COLLEGE OF THE HOLY CROSS
STUDY ABROAD PROGRAM

Study Abroad Manual
Class of 2018
2016-2017

July 2016

Office of Study Abroad
PO Box SA
College of the Holy Cross
One College Street
Worcester, MA 01610-2395
☎️ (508) 793-3082
✉️ (508) 793-3676
studyabr@holycross.edu
Skype: holy.cross.study.abroad
MISSION STATEMENT

Committed to the liberal arts and to the College's mission to "serve the wider world," the Study Abroad Program facilitates and supports students' acquisition of knowledge and experience of cultures beyond their own as an integral part of their college education. Through a structured experience abroad, students will enhance their academic opportunities and gain rich occasion for personal and cultural growth.

PROGRAM GOALS

Holy Cross Study Abroad seeks to form:

- Independent, inquisitive learners.
- Intellectually and personally transformed individuals.
- Intercultural human beings.
- Global citizens.
- Increased fluency in languages other than English.
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### Office of Study Abroad

PO Box SA  
College of the Holy Cross  
One College St.  
Worcester, MA 01610-2395

**Director:** Professor Brittain Smith  
**Assistant Director:** Jimena Valdivia-Collingwood  
**Assistant Director:** Angie Woodmansee  
**Budget & Billing Coordinator:** Tammi Valeri  
**Office Coordinator:** Jacqui Schartner

Telephone: (508) 793-3082  
Fax: (508) 793-3676  
Email: studyabr@holycross.edu  
Skype: holy.cross.study.abroad

Website: [http://www.holycross.edu/engaged-learning/study-abroad](http://www.holycross.edu/engaged-learning/study-abroad)
IN CASE OF EMERGENCY

REMEMBER:
Your first call should be to your program advisor as s/he is on-site and able to help immediately.

The Holy Cross Office of Study Abroad has put a 24-hour emergency telephone contact service in place for students studying abroad.

If a serious emergency occurs during normal business hours (8:30 am – 4:30 pm EST), we ask you to contact the Study Abroad Office Coordinator, Jacqui Schartner, at (508) 793-3082 or you may call one of the directors directly:

Professor Brittain Smith, Study Abroad Director (508) 793-3057
Jimena Valdivia-Collingwood, Study Abroad Asst. Director (508) 793-3090
Angie Woodmansee, Study Abroad Asst. Director (508) 793-3053

If you need to contact us after normal business hours, you may call the Holy Cross Public Safety Office at (508) 793-2224. This is a 24-hour emergency number at the College of the Holy Cross. Please give them your name, academic institution abroad, telephone number where you can be reached, and describe the nature of the emergency and the student(s) involved. Public Safety will be able to contact Study Abroad staff (directors), who will return your call and assist you.

Also, you can call the Study Abroad Director at home, after hours, or on weekends:
Professor Brittain Smith
Home: (617) 983-1869
Mobile: (617) 610-3871
TRAVEL

ISIC Cards:
The Study Abroad Office will provide you with an International Student Identity Card (ISIC), which includes membership to STA-Travel, an agency that specializes in student travel flights, trains, buses, hostels, rail passes, etc. It also carries emergency evacuation and repatriation services and a number of other features. For full details, check the website: http://www.myisic.com. The cost of the Basic plan card is included in your tuition fees. You will receive your ISIC card before you go abroad. STA’s worldwide offices are listed on their website: http://www.statravel.com.

Register with the U.S. Department of State/study the new student travel website:
The U.S. Department of State has a travel site dedicated to student travelers (U.S. citizens only): https://travel.state.gov/content/studentsabroad/en.html. From this site, you can print out a fill-in-the-blanks emergency card, as well as enroll in STEP (Smart Traveler Enrollment Program). The Office of Study Abroad requires you to register your stay abroad (as well as all of your overseas travel) so that the U.S. Embassy in your host country knows where to contact you in case of emergencies. Make a print-out each time you register a new travel plan to keep with your passport. Give a copy to your host family or to your local advisor. The site gives you smart traveling tips and what to do in various emergency situations abroad, as well as links to the U.S. Embassy in your country.

Register travel with Holy Cross Study Abroad:
Itineraries should also be sent to the Office of Study Abroad. Please email your flight itinerary(s) to the Office Coordinator, Jacqui Schartner, at jschartn@holycross.edu.

***Important immigration information for students studying in Ireland (Cork, Galway, Trinity & UC Dublin):
All students studying in Ireland must register with the Garda National Immigration Bureau (http://www.garda.ie/Controller.aspx?Page=31) after arrival at your host institution (usually done during the Orientation period). See the following links for Immigration information for your particular host institution in order to ensure you have the proper required documents ready BEFORE you go abroad.

University College Cork:
http://www.ucc.ie/en/international/studentinfohub/beforeyouarrive/visaandimmigration/
National University of Ireland, Galway: http://www.nuigalway.ie/international-students/afteryouarrive.html
Trinity College Dublin: http://www.tcd.ie/study/non-eu/undergraduate/country-specific/usa/index.php
University College Dublin: http://www.ucd.ie/international/study-at-ucd-global/coming-to-ireland/visa-and-immigration/after-arriving-in-ireland/

For study abroad participants who may have Irish heritage, consider investigating if you qualify for an Irish passport. If so, you can avoid the €300 immigration fee. You can begin your research at: http://www.citizensinformation.ie/en/moving_country/Irish_citizenship_through_birth_or_descent.html or by contacting an Irish consulate.
The Commonwealth of Massachusetts requires that all students enrolled at least three quarter time must participate in the Student Health Insurance Program (SHIP) or be covered by a health benefit plan with comparable coverage. Minimum benefit levels and services that are required by the SHIP are set forth in the Qualifying Student Health Insurance Program (QSHIP) regulation (www.betterhealthconnector.com). Click on “About”, Click on “Policy Center”. And, finally, click on “Student Health Insurance Program”.

If you are covered by your family’s insurance plan, we encourage you to compare the costs, coverage, and benefits of the student health insurance plan to those of your existing plan before making any decision about your health insurance. Please consider the following in making your decision:
- Out of state HMO/PPO/EPO plans provide minimal coverage for out of network services potentially leaving the member responsible for large medical bills.
- Some plans only cover emergency care when out of the network.
- Many plans do not cover referrals made by Health Services or only cover them after a high deductible or co-payment; the Student Health Insurance Plan can help cover those expenses.

The College has partnered with University Health Plans (UHP) and Blue Cross Blue Shield (BCBS) to provide student health insurance for the 2016 - 2017 academic year. Insurance coverage is provided through BCBS with (UHP) providing administrative support for enrollment and customer service for insurance questions.

Insurance coverage for the 2016–2017 academic year is from July 25, 2016 through July 24, 2017. The cost for this annual policy is $1,634.00. The College also offers a second semester policy for those students who do not enter the College until January. The cost for this policy is $955.00 and runs from January 1, 2017 through July 24, 2017.

All students are billed for the SHIP to ensure compliance with the QSHIP law. Students with comparable coverage must complete a waiver no later than August 15, 2016 to have a credit equal to the cost of the insurance charge posted to their bill. **If coverage is not waived by August 15, 2016, students will be enrolled in and billed for the Student Health Insurance Plan. International students may not waive participation in the SHIP and should complete the enrollment form to expedite the processing of their enrollment.**

Students who do not have comparable coverage may expedite the processing of their enrollment in the SHIP by completing the enrollment form. This permits the College to facilitate your enrollment in the plan before the waiver deadline. If you do not complete this form, your information will be added to the insurance plan system after August 15, 2016.
In order for students to submit a Waiver of Health Insurance or to complete the Enrollment of Health Insurance, the student will need to access the University Health Plans web site via one of two methods:

Go to www.universityhealthplans.com and select “College of the Holy Cross”, or

Go to http://offices.holycross.edu/bursar/ and select “Health Vision, and Dental Insurance”.

**If coverage is not waived by August 15, 2016, students will be enrolled in and billed for the Student Health Insurance Plan.** All students returning for the 2016 Fall semester need to submit a new waiver or enrollment form for the 2016 – 2017 policy year by the final deadline, even if their decision or information has not changed since last year.

University Health Plans is available to manage the enrollment and answer general questions about the insurance plan. To speak with a representative, please call (800) 437-6448 or send an email to info@univhealthplans.com. If you have specific questions regarding the benefits, please feel free to contact Blue Cross Blue Shield of Massachusetts at (888) 753-6615. If you have questions about your tuition bill, please contact the Office of the Bursar, College of the Holy Cross, at (508) 793-2521.

**FOR HOLY CROSS STUDENTS STUDYING ABROAD**

If your current coverage doesn’t satisfy your needs, the Holy Cross plan may be an alternative, or there are several companies that specialize in insurance for American students abroad. Ask your insurance agent for further details or search the web for “Study Abroad Health Insurance.”

**OTHER CONSIDERATIONS**

Depending on your site, your International Student Identity Card (ISIC) provides basic sickness and accident coverage, including emergency medical evacuation insurance, repatriation and accidental death or loss/use of limb(s) coverage. The outline of the coverage can be found by visiting http://www.myisic.com/insurance/. Scroll down to CLAIM AND DETAILED COVERAGE INFORMATION and click on ISIC Basic Policy. You can also upgrade your card to the Premium Plan for a minimal cost; if you are interested, please contact the Office of Study Abroad at 508-793-3082. View Basic and Premium coverages and comparisons at: http://www.myisic.com/insurance/. Also, see http://www.holycross.edu/engaged-learning/study-abroad/getting-started/costs-financial-aid-and-insurance and click on the link under Health/Travel Insurance for reviews of health or travel insurance providers. This information is provided as informational only. The College of the Holy Cross/Office of Study Abroad makes no recommendations for health or travel insurance providers.

**PROCEDURES FOR MAKING CLAIMS**

If you become ill overseas, under most insurance programs, you must pay out-of-pocket for medical services immediately before or after treatment. International hospitals or physicians will not bill your insurance company. Most hospitals, but not all, accept major credit cards. All Study
Abroad students should travel with a credit card to cover the upfront costs of medical treatment. Contact your insurance company to process the claims. You must collect receipts. Bring a native speaker along to help.

In non-emergency cases, you should contact your insurance company before going to the doctor. Be sure you are clear on these procedures before going abroad. Bring a claim form with you, if the company still uses paper forms, to expedite your reimbursement. To this end, you also need to consider your credit card limit.

**IMPORTANT FOR STUDENTS STUDYING ABROAD IN THE UK: ENGLAND AND SCOTLAND**

Since 2015, the UK government included an Immigration Health Surcharge to be paid by non-European Economic Area (EEA) nationals applying to the UK to study for a period of more than 6 months. *This surcharge applies only to students applying for a Tier 4 general visa for a program of longer than 6 months.* The surcharge is approximately £150. Students will be required to make the payment at the same time as they submit their Tier 4 online application. The charge is in addition to the Tier 4 application fee.

Those who have paid the surcharge or are exempt, will be able to access the National Health Service (NHS) in the same way as a permanent UK resident. Extra payment may be required for some services such as dental treatment and eye tests.

This change will NOT apply to students applying for a Tier 4 general visa for less than 6 months or those applying for a short-term study visa. For more information, please visit [http://www.gov.uk/apply-uk-visa](http://www.gov.uk/apply-uk-visa).
BILLING
If you are attending a study abroad program that is administered by the College of the Holy Cross, the Office of the Bursar will generate a tuition bill for Holy Cross tuition, Holy Cross housing (standard room charge), and, if applicable, Holy Cross board (full or partial depending on the program). The fall semester bill is due on August 1st and the spring semester bill is due on January 1st.

If you are attending a study abroad program that is NOT administered by the College of the Holy Cross, the Office of the Bursar will generate a tuition bill with a $500.00 Continuation Fee. All other program costs for study abroad programs NOT administered by the College will be billed by and payable directly to the respective program. Holy Cross Scholarships are not allowed to travel to non-Holy Cross programs.

Students are strongly encouraged to contact the Office of the Bursar during the semester before they leave for their program to determine if they need to complete any tuition-related paperwork before their departure. The Office of the Bursar is located in O’Kane 159 and is open Monday through Friday, 8:30 am – 4:30 pm.

HEALTH INSURANCE
If the Bursar’s Office does not receive a “Waiver of Participation”, you will be automatically enrolled in the insurance plan and will be responsible for payment of the premium to Holy Cross. (See Health Insurance section)

FEDERAL PERKINS LOANS
Any student who has been awarded a Perkins Loan for the first time for a semester during which he/she is studying abroad must sign all required paperwork BEFORE LEAVING for the study abroad program. Students should contact the Assistant Bursar at (508) 793-3493 to complete the required forms. No refund checks, if eligible, will be issued until all paperwork has been completed.

FEDERAL DIRECT STAFFORD LOANS
Any student who has been awarded a Federal Direct Stafford loan for the first time for a semester during which he/she is studying abroad must sign all required paperwork BEFORE LEAVING for the study abroad program. The student borrower must complete two steps before the loans(s) can be disbursed to the college:

1. Complete Entrance Counseling: Go to https://studentloans.gov and sign in using your Federal Student Aid PIN, then select Entrance Counseling and complete. Federal regulations require all first time Federal Stafford Loan borrowers to complete entrance counseling to review your rights and responsibilities as a loan borrower.

2. Sign a Master Promissory Note: Go to https://studentloans.gov and sign in using your Federal Student Aid PIN, then select Master Promissory Note (MPN) and complete.
If you do not know your PIN, you can request a duplicate PIN at https://pin.ed.gov.

The funds are disbursed to your account at the College of the Holy Cross in two installments; one in the fall and one in the spring, less the applicable bank processing fees.

**CONTACTS:**

<table>
<thead>
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<th>For Student Loan information</th>
<th>For questions regarding your bill</th>
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<tbody>
<tr>
<td>Office of Financial Aid</td>
<td>Office of the Bursar</td>
</tr>
<tr>
<td>Hogan Campus Center, Room 314</td>
<td>O’Kane Hall, Room 159</td>
</tr>
<tr>
<td>(508) 793-2265/2266</td>
<td>(508) 793-2521</td>
</tr>
<tr>
<td><a href="mailto:financialaid@holycross.edu">financialaid@holycross.edu</a></td>
<td><a href="http://www.holycross.edu/bursars-office">http://www.holycross.edu/bursars-office</a></td>
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**POWER OF ATTORNEY**

We recommend that parents have a power of attorney for their child. This will enable the parents to request documents, make banking, academic, and medical decisions on the students’ behalf. Your family attorney can advise you further on this.
GENERAL RULES REGARDING COURSES

1. Students abroad receive credit only for liberal arts courses, not for pre-professional courses such as Business, Law, or Marketing.
2. Students abroad receive credit only for courses taken for a grade, not pass/no pass.
3. Students abroad do not receive credit for on-line or hybrid (partially on-line) courses.

GENERAL RULES REGARDING A FULL COURSE LOAD ABROAD
For students abroad a "full load" is not a set number of courses (for example, eight courses equal a full load for the year at Holy Cross). Instead, a full load abroad is a set number of credits (also called "points" in Australia). In English-speaking countries, students take a full load at their host institution, which equals (or translates back as) a full load at Holy Cross. See the “Program by Program” section below for site-specific information.

FULL LOAD & COURSE EQUIVALENCES, PROGRAM BY PROGRAM
Since the number of credits abroad that (a) constitutes a full load, and (b) constitutes one Holy Cross course varies from one university system to another, please navigate to the home page of the Holy Cross Office of the Registrar and on the lower left side of the page, click on the Study Abroad Equivalences tab. This brings you to a list, by country, of our partner schools. Click on the desired country and then university. You will find a conversion sheet for that school.

For example, for Ireland - National University of Ireland, Galway

**FULL PROGRAM: ACADEMIC YEAR**
- 60 credits per academic year
- ICIP or Irish Language Course (Separate from transcript)

**FULL PROGRAM: ONE SEMESTER**
- 30 credits per semester
- No ICIP

**CREDIT CONVERSION:** A course that carries at least 5 credits is equal to one HC course; a course of 15 credits or higher is equal to two HC courses.

The conversion sheets show how many credits at the host institution equal a full load at Holy Cross and how many credits a course must carry in order to be counted as one Holy Cross course. If the course abroad has fewer credits than the number listed in the credit conversion (in the example above, “5” for Galway), students must consult with the Registrar or with Study Abroad before advising taking such a course.
GENERAL RULES REGARDING COURSE APPROVALS

1. Liberal Arts courses taken at our partner institutions (excluding on-line or hybrid courses) that carry at least the minimum number of required credits (as stated in the credit conversion chart for the specific university) are automatically pre-approved to count towards one of the 32 Holy Cross courses needed for graduation.

2. For courses abroad to qualify for a particular Holy Cross requirement—be it a major, minor, concentration, or common-area requirement—the course must meet the requirements above and also be approved by the appropriate authority at Holy Cross. The appropriate authority is:
   • For major or minor credit—the departmental chair or, at the chair’s discretion, the departmental liaison to Study Abroad.
   • For concentrations—the head of the concentration.
   • For common areas—the Registrar (unless previously approved, see below)

SUBMITTING COURSE APPROVAL FORMS (CAFs) THROUGH STAR

Students must submit CAFs for each course they enroll in while abroad, including mandatory language classes. Until they do, there is no record that students are in school for the semester and no record will appear on students’ transcripts. Students should submit these electronic forms as soon as possible after enrolling in classes. Students use the following navigation to submit courses for approval through STAR:

- Student Center/ My Academics/Apply for Course Approval (Check to make sure the host institution and term are correct.)

Enter the following information:
- Title
- Subject
- Host institution catalog number
- Host institution units/credits
- What requirement the student is seeking to fulfill (e.g., major, minor, concentration, common area)
- If has student has two majors, s/he must specify which major
- Course description (in English) or supply a link to the description. If the link is not in English students must translated the document.
- Required readings
- Type of assessment (exams, papers, etc.)
- Students may also add an attachment by clicking on the Add button
- When finished, click on Save
- Next click on Add to enter a new course description
HOW TO RECEIVE HOLY CROSS CREDIT FOR COURSES TAKEN ABROAD

- Once students have entered and saved all of their courses, they click on the Submit button.

Once course approval forms have been submitted, the Registrar’s Office will forward the course descriptions to the appropriate authority to seek approval for the specific requirement requested. The Registrar’s Office will notify students via e-mail if any course is not approved, or if more information is required.

PRE-APPROVAL (AT HOLY CROSS) OF COURSES TO BE TAKEN ABROAD FOR MAJOR, MINOR, CONCENTRATION, OR COMMON-AREA CREDIT

Unfortunately, by the time a course is reviewed for major, minor, concentration, or common-area credit through the STAR procedure, it is—in the event the requested credit is denied—too late for the student abroad to drop said course and enroll in another. We therefore urge students who have to fulfill one or more specific requirement(s) while abroad to seek pre-approval at Holy Cross before they study abroad. To do so:

1. Students apply in person or via email to the appropriate authority, depending on the type of requirement in question—as outlined above.
2. Students supply as much of the course information required for the CAF (see above) as possible. Students must include the number of credits each course carries.
3. Ideally, students should submit a single course for pre-approval to fulfill a single requirement. However, if it is not clear from the course catalogues if a particular course is being offered in the desired semester, students may submit a maximum of two courses for pre-approval of a single requirement.
4. Even though students may have had a particular course pre-approved, students are still required to fill out a CAF through STAR for all courses, even those that have been pre-approved.

Important notice for pre-approval of common area requirements: Holy Cross Study Abroad posts on its website the courses previously taken abroad at our partner institutions and whether those courses have fulfilled a common area requirement. Unlike with major, minor, and concentration requirements, if a course has fulfilled a common-area in the past, it will automatically be pre-approved in the future, and it is not necessary to seek pre-approval from the Registrar. Before seeking pre-approval from the Registrar for a common-area requirement, students should always consult the Holy Cross Study Abroad Website to see if the course they are considering has already been approved as a common area. To do so:

1. Navigate to the Holy Cross Study Abroad Homepage.
2. Near the bottom of the column on your left, click Programs; Academic and Cultural Immersion; Chosen Country, e.g., Italy; Chosen University, e.g., Florence; scroll down to Courses taken at University of X [here Florence] for Holy Cross credit. Note the column heading at the top that indicates “Common Areas.”

3. Even if courses have been approved for common-area requirements either by the Registrar directly or via confirmation on the Study Abroad website, students must still submit a CAF for the course through STAR.

For questions, contact Professor Smith at bsmith@holycross.edu.

ACQUIRING YOUR OVERSEAS TRANSCRIPT
You are responsible for authorizing the release of your overseas transcript upon completion of your program and for having it sent directly to the Office of Study Abroad at Holy Cross. If the transcript is sent to you inadvertently, do NOT open the transcript but forward it (or bring it) directly to the Office of Study Abroad at Holy Cross in Smith Hall, Room 216. If you open the transcript, it is no longer official, and you will be responsible for acquiring a new one.

ENROLLMENT IN COURSES FOR THE SEMESTER YOU RETURN TO HOLY CROSS
You will enroll online through the STAR system while abroad. Information about enrollment will be sent to you via e-mail. You should be certain that you can access your STAR account before the enrollment period is scheduled to begin. The Schedule of Classes will be posted on the Registrar’s homepage. You can also search for open courses through STAR. In order to facilitate your enrollment, you will be given an enrollment appointment that extends from the beginning of the enrollment period through the end of the enrollment period. It is to your advantage to enroll as early as possible during the enrollment period.

If you have difficulty enrolling, please contact the Office of the Registrar via phone (508) 793-2511 during business hours, or send an e-mail to registrar@holycross.edu.

CONTACT:
Office of the Registrar
P.O. Box REG
E-mail: registrar@holycross.edu
Phone: (508)793-2511
Fax: (508)793-3790
May I study abroad after I’ve signed my Housing Contract?

Once the agreement is signed OR you move into the assigned residence hall, you are financially responsible for the full year of room charges. The signed student is obligated to pay the College for the full cost of the room for the academic year. The only exception will be when a student withdraws from the College. If you sign this contract but choose to study away, you must request that the contract be broken by June 1st, or you may be financially responsible for room charges. Should you return from study away, you will be obligated to reside on campus if you sign this contract.

Students studying abroad for the full academic year
If you have been approved prior to Housing Selection Process (HSP), you cannot be part of a roommate group during HSP. If you have not been approved prior to HSP, you may join a roommate group and select a room. Once you gain approval to study abroad, the room you selected will be forfeited. Your roommate will retain the room and they may identify a new roommate or have one assigned to them. They may not keep the room as a single. In the case of higher occupancy living spaces, the Office of Residence Life & Housing may reassign remaining residents if the space is left at 50% or less of the total capacity. For example, if 3 or more students from a 6-person suite decide to study abroad after selecting the room, the remaining students may be reassigned to a more appropriate space based on the group’s occupancy.

Students studying abroad for only one semester
Students studying abroad during the fall semester will not have a room held for their return in the spring. However, students may identify a “swap” with another student who is vacating their assignment to leave campus in the spring. Students returning to housing who have not planned for a “swap” will be contacted by the Office of Residence Life & Housing toward the end of the fall semester and will be assigned to class year appropriate housing according to availability. Students studying abroad during the spring semester may participate fully in the previous year’s HSP in order to select a room for the fall semester before they leave for study abroad. Students studying abroad in the spring are expected to fully vacate their fall room assignments and remove all of their belongings from campus housing.

Housing for your Senior Year
The Office of Residence Life and Housing will begin emailing students with information in regard to the Housing Selection Process in late February or early March. Students that are abroad and have internet access should check their Holy Cross email regularly for updates on how to proceed through HSP. Signing the housing contract statement of obligation, single room registration and roommate group registration can be done with a standard internet connection. Students that do not have internet access while abroad should contact the Office of Residence Life and Housing at 508-793-2411 to make other arrangements.
HSP takes place at the end of April. During the spring semester, students should check the HSP webpage for important dates and information: http://www.holycross.edu/campus=life/housing/housing-selection-process. Students that are currently abroad may approve a “proxy” to select their room for them. A proxy can be a future roommate or any other on-campus student. If all future roommates are abroad or away from campus during HSP, the group should select an on-campus proxy. If no student can be identified as a proxy, a Residence Life & Housing staff member can act as a proxy at the student’s request. Proxy students must present a printed and completed proxy form during the HSP appointment time of the student they have been approved to represent. Proxy Designation forms are available for download on the HSP website: http://www.holycross.edu/sites/default/files/files/housing/proxy_designation_form.pdf

SPECIAL NOTE -- It is recommended that you make your own arrangements for a roommate for your return to Holy Cross. Many students who will be away in the Fall semester but will return for the Spring semester arrange for a roommate by identifying a space that will become vacant by someone going to Washington, DC, semester away, or participating in a Study Abroad Program in the Spring semester. Please start speaking to your roommate(s) and friends early in the process. This is the only way you or the Office of Residence Life & Housing can guarantee your return to a specific room on campus. If you’re returning to housing at the start of your senior year, it’s recommended that you plan who you will live with early during your junior year. The more initiative you take in planning your options early, the more likely it is you will have your preferences met and the more Residence Life & Housing will be able to assist you when necessary.

CONTACT:
Office of Residence Life & Housing
PO Box RL
Phone: 508-793-2411
Email: ResLife@holycross.edu
Junior year is an important time for students interested in scholarships and grants for graduate school. The Office of Distinguished Fellowships and Graduate Studies will keep you informed about your opportunities and upcoming deadlines. Individuals who are studying abroad are encouraged to apply. Dr. Cashman is readily available by phone, e-mail and Skype.

Please consult the Fellowships and Graduate Studies homepage for a complete listing of fellowships: [http://academics.holycross.edu/fellowships-graduate](http://academics.holycross.edu/fellowships-graduate)

Director: Anthony B. Cashman III, Ph.D.
Smith 333
Tel: (508) 793-2353
E-mail: acashman@holycross.edu
Skype: holy.cross.fellowships
Facebook: Holy Cross Distinguished Fellowships and Graduate Studies
Twitter: HCFellowships

Administrative Assistant: Karen Harney
Tel: (508) 793-3890

**OPPORTUNITIES FOR JUNIORS (DEADLINES DURING SPRING SEMESTER):**

**Beinecke Scholarship:** 22 scholars selected for two years of graduate study in the arts, humanities, and social sciences at any university. Requirements: Strong academic record and financial need. [http://www.BeineckeScholarship.org](http://www.BeineckeScholarship.org)


**Morris K. Udall Foundation Scholarships:** Juniors and sophomores committed to a career in the environment, tribal public policy or Native American health care. Requirements: U.S. citizen, national or permanent resident. [http://www.udall.gov](http://www.udall.gov)

**POST-GRADUATE FELLOWSHIPS THAT HAVE SPRING, JUNIOR-YEAR DEADLINES:**

**INTERNATIONAL:**

**Fulbright Scholarship (Research or Teaching)**
It is recommended that you begin the application process in late spring for submission in early fall. About 1,400 scholars selected for 1 year of teaching or research in more than 140 countries. Requirements: U.S. citizen, very strong academic achievement, proficiency in language of host country. Note that study abroad experience does not disqualify you from applying to the same country in which you spent your junior year. [http://us.fulbrightonline.org/home.html](http://us.fulbrightonline.org/home.html)
UNITED KINGDOM

(RHODES, MARSHALL, MITCHELL -- IT’S RECOMMENDED THAT YOU BEGIN THE APPLICATION PROCESS IN SPRING OF JUNIOR YEAR FOR SUBMISSION IN EARLY FALL):

Rhodes Scholarship: 32 scholars selected regionally for two or three years of graduate study in any field at Oxford University. Requirements: U.S. citizen (or national from select countries), very strong academic achievement, some involvement in sports (but not necessarily intercollegiate participation). http://www.rhodesscholar.org.


George J. Mitchell Scholarship: 12 scholars selected for one year of post-graduate study in any field at colleges and universities in Ireland and Northern Ireland for the purpose of furthering ties between the U.S., Ireland, and Northern Ireland. Requirements: U.S. citizen, very strong academic achievement, leadership and public service. http://us-irelandalliance.org/

ADDITIONAL POST-GRADUATE FELLOWSHIPS FOR WHICH YOU SHOULD BEGIN PREPARING DURING YOUR JUNIOR YEAR:

Gates Cambridge Scholarship: 100 scholars selected for one to three years for any subject available at Cambridge University for diverse programs, including research leading to Ph.D., courses leading to Master’s Degree, including MBA programs, or a second bachelor’s degree. The Scholarship favors students planning to improve the lives of people around the world. Requirements: Very strong academic achievement, college degree completed or anticipated completion by award’s beginning, independent acceptance to Cambridge University (must apply separately for admission). http://gatesscholar.org

Schwarzman Scholars: One-year master’s program in Public Policy, Economics and Business, or International Studies at Tsinghua University in Beijing. All classes will be in English, and students live and study together at Schwarzman College. Dubbed the “Chinese Rhodes Scholarship”, the award emphasizes that the success of today’s leaders depends upon “an understanding of China’s role in global trends”. http://schwarzmanscholars.org

FRANCE


GERMANY

DAAD (German Academic Exchange Service): Offers a variety of undergraduate and graduate study opportunities in Germany, including language immersion courses and science and engineering research internships. German proficiency NOT required for some programs. http://www.daad.org/
SPAIN
Grants Program for North American Teaching Assistants in Spain: The Spanish Embassy Office of Education and Science awards more than 1,000 grants for juniors, seniors, or recent graduates to teach English in Spain. Requirements: U.S. or Canadian citizen, intermediate Spanish or better. www.gooverseas.com/teach-abroad/spain

UNITED STATES
Hertz Foundation Graduate Fellowship in Applied Science: 180 scholars selected for five years of doctoral study in the applied physical sciences at any of 36 participating universities. Requirements: U.S. citizen or permanent resident, strong academic achievement. http://www.hertzfoundation.org

National Science Foundation: 1,100 scholars selected for up to three years of study towards an M.S. or Ph.D., in mathematics, technology, engineering, or any of the natural or social sciences at any university. Requirements: U.S. citizen or permanent resident, research-oriented work experience. http://www.nsf.gov

Contact the Office of Distinguished Fellowships and Graduate Studies for more information.
What is an ICIP?
The Independent Cultural Immersion Project is an out-of-the-classroom activity designed to get you engaged in your host community by doing something you like to do or by trying something new you think you will enjoy. The ICIP is meant to be fun and engaging, not a task or a “hoop to jump through.” Your ICIP consists of two parts – a) the **activity** or project itself and b) **ongoing reflection** upon how that activity affects your study abroad experience, your connection to your host community/ies, and cultural immersion. All students on academic year programs are required to complete an ICIP. At some locations, semester students are required to complete one as well. For more information, see [http://www.holycross.edu/engaged-learning/study-abroad/programs/independent-cultural-immersion-project-icip](http://www.holycross.edu/engaged-learning/study-abroad/programs/independent-cultural-immersion-project-icip).

ICIP Categories
Choose your preferred activity from one of three categories:
- **Study Abroad Internship** in virtually any field which provides a productive and enriching experience (legal, business, etc.)
- **Community Based Learning Project** where you volunteer on a regular basis at a university, church-affiliated or secular agency devoted to community service and/or social justice.
- **Follow Your Passion** and develop an existing hobby, sport, or pursuit that is of interest to you, or discover a new passion (e.g., Australian football).

Supervision of the ICIP
Each host university has appointed a member of its faculty or other qualified person to act as the ICIP Advisor for Holy Cross students. The ICIP Advisor is not a personal tutor but a “resource person.” He or she can advise students regarding internship and community service opportunities and direct students to on- or off-campus resources. **Students are expected to work independently throughout the year,** and generally meet about four or five times with the ICIP Advisor for advice and guidance. It is, however, the STUDENT’S responsibility to keep the ICIP Advisor informed of his or her progress on the ICIP throughout the year.

Assessment and Academic Credit
The ICIP Advisor’s assessment of the project will be based primarily on the final presentation that demonstrates your critical reflection on your semester or year-long involvement in an aspect of the local culture. Usually the final project is in the form of a written essay (8-10 pages) or a reasonable equivalent (video, photo essay, performance). In some locations, students will also be required to give a short presentation of their project. The project will not satisfy any course requirements at Holy Cross, but it will be given an “overload” ¼ unit academic credit and will appear with a grade on the student’s transcript. The grade will not affect your GPA. It is important to keep in mind than an excellent ICIP can be a way of developing a senior-year thesis and can also enhance your résumé. What’s more, the ICIP can also serve as the basis of an application for a number of competitive fellowships awarded to students upon graduation, such as the Fulbright. Other opportunities include publishing in the Fósforo magazine (Holy Cross’ Hispanic journal; see [http://college.holycross.edu/fosforo/cfp.htm](http://college.holycross.edu/fosforo/cfp.htm)) or the Holy Cross Library’s CrossWorks publishing site [http://crossworks.holycross.edu/celebrating_philosophy/](http://crossworks.holycross.edu/celebrating_philosophy/).
Awards and Honors
Following your return to Holy Cross, you will be invited to apply to participate on the Study Abroad panel at the annual Academic Conference in April, which features student presentations of their ICIP or an academic project they completed abroad. Every spring a graduating senior is selected for the Study Abroad Award for the best ICIP. The award winner receives a prize from the Office of Study Abroad.

ICIP: Examples

Example of Internships
A Holy Cross student interned at a bank in London. In Strasbourg, several students have had internships at the International Institute of the Rights of Man. One young woman with an interest in journalism arranged an internship at a local newspaper in York, England. She interviewed local politicians and community groups and had some of her articles published. A young man in Florence interned at a local, family-run film company and produced his own video. A woman in Florence interned in an auction house and parlayed that experience into a career working for Sotheby’s. Another young woman conducted guided tours of a medieval church after studying the art and architecture in considerable detail.

Note: If you plan on doing an internship as your ICIP, please send an email to Jacqui Schartner (jschartn@holycross.edu) to let her know what you will be doing because the Office of Study Abroad needs to track abroad internships.

Example of a Community Based Learning Project
A young man worked with handicapped children in an after-school sports program. Two students in Florence taught Italian to recent immigrants. In York, England, a young woman volunteered in a shelter for the homeless and, remarkably, helped to establish a retreat for battered women. Another student was instrumental in setting up a recycling program at her host university. Many students in Perú volunteer at a local children’s hospital.

Example of How to Follow Your Passion
Two students who enjoyed basketball (but never played at Holy Cross) were invited to coach an emerging women’s basketball team at St. Andrews University and wrote an account of their experiences at competitions throughout the UK. Holy Cross students have studied the traditional music of the host country (Spanish guitar; Irish accordion) or arranged to work with local artists. One student in León, Spain participated in a choir whose work was in the soundtrack of a short film. Students have been involved in chorus, radio stations, newspapers, sports clubs, archeological and restoration projects, travel agencies, theater and dance performance clubs, local outdoor markets, etc.
STUDENTS INTERESTED IN DOING ACADEMIC INTERNSHIPS
WHILE STUDYING ABROAD

It is possible to do an academic internship as part of the Study Abroad Program and students have generally found these to be extremely rewarding. However, any internship undertaken overseas, for credit, must meet the same basic requirements and standards as the Academic Internship Program at Holy Cross, i.e., approximately 8 hours per week of substantive fieldwork at an internship site accompanied by a weekly academic component in the form of either a class or tutorial. There must be a designated course number and description at your institution, which means that this is an actual course being offered for credit. Participation in an academic internship, for credit, must be approved in advance by the Director of the Academic Internship Program at Holy Cross. Email Maryanne Finn mfinn@holycross.edu for more information.

SENIOR YEAR WASHINGTON AND NEW YORK SEMESTER PROGRAMS:
INFORMATION FOR RETURNING STUDY ABROAD STUDENTS

If you are interested in applying for the Washington Semester Program for the fall of your senior year:

- You should meet with Professor DeAngelis to discuss your interest in the program well before you leave campus. You should get the application materials and arrange for the required personal interview. In addition, two faculty letters of recommendation are required and you may want to request those before leaving campus.
- Your application may be submitted at any time before the February (junior year) deadline, but be sure to indicate which semester of your senior year you are interested in.
- Applications are also available online.
- When the applications have been reviewed, you will be notified (at your address abroad or email) of the decision.
- If you are accepted into the program, you will need to meet with Professor DeAngelis as soon as you return to the States in order to discuss your plans for Washington.
- Information and forms are available online under Student Program Applications

IMPORTANT DATES FOR ALL RETURNING STUDY ABROAD STUDENTS:

Application dates for the Academic Internship Program:

**Academic Year 2016-2017, Spring 2017 AIP Participation**
- Application opens online September 15, 2016 and closes October 19, 2016
- Application is available online under Student Program Applications on the Holy Cross website

**Academic Year 2016-2017, Fall 2017 AIP Participation**
- Application opens online February 9, 2017 and closes March 15, 2017
- Application is available online under Student Program Applications on the Holy Cross website
HOLY CROSS SIP (SUMMER INTERNSHIP PROGRAM):

You’ve heard it over and over: a summer internship is a crucial component of a college student’s career. The Center for Career Development post hundreds of internship opportunities throughout the year to all students through Crusader Connections. You’ll find a variety of internships to which you can apply including advertising, medicine, finance, law, publishing, research and social services, among many other fields. Many internships are designed specifically for Holy Cross students and include:

- Project-based internships with challenging work assignments
- Supervision, evaluation and networking with key staff at the internship site, many of whom are Holy Cross alumni
- Assistance and support throughout the application process and the internship from Holy Cross staff through site visits, evaluations, and regular communication

Summer Internship Funding – Student Eligibility
Sophomores and juniors are eligible to apply for summer internship funding once during their time at Holy Cross. Students must have their resume approved by a Career Development staff member before they are able to apply to internships and/or funding. You do not have to have secured an internship in order to apply for funding. To qualify for summer internship funding, you must have one or more active applications for internship/volunteer experience which must:

- be full time (a minimum of 350 hours total)*
- take place during the summer
- be unpaid
- provide exposure to a career field of interest
- offer supervised training

For more information, see http://www.holycross.edu/support-and-resources/career-planning-center/summer-internships

The Center for Career Development in Hogan 203 is open 9 a.m. to 5 p.m. Monday – Friday during the academic year. You may contact us via phone at 508-793-3880 or by email at careers@holycross.edu
This is a condensed version of the contract you signed in your online Study Abroad account. Some items or requirements may have been mentioned in other sections of this handbook. (Sample copy on page 23)

- You MUST arrive on the date specified by your program.

- Academic credit is earned only upon successful completion of the ENTIRE study abroad program. **Full-year students who withdraw will not receive ANY credit and forfeit ALL tuition and fees for the ENTIRE academic year.** The ENTIRE study abroad program includes taking final exams at the host institution at the regularly scheduled time. **DO NOT request permission to write a paper instead of taking the exam. DO NOT request permission to 1) take the test earlier than the posted schedule and/or 2) have the exam proctored at Holy Cross at another time.**

- All courses taken overseas must be approved. **Detailed descriptions of all courses must be sent as soon as possible after your arrival and registration** to the Registrar’s Office via the online course approval form available through STAR. Refer to the instructions on page 7 of this manual.

- Courses taken overseas may not be duplicates of courses already taken at Holy Cross. **Note:** Courses must be liberal arts courses; you will not receive Holy Cross credit for online courses (including blackboard), or courses in business, marketing, or law.

- You cannot make up a course deficiency while abroad.

- You are responsible for authorizing the release of your transcript upon completion of your program.

- All grades earned are entered on your Holy Cross transcript but are NOT included in your GPA. The Independent Cultural Immersion Project does not count toward graduation.

- Please be sure to inform each and every department of your study abroad plans to see if you should complete any tasks BEFORE your departure.

- Students are responsible for arranging the approval of courses taken abroad for major/minor credits.

- With few exceptions (some second-language universities), students are required to take a full load of courses at their host university. Credits for pre-university courses will not be counted towards the full load.

- While abroad, students are expected to continue to live by the same code of conduct, both personal and academic, as that of resident students at Holy Cross and/or in the country of their program.
• Students who expect a Perkins or Stafford loan, or a Pell grant must contact the Office of the Bursar and the Financial Aid Office before leaving Holy Cross. If you fail to do this, you may forfeit all aid.

• If you are attending a Holy Cross program, Holy Cross tuition, Holy Cross housing (standard room charge), and, if applicable, Holy Cross board (full or partial depending on the program) will be billed by Holy Cross and are to be paid to Holy Cross.

• If a student withdraws from a program for reasons other than death, serious injury or serious illness, the student is responsible for all non-refundable costs that have been paid by the college on behalf of the student prior to the withdrawal.

• Students may submit receipts for university club activities and/or gym fees. The college will reimburse students up to $175 for students away for one semester and up to $200 for students away for the full year. Send receipts to:

  Tammi Valeri  
  Budget & Billing Coordinator  
  College of the Holy Cross  
  PO Box SA  
  Office of Study Abroad  
  One College St.  
  Worcester, MA 01610-2395

You may also bring your receipt(s) to Tammi in Smith Hall 214 when you return to campus.
The following is a review of Study Abroad policies, administrative procedures and student responsibilities.

It is imperative that you read this carefully and discuss any questions with the Office of Study Abroad.

**ACADEMIC**

- You may not study abroad if you have a deficiency at the time of enrollment and you must be in good academic and social standing at Holy Cross. You must also have declared your major.
- Academic credit is earned only upon successful completion of the entire study abroad program period, which includes taking all final exams at the host institution according to their posted exam schedule. You may not ask your professors to change their exam dates. If there is an emergency that causes you to miss an exam, contact Holy Cross Office of Study Abroad. Students who withdraw from a program will not be awarded any credit and will forfeit all tuition and related fees for the entire length of the summer-, semester, year-long program or short-term study tour.
- If, for any reason, you are unable to participate fully in the program, you may be asked to leave the program. What constitutes “full participation” is at the sole discretion of the on-site academic adviser or, in the case of faculty-led programs, the instructor(s). Any additional expenses incurred are the sole responsibility of the student.
- All courses taken overseas must be taken for a grade. No pass/fail courses will be accepted.
- All courses taken overseas must be approved by Holy Cross. It is your responsibility to submit detailed course descriptions for all courses taken abroad as soon as you have confirmed that you are indeed enrolled in those courses. Send the detailed course descriptions using the online Course Approval Form accessible via the Holy Cross STAR system. All official course approvals are processed through the Registrar’s Office. For every course that appears on your transcript from overseas there must be an approval on file. Until you have obtained all approvals, your record will remain incomplete and you will be unable to graduate.
- Holy Cross grants college credit for liberal arts courses. Holy Cross does NOT grant college credit for courses in business, management, or marketing/advertising. Courses taken in journalism, law, media, or engineering may not be accepted if these are “applied” professional practice courses rather than courses in the humanities, social sciences, or natural sciences.
- You should consult with your academic adviser(s) and all relevant department chairs before leaving to determine (a) the likelihood that they will approve courses you intend to take abroad and (b) what courses you will need to take upon your return.
- Courses taken overseas may not be duplicates of courses taken at Holy Cross.
- All courses taken overseas must be approved by Holy Cross. It is your responsibility to submit detailed course descriptions for all courses taken abroad as soon as you have confirmed that you are indeed enrolled in those courses. Send the detailed course descriptions using the online Course Approval Form accessible via the Holy Cross STAR system. All official course approvals are processed through the Registrar’s Office. For every course that appears on your transcript from overseas there must be an approval on file. Until you have obtained all approvals, your record will remain incomplete and you will be unable to graduate.
- All courses taken at Holy Cross are recorded on your Holy Cross transcript. The ICIP may not be used to fulfill credits toward graduation and is not included in the calculation of your GPA.
- For those programs that require an Independent Cultural Immersion Project (ICIP) the project will be graded and the grade recorded on your Holy Cross transcript. The ICIP may not be used to fulfill credits toward graduation and is not included in the calculation of your GPA. However, if the project is not completed, the grade will be recorded on your transcript as a fail (F).
- In addition to satisfying Holy Cross requirements, you are expected to complete the same requirements as resident students at the host institution. You must enroll in what the host institution deems a FULL COURSE LOAD for a full-time student. In the event you run into difficulties with a course, you must speak to your academic advisers both abroad and at Holy Cross, as well as consulting your class dean, before you consider dropping the course.
- I understand that I should not make, in advance, travel plans outside my host city until I know my full program schedule. This includes my class schedule, as well as the schedule of cultural events and of excursions included in my program.

**FINANCIAL**

- All students attending Holy Cross Programs pay Holy Cross tuition and Holy Cross standard room fee. Board charges will vary based on the number of meals provided, if applicable to your program.
- For students enrolled in programs not administered by the College of the Holy Cross, a continuation fee will be charged.
- All refundable housing or placement deposits are the responsibility of the student.
- It is your responsibility to pay for all associated fees in obtaining passports, visas, immunizations, and host country immigration/residency fees.
- If you withdraw from a program for reasons other than serious illness, injury or death, and the College incurs non-refundable expenses on your behalf and is unable to recover those charges, then those fees will be posted to your Holy Cross bill and you will be responsible for those charges.
- **Financial Aid:** If you expect a Perkins Loan, Pell Grant, or Stafford Loan, consult your STAR account. If you have anything outstanding with the Bursar’s Office and the Financial Aid Office, it must be resolved before leaving Holy Cross.

**GENERAL**

- Before you leave, you will receive a Study Abroad Manual, electronically, via Holy Cross email. You are responsible for knowing the information it contains and for adhering to the policies and procedures it outlines. Read—and reread—the Study Abroad
Manual. You are also responsible for all other materials distributed by the Office of Study Abroad.

- Attendance at all pre-departure meetings for your program of study is mandatory. If you do not attend all pre-departure meetings, you may be withdrawn from the program.

- It is your responsibility to obtain passports, visas, immunizations, and to pay for all associated fees, including host country immigration/residency fees.

- You are responsible for submitting to the Office of Study Abroad, Health Clearance Form A with your application and forms B,C & D to Study Abroad AFTER you have been accepted and before May 1st (for fall semester or academic year starts), or before October 1st (for spring semester starts).

- Failure to submit the forms may result in ineligibility to study abroad. Health Clearance includes insurance coverage that is valid abroad and proof of this must be carried with you. It is your responsibility to investigate your overseas coverage to determine how claims will be made abroad on your policy and if this procedure provides adequate coverage. If it does not and puts your health and/or finances at risk, it is your responsibility to find and purchase adequate coverage.

- In most cases, you will make your own travel arrangements. The transportation costs, including ground transportation, are your responsibility. You will however, receive a credit on your Holy Cross bill; the amount depends on the program to which you are going.

- You are responsible for contacting your academic adviser or other advisers overseas, and/or Study Abroad at Holy Cross if you require assistance.

COMMUNITY STANDARDS & DISCIPLINARY PROCEDURES

- The College of the Holy Cross assumes that all students will abide by the policies, rules, and regulations of the College and by those of the host institution as well as by the local, regional, and federal laws of the host country. Failure to do so may result in disciplinary action at Holy Cross and/or the host institution, with sanctions up to and including expulsion without reimbursement.

I have read the above and agree to abide by the terms contained herein.

(Signed and dated electronically from student's online Study Abroad application)
By electronically signing this form, I acknowledge that I have voluntarily applied to participate in the Holy Cross Study Abroad Program (the “Program”). I further acknowledge that Holy Cross has provided me with various information about the Program, both verbally and through written materials, and that I have read and understand such information.

I am aware that foreign travel can involve the risk of injury or illness to myself or damage to my property. I voluntarily accept all risk of personal injury, illness, death and property damage resulting from my participation in the Program. In consideration of being permitted to participate in the Program, I, on behalf of my family, heirs, and personal representative(s), agree to assume all the risks and responsibilities of my participation in the Program, including transportation incident thereto, and any activities incident thereto, and I release, waive, discharge, hold harmless and covenant not to sue Holy Cross, its trustees, officers, agents, employees, and any students acting as employees (“Releasees”), with respect to any and all liability for any loss, harm, injury, damage, costs or expenses of any nature whatsoever, including but not limited to suffering and death, which I or my property may sustain, whether caused by the negligence or carelessness of the “Releasees,” or otherwise, while participating in, or in transit to or from, the Program or any activity adjunct to the Program.

If, for any reason, I am unable to participate fully in the Program, I understand that I may be asked to leave the Program and I further understand that what constitutes "full participation" is at the sole discretion of the on-site academic advisor or, in the case of faculty-led programs, the instructor(s). Any additional expenses incurred will be my sole responsibility.

Any dispute, controversy or claim arising out of or relating to my participation in the Program or arising out of this Release, shall be settled by binding arbitration in the City of Worcester, Massachusetts in accordance with the rules then prevailing of the American Arbitration Association. Such arbitration shall be determined by a single arbitrator, and judgment upon the award rendered by the arbitrator may be entered in any court of competent jurisdiction.

This Release shall be interpreted under and governed by the laws of the Commonwealth of Massachusetts without regard to its choice of law rules.

I understand that this Release is for the benefit of Holy Cross and its agents, employees and related entities only. Third parties, such as common carriers, hotels, or travel agencies, are not released from liability for their acts.

BY ELECTRONICALLY SIGNING THIS FORM, I ACKNOWLEDGE THAT I HAVE CAREFULLY READ THIS RELEASE AND FULLY UNDERSTAND ITS CONTENTS.

(Signed and dated electronically from student’s online Study Abroad application)
free
unlimited access to 3,500+ videos
software, creative, and business skills
such as Excel, Web Design and Resume Writing!
learn at your own pace

INCREASE YOUR MARKETABILITY!

Check it out!
Go to apps.holycross.edu/login/lynda/,
Click on Lynda.com online training link,
Click on yellow login button