

European Union Study Tour & Internship Program
An activity of the Network for European Studies (Canada)

Union européenne – voyage d'études et programme de stages
Une activité du réseau d'études européennes (Canada)

Registration Deadline	
February 9, 2017	The European Union Study Tour and Internship

European Union Study Tour and Internship Program Application	
Application For (choose A or B)	
<input type="checkbox"/> A	The European Union Study Tour from May 7 to May 27, 2017
<input type="checkbox"/> B	The European Union Study Tour from May 7 to May 27, 2017 AND an Internship
Required Documents for Application	
<input type="checkbox"/>	European Union Study Tour Registration: Section 1 Personal Information Section 2 Emergency Contacts Section 3 University Sponsor (signature required from home University Sponsor) Section 4 Credit Card Authorization Section 5 Declaration
<input type="checkbox"/>	EU Study Tour Liability Form – Page 4 and 5
<input type="checkbox"/>	Code of Conduct and Terms of Participation – Pages 6 to 8
If you have selected B, you must also submit an internship application (see 'Internship Application')	

Completed and signed Registration can be sent to eustudytour@capilano.ca

1. PERSONAL INFORMATION			
Legal Last Name	Legal First Name	Legal Middle Name	
Mailing Address			
City	Province	Postal Code	Country
Local Number		Cell Phone Number	
Email			
Date of birth (dd/mm/yy)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality (Passport you will be using)	
Passport No	Date of Issue (dd/mm/yy)	Date Expires (dd/mm/yy) ¹	Dual Nationality? ²

2. EMERGENCY CONTACTS	
1 Emergency Contact Last Name	Emergency Contact First Name
Email Address	Contact Number
2 Emergency Contact Last Name	Emergency Contact First Name
Email Address	Contact Number

3. UNIVERSITY SPONSOR	
Home University	
Faculty Sponsor Last Name	Faculty Sponsor First Name
Faculty Sponsor Email	Faculty Sponsor Phone number

¹ NOTE: your passport must be valid for at least three months beyond the date of expected departure from the Schengen area

² If you are dual national, you may identify your second nationality here

4. CREDIT CARD AUTHORIZATION							
Card Holder's Name	Card Type <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX						
Card Number	Expiry Date (mm/yyyy)						
Payment For: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <u>Network Members</u>³ <input type="checkbox"/> \$1,000.00 Non-Refundable Deposit <input type="checkbox"/> \$2,200.00 Remaining Fee. Please check for pre authorization for payment on April 1, 2017 <input type="checkbox"/> \$ 600.00 Internship Fee (Only required if you have applied for an internship) </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <u>Non Network Members</u> <input type="checkbox"/> \$1,000.00 Non-Refundable Deposit <input type="checkbox"/> \$2,600.00 Remaining Fee. Please check for pre authorization for payment on April 1, 2017 <input type="checkbox"/> \$ 600.00 Internship Fee (Only required if you have applied for an internship) </td> </tr> <tr> <td style="padding: 5px;">Total Amount: _____</td> <td style="padding: 5px;">Total Amount: _____</td> </tr> <tr> <td style="padding: 5px;">Cardholder's Signature</td> <td style="padding: 5px;">Date (mmddyy)</td> </tr> </table>		<u>Network Members</u> ³ <input type="checkbox"/> \$1,000.00 Non-Refundable Deposit <input type="checkbox"/> \$2,200.00 Remaining Fee. Please check for pre authorization for payment on April 1, 2017 <input type="checkbox"/> \$ 600.00 Internship Fee (Only required if you have applied for an internship)	<u>Non Network Members</u> <input type="checkbox"/> \$1,000.00 Non-Refundable Deposit <input type="checkbox"/> \$2,600.00 Remaining Fee. Please check for pre authorization for payment on April 1, 2017 <input type="checkbox"/> \$ 600.00 Internship Fee (Only required if you have applied for an internship)	Total Amount: _____	Total Amount: _____	Cardholder's Signature	Date (mmddyy)
<u>Network Members</u> ³ <input type="checkbox"/> \$1,000.00 Non-Refundable Deposit <input type="checkbox"/> \$2,200.00 Remaining Fee. Please check for pre authorization for payment on April 1, 2017 <input type="checkbox"/> \$ 600.00 Internship Fee (Only required if you have applied for an internship)	<u>Non Network Members</u> <input type="checkbox"/> \$1,000.00 Non-Refundable Deposit <input type="checkbox"/> \$2,600.00 Remaining Fee. Please check for pre authorization for payment on April 1, 2017 <input type="checkbox"/> \$ 600.00 Internship Fee (Only required if you have applied for an internship)						
Total Amount: _____	Total Amount: _____						
Cardholder's Signature	Date (mmddyy)						
Fee and Fee Payment details can be found at www.capilano.ca/Fee-and-Fee-Payment.html .							

5. DECLARATION		
I hereby declare that all information I have submitted in this application is true and complete and that no information has been withheld to the best of my knowledge. I understand that any omission or misrepresentation of information may result in the cancellation of my application to the European Union Study Tour and Internship Programs. Completion and submission of this signed application permits Capilano University to request and/or confirm any information necessary to support my application. As per section 35 of the Freedom of Information and Protection of Privacy Act of British Columbia, all information collected on this application as well as subsequent information will be used on a confidential basis, for purposes of admission, registration, research, alumni development, student association, and other purposes consistent with the mandate of the institution. Capilano University reserves the right for the Registrar to share information with the Ministry of Advanced Education, Training and Technology, or other related government agencies. Any questions concerning the collection and use of this information should be directed to the Privacy Assistant: privacy@capilano.ca .		
Applicant Signature	Application Name (print)	Date (mmddyy)

³ Network members include: Capilano University, Carleton University, Dalhousie University, Université de Montréal, University of BC, University of Toronto, University of Victoria, York University. If your institution does not appear in this list, you must complete the payment information as a Non Network Member.

LIABILITY WAIVER			
EUROPEAN UNION STUDY TOUR and INTERNSHIP PROGRAM			
Release of Liability, Waiver of Claims, Assumptions of Risks and Indemnity Agreement			
By signing this document, you will waive certain legal rights, including the right to sue. Please read carefully.			
Legal Last Name	Legal First Name	Legal Middle Name	
Mailing Address			
City	Province	Postal Code	Country
PREAMBLE			
<p>The European Union Study Tour and Internship Program (hereinafter referred to as the “Program”) is an exceptional opportunity, but is not without certain risks, dangers, hazards, and liabilities to all participants. These include, but are not limited to, personal injury, death, illness, property damage, damage to personal effects, expense and other loss, delay or inconvenience, and Program cancellation or curtailment. All persons taking part in the Program are required to accept these and other risks as a condition of their participation in this venture. Capilano University will not accept any liability for injury, loss, damage or expense sustained as a result of any person’s participation in the Program.</p> <p>The Statement of Risks set forth below is intended to enable applicants to better understand and accept the various risks involved in the Program. All Program applicants will be required to sign the Release of Liability, Waiver of Claims, Assumption of Risks, and Indemnity Agreement set forth below, which will release Capilano University and their representatives from any future claims which might arise as a result of the applicant’s participation in the Program.</p>			
STATEMENT OF RISKS			
<p>The Program involves risks inherent in travel to and staying in foreign countries. The Program will take place in Europe. There are some risks, dangers, and hazards to which all travelers are exposed. Furthermore, in the aftermath of changes in global travel subsequent to the September 11, 2001 attack on the World Trade Center in New York, there are heightened risks, dangers and hazards including risks during travel and transportation; civil unrest, war, terrorist acts, invasion, acts of a foreign enemy, declared or undeclared hostilities, civil war and military powers.</p> <p>The Program will be using the services of independent agencies, such as airline, ferry, train, metro, bus and hotel as well as visiting private and public institutions, events, museums and tourist attractions. Capilano University cannot accept responsibility for the conduct of these independent agencies. There are also risks associated with student activities such as student unrest and demonstrations, personal injury from student activities, Acts of God, negligence or criminal behaviour of other students and other individuals. It is always possible (though unlikely) that the Program might not be completed, or individual courses or activities might be curtailed or cancelled, due to weather, transportation problems, failure to perform on the part of the independent agencies, or other circumstances either within or beyond the control of Capilano University.</p> <p>There is a greater risk of personal injury resulting from the hazards inherent in overseas travel. All participants in the Program will be required to attend orientation and safety meetings on overseas travel, and on student behaviour required to minimize risk and disruption during the course of the Program. It is the individual responsibility of each participant in the Program to learn as much as possible about the risks of the venture, to weigh those risks against the advantages, and to decide whether or not to participate. Capilano University, its directors, officers, employees, agents, representatives, sponsors, successors and assigns cannot and will not assume liability in respect of any of these risks, dangers, hazards and liabilities. Capilano University accepts no responsibility and assumes no liability, with respect to any academic, vocational, medical, financial, tax or other advice received by a participant concerning the Program.</p>			

RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT

To: Capilano University

I, _____, am aware that the Program involves some risks, danger, hazards and liabilities, including but not limited to those referred to in the Preamble and Statement of Risks set forth previously. I freely accept and fully assume all such risk, dangers, hazards, and liabilities and the possibility of personal injury, death, damage to property, loss, expense or inconvenience.

In consideration of Capilano University accepting my application to the European Union Study Tour and Internship Program 2014 and allowing me to participate in the Program, I hereby agree as follows:

1. TO WAIVE ANY AND ALL CLAIMS, whether in contract or in negligence, that I have or may have in future against Capilano University, their directors, officers, professors, instructors, employees, agents, contractors, support personnel and other representatives (all of whom are hereinafter collectively referred to as "The Releasees").
2. TO RELEASE THE RELEASEES from any and all liability for any loss, damage, injury or expense that I might suffer or that my next of kin may suffer as a result of my participation in the Program due to any cause whatsoever, INCLUDING BREACH OF CONTRACT OR NEGLIGENCE ON THE PART OF THE RELEASEES.
3. TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES from any and all liability for any loss, damage, injury or expense to any third party resulting from my participation in the Program.
4. THAT THIS AGREEMENT shall be effective and binding upon my heirs, next of kin, executors, administrators and assigns, in the event of my death or incapacity.
5. This Agreement and any rights, duties and obligations as between the parties to this Agreement shall be governed by and interpreted solely in accordance with the laws of the Province of British Columbia and no other jurisdiction; and
6. Any litigation involving the parties to this Agreement shall be brought solely within the Province of British Columbia and shall be within the exclusive jurisdiction of the Courts of the Province of British Columbia.

In entering into this Agreement I am not relying upon any oral or written representations or statements made by the Releasees with respect to the safety of the Program, its activities and foreign travel other than what is set forth in this Agreement.

I have read and understood this agreement prior to signing it, and am aware that by signing this agreement I am waiving certain legal rights which I or my heirs, next of kin, executors, administrators and assigns may have against the Releasees.

Applicant Signature	Application Name (print)	Date (mmddyy)

Witness Signature	Witness Name (print)	Date (mmddyy)

Witness Address

City	Province	Postal Code
------	----------	-------------

EU Study Tour and Internship Program: Code of Conduct and Terms of Participation

Program Name: European Union Study Tour

Period: May 7-27, 2017

The Centre for International Experiences at Capilano University, in conjunction with its institutional partners in Canada and Europe, maintains strict standards of behaviour and has specific terms for students participating in the EU Study Tour & Internship Program.

Before participating in the EUST&IP, students must agree to the following terms and conditions:

SECTION A: GENERAL TERMS

1. Students participating in the EUST&IP are subject to all applicable policies of their home institution, including but not limited to the Code of Behaviour on Academic Matters, the Code of Student Conduct and the Policy and Procedures: Sexual Harassment. Nothing in these Terms of Participation in any way limits the rights and obligations set out in such policies.
2. In addition to the applicable home university policies, students participating in the program are subject to the host site's residence rules, these Terms of Participation, and the laws of the host jurisdiction.
3. Capilano University reserves the right to suspend any program, including activities already in progress, due to health and safety concerns and changes in the country advisories of Global Affairs Canada. Students must register with GAC travel registry.

SECTION B: PROGRAM REGULATIONS

4. Students are required to check their email accounts regularly leading up to and during the program. This will be the main form of communication between staff and program participants.
5. Attendance every day is mandatory. Failure to attend a seminar without a documented excuse (e.g., official medical note or approval of the Program Director) will result in a 5% deduction from a student's final grade. A subsequent absence without a documented excuse will result in an additional 10% deduction from a student's final grade. A third absence without a documented excuse will result in immediate dismissal from the program including residence/hotel, if applicable. Personal travel is not a valid excuse for missing a seminar and no special consideration will be given.
6. No one except those enrolled in the program can attend seminars or participate in program-related events. Friends or family members may not accompany students on a field trip unless they are also students in the program.

SECTION C: EXPECTATIONS OF STUDENTS PARTICIPATING IN EUST&IP

7. Students in this program are not present in the host country as anonymous tourists or visitors; they are there as representatives of their home university and ambassadors for Canada. Students must behave in a manner that does not damage the reputation of future programs at this site.
8. Students must have the availability to make a contribution to the program in which they are registered. They must also have the ability to: live and study in a collaborative, cooperative community setting; to adapt to changing environments; and to tolerate the physical, emotional and mental demands of the program.
9. Program participants must not place an excessive burden upon the host community, fellow students or program staff or faculty.
10. Loud, vulgar, public conduct or rowdiness at any hour of the day or night or any perceived disrespect to our host institution or city is unacceptable. Complaints from townspeople,

EU Study Tour and Internship Program: Code of Conduct and Terms of Participation

Program Name: European Union Study Tour

Period: May 7-27, 2017

merchants, residence officials or fellow students will be taken seriously and may result in dismissal from the program.

11. Students are expected to be respectful to program staff. Failure to respond to the written or verbal requests of the Program Director, coordinators, other faculty, host institution officials or residence staff is unacceptable and may lead to penalties or dismissal.
12. Students are expected to act safely and in a responsible manner and exercise good judgment at all times to prevent harm to self and to others.
13. Students must provide written acknowledgement and consent to the risks and terms of participation, as detailed by this Consent Form and the Release from Liability.

Foreign Laws

14. Students are expected to obey local laws. If students break the laws of another country, they are subject to the judicial system of that country. Being a foreigner or not knowing the local laws is not an excuse, any more than it would be in Canada.

Threats and Harassment

15. Physical abuse, threats of violence, or conduct that threatens the mental or physical health or safety of any person will not be tolerated. Such actions will result in immediate withdrawal from the program including residence/hotel.
16. Harassment (either verbal, written or through social media) is a violation of individual rights and is not permitted. The harassment may be racial, sexual, or personal in nature through graffiti, spoken comments, obscene gestures, or any other manner.

Drugs & Alcohol

17. The use, sale, or possession of all illegal drugs, controlled substances, or drug paraphernalia is strictly prohibited.
18. Students in the program are allowed responsible and sensible drinking of alcoholic beverages, provided they adhere to the laws of the host country (including the legal drinking age). Endangering yourself or others or destroying property due to excessive alcohol consumption will not be tolerated and may be grounds for dismissal from the program.

Noise

19. Excessive or harassing noise is strictly prohibited. Students in residence must respect the rights of other residents and maintain a reasonable level of noise. Quiet hours are in effect from 11:00 pm to 8:00 am seven days a week.

Cleanliness and Damage

20. Each student is responsible for keeping his/her room clean, tidy and in a reasonable state of repair for habitation at all times. When vacating, rooms must be left as clean as they were when taking occupancy. All personal items (including food and garbage) must be removed and only items that were in the room upon check-in should be left in the room. No items found in the room upon check in should be removed.
21. Students will immediately report IN WRITING any damage(s) made, observed or witnessed to a room (including at the time of check in), the residence or the facilities (and equipment therein) to the Program Director. Failure to do so will result in students being held responsible for all damage(s).

Guests

22. Visitors must check-in at the front desk upon arrival in the residence. Failure to do so will result in their removal from the premises. Overnight guests are not permitted; only registered participants in the program may live in the accommodation arranged by the EUST&IP.

EU Study Tour and Internship Program: Code of Conduct and Terms of Participation

Program Name: European Union Study Tour

Period: May 7-27, 2017

SECTION D: HEALTH & SAFETY ABROAD

- 23. Students are required to obtain appropriate immunization and medical advice and to purchase and provide proof of medical travel insurance coverage for the duration of the program (including the Internship Program, if applicable). Students’ policies should cover expenses incurred in the event of sickness or accidents, including doctor and hospital fees and repatriation costs. Students are responsible for ensuring they have adequate coverage.
- 24. Students consent to the release of their health and safety information to the Program Director for use in the case of emergencies. This information will be confidentially destroyed at the end of the program.

SECTION E: HOW THE TERMS OF PARTICIPATION ARE ADMINISTERED

An incident occurs when a student behaves in a manner that is in violation of these Terms of Participation. A program instructor, host institution official, residence staff member, student, or resident of the host city may report an incident to the Program Director or designate detailing the occurrence. Within 48 hours of the report being made the student named for violating the Terms will be required to meet with the Program Director or designate and any others deemed appropriate. The Program Director will review all accounts and information regarding the incident, including discussing the incident with the named student. The Program Director will then make a decision regarding the incident. Failure to attend the meeting will result in a penalty being assessed based on the facts as they are presented in the meeting and an additional penalty may be issued based on failure to attend the meeting.

Penalties

The following factors are considered when deciding upon any consequences: The unique circumstances surrounding each incident; and prior penalties assigned for similar and/or past incidents

The severity level of the consequences may increase for repeat offenders and/or number of incidents.

Penalties may include but are not limited to one or more of the following:

- a) Warning: A verbal or written warning may be issued which informs the student of behaviour that is considered unacceptable.
- b) Disciplinary Probation: Students who have already received a warning and commit another offence will be placed on probation. For serious offences students may be placed on probation without receiving a warning. Once a student has been placed on probation, any further policy violations may result in the withdrawal from the program and hotel/residence.
- c) Fine: A monetary penalty may be charged to the student for inappropriate behaviour. This levy is nonrefundable. Full monetary restitution may be included in any incident that involves vandalism or accidental damage/breakage.
- d) Dismissal from the program, including residence/hotel: This is the most serious sanction that can be levied. The Program Director or designate will determine when the student has to vacate the residence. Students are responsible for the cost of alternative accommodations or changes to travel arrangements. In the event that the Program Director exercises the option to dismiss a student from the program, the Program Director or designated official shall give written notice of such dismissal to the student, which shall specify the effective date of dismissal. These sanctions are specific to these Terms of Participation, and do not limit in any way sanctions that may be available under any of the applicable home university codes or policies.

Participant Signature	Participant Name (print)	Date (mmddyy)