must comply with all Study Tour and Summer Program regulations including the SJU Community Standards Agreement and individual course requirements throughout the course and travel portions of the program. If a student is not following these requirements, they may not be allowed to participate in the travel portion or if traveling, may be sent home at their own expense.

CREDIT TOWARD GRADUATION

Credit will be given towards graduation with proper approval for all courses taken on SJU Study Tours and Summer Programs. Students must, however, successfully complete their Study Tour or Summer Program course.

GRADES AND CREDITS EARNED

All grades earned during a Study Tour or Summer Program are reported on the Saint Joseph's University transcript and count toward the student's overall GPA. All courses must be taken on an A-F basis; pass/fail is not an option.

DEPOSIT

SJU students are required to submit a \$300 deposit to the Center for International Programs as part of their Study Tour or Summer Program application. Non-SJU students are required to submit a \$350 deposit as part of their application for a SJU Summer Program (\$50 application fee). If a student is accepted into a program, the \$300 deposit will be applied towards the full program fee. The deposit is non-refundable after a student applies no matter when the student withdraws. The deposit is only refundable if a student is not accepted to the program, and in some cases, if SJU cancels the program.

Please note that some Study Tours may not require a deposit in order to apply for the program, and this will be communicated on the Center for International Program's website and in any promotional materials.

PROGRAM FEES

All students* accepted into a SJU Study Tour or Summer Program course are required to pay a program fee that typically covers airfare, ground transportation, some meals, site visits, and health insurance among other expenses. Tuition charges are not included in the program fee. Program fees vary based on length of stay and program location. Students will be billed for the full program fee upon successful registration in their Study Tour or Summer Program course. Students may pay the full program fee at once or in two installments. Program fee payment deadlines will be communicated to students before the application deadline and after students have been accepted.

**Some exceptions.*

TUITION FEES

Since students are required to take SJU Study Tour and Summer Program courses for University credit, students will be billed for tuition under the following guidelines:

Study Tours: Students who take a Fall or Spring semester Study Tour course do not owe extra tuition if the course is part of their regular course load (5 courses). If a student is taking the course as a 6th course of 3 or more credits, the student will be required to pay overload tuition.

Summer Programs: Students are required to pay SJU summer tuition for the course(s) in which they are enrolled.

VISA FEES

In order for students to travel to a country as part of their Study Tour or Summer Program, a visa may be required. Visa requirements vary by destination, citizenship of the student, and other criteria. In most instances, the CIP will assist students in obtaining a visa if one is required. However, it is the student's responsibility to inform the CIP of their citizenship and comply with any visa requirements for the country(ies) to which they will be traveling.

Whenever possible, visa fees will be included in the student program fee. If this is not possible (for example: dependent upon student country of origin), students may be informed of potential out-of-pocket visa fees and steps to take to obtain their visa, however visa compliance is ultimately the responsibility of the traveler.

WITHDRAWAL PENALTIES

Students who choose to withdraw from a SJU Study Tour or Summer Program must immediately notify the Center for International Programs in writing at studyabroad@sju.edu. Per the Terms of Participation in Program Agreement in students' online application, students will be subject to the following:

- The \$300 deposit is non-refundable at any time.
- Any time after the application deadline date up to 125 days before the departure date the additional minimum cancellation penalty is \$200* for a total of \$500.
- Between 124 days and 95 days before the departure date the additional minimum cancellation penalty is \$700* for a total of \$1000.
- Between 94 days —32 days prior to the departure date a minimum of half of the total program fee is due*.
- At or under 31 days prior to departure, students are liable for the entire program fee. All charges described above will be posted to the student's SJU account. Even if the student has not yet paid fees, he/she will be liable.

*The rates listed above are MINIMUM PENALTIES if a student withdraws. If SJU has already committed greater amounts on the student's behalf, the student may be billed for those greater amounts.