College of the Holy Cross Study Abroad Program

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
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College of the Holy Cross
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Assistant Director: Jimena Valdivia-Collingwood
Assistant Director: Angie Woodmansee
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Skype: holy.cross.study.abroad  Instagram: hcstudyabroad  Facebook: Holy Cross Study Abroad

Website: http://www.holycross.edu/engaged-learning/study-abroad
HOLY CROSS EMERGENCY CONTACT INFORMATION

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.

You may also call the Study Abroad Director after hours or on weekends:
Professor Brittain Smith
Mobile: (617) 610-3871
ISIC Cards:
The Office of Study Abroad provides students 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.mysic.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.

STEP Enrollment:
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. It is important to register with the State Department and update your STEP account every time you travel, because if there is a natural disaster or terrorist attack, they will provide you with the most relevant information on updates and directions to follow. This is especially important if you travel away from your host site – we often have advisors and partners on site that can help in emergency situations, but we are not always able to support students who have traveled to other locations.

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). 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 U.S. Embassies in other countries.

If you are not a U.S. citizen, you should research resources provided by your home government and register accordingly. If there is no comparable option available, be sure to take note of your embassy/consulate information for places you plan to travel.

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

Travel and Safety:
As always, there is a chance of an emergency situation anywhere large groups of people and tourists gather. The Office of Study Abroad cannot guarantee safety in any location domestic or abroad, but we are much better able to support our students when they are at/near their program site. You are of course welcome to travel, but please be aware that in doing so, you take on potentially increased risks and, depending on your location at the time of the emergency, we may or may not be able to assist you. It’s one of the reasons we do not have many programs in capital cities and why we encourage students to be considerate when they plan their travels.
**TRAVEL AND SAFETY: page 2 of 2**

**Basic Tips:**

- Bring important documents with you: passport, health insurance card, debit/credit cards, any residence card or permit issued by your host country, affidavit/acceptance letters, etc.

- Be informed about your destination: find details for eligible doctors/hospitals, contact information and address for the closest embassy/consulate, etc.

- Notify people of your travel plans: share itineraries with on-site advisors, parents, etc.

**When Things Go Wrong:**

- Stay aware of local issues (strikes, protests, political upheaval, etc.) in your area as well as places to which you plan to travel. Avoid protests, demonstrations, popular tourist destinations during peak times, etc.

- If travel is interrupted because of strikes, etc., don’t take rash measures to carry off your trip – if you have to cancel a trip, cancel it. Don’t find alternative, dangerous means (e.g. hitch-hiking) to carry out your plans when regular transportation isn’t available. No amount of money you paid for a hostel or train ticket is worth risking your life.

- Be aware of local laws. Ignorance doesn’t absolve you from consequences, and if you’re arrested there’s often little that your home government can do for you. Be aware that you can’t always assume the local laws based on what you observe (e.g. in some countries it’s illegal to drink alcohol in public, but people do it; you could still get in trouble for it). If you are arrested you have the right to contact the embassy and/or consulate, and should do so immediately.

**Staying Safe:**

- Be aware – pay attention, stay alert, and when you’re in a new environment, don’t put yourself at increased risk by getting drunk or doing drugs, or accepting food or beverages from others (people do still put drugs in these items, it’s a very real threat). Drink in moderation if you do drink alcohol, especially at large events (e.g. concerts, Oktoberfest).

- Hang out with local people! As a foreigner, you may not be as attuned to your surroundings, whereas locals may be better able to assess the safety of a situation in their local space. Explore with local friends and/or your host family and always be observant, and you’ll develop a better eye for reading and assessing your environment.

Tragedies happen everywhere, at home and far away, and we never know if we’ll be in the wrong place at the wrong time. There is never any guarantee, abroad or in the US, of total safety, but we do tend to normalize the violence we see at home and focus on the violence we see elsewhere. Remember, there are people studying in the US whose parents are abroad and fear every day that their children will be shot on a college campus or walking down the street. When it comes to our plans for our time abroad, we each have to reflect on our own feelings about taking certain risks, and consider those risks both while planning for and during our travels.
HEALTH INSURANCE

College of the Holy Cross
STUDENT HEALTH INSURANCE PLAN
2017-2018 Academic Year

Office of the Bursar: (508)793-2521; http://www.holycross.edu/bursars-office

For detailed information on the College of the Holy Cross Student Health Insurance Plan provided through Blue Cross Blue Shield of Massachusetts, please consult the following site: https://www.universityhealthplans.com/letters/letter.cgi?group_id=256

Blue Cross/Blue Shield’s International Health Coverage
The Student Health Insurance Plan includes worldwide medical insurance coverage. The Blue Cross Blue Shield of Massachusetts (BCBSMA) plan includes access to their worldwide network of providers. Information can be found by clicking on the below link. Students may also submit a claim for reimbursement if they pay out of pocket for medical services. The claim form can be accessed via: https://www.universityhealthplans.com/worldwide_coverage/HolyCross.html

In addition to the worldwide medical insurance coverage through BCBSMA, students have access to travel assistance services through AIG Travel. AIG provides coverage for medical evacuation and repatriation. Students must call AIG Travel in order to access those benefits. The brochure for AIG Travel Assistance Services is available online: http://www.universityhealthplans.com/brochures_pdf/Wellesley_TravelAssistanceFlyer1314.pdf

Please note that coverage for natural disasters or political evacuations is not covered under the BCBSMA Student Health Plan.

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. Search online for “Study Abroad Health Insurance” or see http://www.holycross.edu/engaged-learning/study-abroad/getting-started/costs-financial-aid-and-insurance and click on the link Health/Travel Insurance for reviews of health or travel insurance providers. This information is provided for your information only, the College of the Holy Cross/Office of Study Abroad makes no recommendations for health or travel insurance providers. Even if you choose a separate “Study Abroad Policy”, you must have, at all times, a health insurance policy that is valid in the state of Massachusetts.

PROCEDURES FOR MAKING CLAIMS

- Most insurance providers with international coverage will reimburse you, they cannot be billed directly by the hospital/institution abroad.
- Students must be prepared to pay out-of-pocket for medical expenses. All students should travel with a credit card to cover these costs, and save receipts for reimbursement.

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 possible, to expedite your reimbursement. You also need to consider your credit card limit.
FINANCES – Bursar

BILLING
- Students abroad on HC programs are billed HC tuition, housing (standard room charge), and, if applicable, board fees (full or partial depending on the program).
- The fall semester bill is due August 1st and the spring semester bill is due January 1st.
- Students abroad on non-HC programs are billed a $500 continuation fee. All program costs are paid by the student directly to the host institution/provider. Holy Cross financial aid does not apply to non-HC programs.
- Students are strongly encouraged to contact the Office of the Bursar the semester before they leave to determine if they need to complete any paperwork before departure.
- If the Bursar’s Office does not receive a “Waiver of Participation,” you will be automatically enrolled in the College’s health insurance plan and will be responsible for payment of the premium to Holy Cross.

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. Refund checks will not 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 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. 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.

POWER OF ATTORNEY
We recommend that parents have a power of attorney for their student. 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.
KNOWING YOUR PROGRAM’S GUIDELINES
Refer to your program’s conversion sheet for information on:
1. The total number of host credits required by your program for the semester or year;
2. Required elements for your program (e.g. language courses, start-ups, etc.);
3. The minimum number of host credits equivalent to one HC course;
4. The grade conversion table for translating host grades to HC grades.

Program conversion sheets are available on the registrar’s website:
http://www.holycross.edu/support-and-resources/office-registrar/study-abroad-equivalencies

Please note: a full load abroad is based on the number of credits, not the number of classes.

UNDERSTANDING WHICH COURSES ARE NOT ACCEPTED BY HOLY CROSS
1. Online or hybrid (partially online) courses;
2. Pre-professional, business, law, and marketing courses;
3. Other non-liberal arts courses;
4. Courses of similar content to those you have already taken;
5. Any major courses required by your major department to be taken at Holy Cross;
6. Courses taken without a letter grade (e.g. auditing, pass/no pass, etc.)

SUBMITTING YOUR COURSE APPROVAL FORMS (CAFs)
Submit your CAFs as soon as possible, and no later than 2 weeks after the start of classes.
- Open STAR and navigate to Student Center;
- Click “My Academics,” then click “Apply for Course Approval”;
- Ensure Host Institution and Term are correct, then click “Add”;
- Fill in a separate form for each and every course you are taking*;
- Press “Submit” when done.

HAVING TROUBLE WITH A COURSE ABROAD?
Contact your Class Dean and the Office of Study Abroad for advising (additional academic support can often be arranged).

THINKING OF DROPPING A COURSE?
Before taking action and within the first 10 weeks of classes, contact all of the following faculty/staff to discuss your options:
1. Your Academic Advisor abroad;
2. The Office of Study Abroad;
3. Your Class Dean.
WRAPPING UP YOUR TIME ABROAD
Complete all final exams and turn in all coursework prior to departing.
If you are studying with OTS, a Loyola program, or a non-HC program, please arrange for your host institution to send a physical copy of your transcript to Holy Cross with attention to the Office of Study Abroad after grades are posted.

For more detailed instructions on the course approval process, please see:
http://www.holycross.edu/engaged-learning/study-abroad/students-abroad/how-to-receive-holy-cross-credit-for-courses-taken-abroad
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 who are able to plan for a housing "swap" should contact the Office of Residence Life & Housing via e-mail after housing selection has been completed, copy all of the students involved in the housing arrangement, to formally request that the "swap" of housing assignments be processed for the following semester. 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](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](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.
SCHOLARSHIPS and FELLOWSHIPS: page 1 of 2

Junior year is an important time for students interested in scholarships and grants for graduate school. Individuals who are studying abroad are encouraged to apply. Please consult the Fellowships and Graduate Studies homepage for a complete listing of fellowships: http://www.holycross.edu/outcomes-after-holy-cross/office-distinguished-fellowships-and-graduate-studies

Director: Anthony B. Cashman III, Ph.D.
Phone: (508) 793-2353
E-mail: acashman@holycross.edu
Skype: holy.cross.fellowships
Facebook: Holy Cross Distinguished Fellowships and Graduate Studies
Twitter: HCFellowships
Dr. Cashman is readily available by phone, e-mail and Skype.

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

OPPORTUNITIES FOR JUNIORS (DEADLINES SPRING SEMESTER):


POSTGRADUATE FELLOWSHIPS (DEADLINES SPRING SEMESTER JUNIOR YEAR):


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/

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. You may apply to the same country in which you studied abroad. [http://us.fulbrightonline.org/home.html]

**Gates Cambridge Scholarship:** 100 scholars selected for one to three years for any subject available at [Cambridge University](http://us.fulbrightonline.org/home.html) 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 awards beginning, independent acceptance to Cambridge University (must apply separately for admission). [http://gatesscholar.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](http://us-irelandalliance.org/) 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/]

**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](http://www.gooverseas.com/teach-abroad/spain). Requirements: U.S. or Canadian citizen, intermediate Spanish or better. [www.gooverseas.com/teach-abroad/spain](http://www.gooverseas.com/teach-abroad/spain)

**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 (in the [United States](http://www.hertzfoundation.org)). Requirements: U.S. citizen or permanent resident, strong academic achievement. [http://www.hertzfoundation.org](http://www.hertzfoundation.org)

**Marshall Scholarship:** 40 scholars selected for two or three years of graduate study in any field at any university in the [United Kingdom](http://www.marshallscholarship.org). Requirements: U.S. citizen, very strong academic achievement. [http://www.marshallscholarship.org](http://www.marshallscholarship.org)

**Rhodes Scholarship:** 32 scholars selected regionally for two or three years of graduate study in any field at [Oxford University](http://www.rhodesscholar.org). Requirements: U.S. citizen or U.S. permanent resident (for 5 years before applying), very strong academic achievement, some involvement in sports (but not necessarily intercollegiate participation). [http://www.rhodesscholar.org](http://www.rhodesscholar.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 in the [United States](http://www.nsf.gov). Requirements: U.S. citizen or permanent resident, research-oriented work experience. [http://www.nsf.gov](http://www.nsf.gov)

**Schwarzman Scholars:** One-year master’s program in Public Policy, Economics and Business, or International Studies at Tsinghua University in [Beijing](http://schwarzmanscholars.org). 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](http://schwarzmanscholars.org)
INDEPENDENT CULTURAL IMMERSION PROJECT (ICIP)

What is the ICIP?
An opportunity for you to:
• do something you like
• engage with your host community
• reflect on your study abroad experience

All students abroad for the academic year are required to complete an ICIP, and it is required for some semester programs as well.

ICIP Categories
• Job/Internship
• Community Based Learning Project or Volunteering
• Follow Your Passion

For more information, including examples of past ICIPs, see http://www.holycross.edu/engaged-learning/study-abroad/programs/independent-cultural-immersion-project-icip-0

Supervision of the ICIP
There is a designated ICIP Advisor at each program location that requires an ICIP who advises students regarding local opportunities and directs students to on- or off-campus resources, and will usually meet with students four or five times over the course of the year. The ICIP Advisor is not a personal tutor. Students are expected to work independently and to update their Advisor on their progress.

Assessment and Academic Credit
The ICIP Advisor evaluates both the long-term engagement and a final project. The final project is usually 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 (it will not affect your GPA).

Your ICIP and the Future
An excellent ICIP can be the start of a senior-year thesis, and 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 Holy Cross Library’s CrossWorks publishing site 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.
ACADEMIC INTERNSHIPS/WASHINGTON & NEW YORK SEMESTERS/CRUSADER INTERNSHIP FUND

ACADEMIC INTERNSHIPS WHILE STUDYING ABROAD
• Any internship undertaken overseas for credit must meet the same basic requirements and standards as the Academic Internship Program at Holy Cross:
  o approximately 8 hours per week of substantive fieldwork at an internship site and a weekly academic component in the form of either a class or tutorial;
  o must have a designated course number and description at the host institution, which means that this is an actual course being offered for credit;
  o must be approved in advance by the Director of the Academic Internship Program at Holy Cross (e-mail 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:
• Contact Professor DeAngelis to discuss your interest in the program.
• Get the application materials and arrange for the required personal interview. The application is also available online. Request two letters of recommendation from faculty.
• Your application may be submitted at any time before the February (junior year) deadline.

IMPORTANT DATES FOR ALL RETURNING STUDY ABROAD STUDENTS:
Application dates for the Academic Internship Program:
Spring 2018 AIP Participation
• Application opens online in September and closes in October
Fall 2018 AIP Participation
• Application opens online in February and closes in March

HOLY CROSS SUMMER INTERNSHIP OPPORTUNITIES: The Center for Career Development post internship opportunities throughout the year on Crusader Connections. Many internships are designed specifically for Holy Cross students.

Crusader Internship Funding
Sophomores and juniors are eligible to apply for summer internship funding once during their time at Holy Cross. Resumes are approved by a Career Development staff member before approval to apply. 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)* and 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; phone (508)793-3880; email: careers@holycross.edu
POLICIES - ACADEMIC/FINANCIAL:  page 1 of 2

This is a condensed version of the contract you signed in your online Study Abroad portal. Some items or requirements may have been mentioned in other sections of this handbook.  
(Sample copy on page 16-17 of this Manual)

- 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 pages 6-7 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 host university club activities (joining a university club or team). This reimbursement is NOT for gym memberships. Holy Cross 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  
  Office of Study Abroad  
  PO Box SA  
  College of the Holy Cross  
  One College St.  
  Worcester, MA 01610-2395

  or scan and send receipts via email to:  
  tvaleri@holycross.edu

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 Holy Cross 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 the Holy Cross Office of Study Abroad (HCSA). Do not attempt to reschedule exams without consulting HCSA. 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/no-pass 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 advisor(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.
- You are responsible for authorizing the release of your overseas transcript upon completion of your program and for having it sent directly to HCSA. If the transcript is sent to you inadvertently, do NOT open the transcript but forward it (or bring it) directly to the HCSA at Holy Cross. If you open the transcript, it is no longer official, and you will be responsible for acquiring a new one.
- All grades earned overseas will be entered on your Holy Cross transcript but, unless taught by Holy Cross faculty, will not be 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.
- You may submit receipts for host university club activities (joining a university club or team). This reimbursement is NOT for gym memberships. Holy Cross will reimburse students up to $175 for students away for one semester and up to $200 for students away for the full year.
- 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**
- In early July, 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 HCSA.
- 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 HCSA, 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)