

(Insert Program Name)
Program Policy Agreement

This Program Policies Agreement (hereinafter "Agreement") is entered into by and between **Jackson College** (hereinafter "College") and _____ Name of Student (hereinafter "Student") concerning Student's participation in the (insert program name) (hereinafter "the Program").

Student agrees to participate in the Program and contribute to the success of the Program as follows:

- Provide a minimum of 4 hours of weekly English as a Foreign Language (EFL) mentoring and tutoring online to selected students. Student will receive (to be determined amount) for tutoring upon my arrival in (insert country). Student understands that participation in (insert country) is contingent upon full participation as an online tutor prior to travel to (insert country).
- Participate in training and orientation sessions prior to travel
- Complete preparation online coursework of two credit hours.
- Participate fully in the Program in (insert country) (Insert Dates), including participation in learning activities, mentoring (partnering country) students, and contributing as a team member to improve and strengthen the program
- Complete activities as outlined and agreed to in the "Enrollment Agreement"

Student is responsible for (a) passport and visa fees; (b) food and lodging prior to the designated Program starting time or after the stated conclusion of the Program; (c) any additional costs for alternate transportation requested by the Student that differs from that scheduled by the Program; (d) any additional transportation costs involved in traveling to or returning from any optional travel/activities; (e) baggage insurance; (f) any required or recommended immunizations; (g) expenses involving trips, laundry, telephone calls, postage, gifts, and beverages not a customary part of meals; (h) health/travel insurance expenses.

(host country program inserted) will cover the costs of selected students from participating community colleges during the Program in (insert country), (dates to be inserted), to include a shared room, 3 meals daily, and transportation for program-related outings. The College reserves the right to designate room placements.

HEALTH CLEARANCE

Participation in the Program is contingent upon the College's review of the Student's completed medical forms. Failure to disclose complete and accurate information on the medical form can result in dismissal from the program.

HEALTH GUIDELINES; TRAVEL ALERTS; TRAVEL WARNINGS; COMPLIANCE

Student is required to review carefully (a) the applicable Health Guidelines for the Participant's Program (the "Health Guidelines") and (b) the US State Department Consular Information concerning

travel to, in, and around Brazil ("Travel Warnings" and "Travel Alerts"), these may be found at:
<https://travel.state.gov/content/travel.html>

In signing this form, the Student confirms that he/she has read and understood the Health Guidelines and the Travel Advisory and that he/she is responsible for complying with any recommended or required immunizations, precautions, and procedures set forth in the Health Guidelines and the Travel Advisory. In addition, the Student agrees to comply with these conditions and with the policies and procedures of the College as communicated to the Student.

DISMISSAL

I understand that Jackson College reserves the right to dismiss from any Program any Student whose conduct (including but not limited to the use of non-prescription drugs, alcohol, or unacceptable sexual behavior: (a) violates laws of Brazil or the U.S.; (b) violates the terms of the College Code of Conduct; (c) is considered improper or offensive to the host community in Brazil; (d) is likely to be detrimental to the physical or mental health or safety of the Student or other members of the Program; (e) demonstrates that the individual is not capable, or is unwilling, to participate fully in a cross-cultural environment; (f) fails to carry out a required commitment to the program. A Student who leaves the scheduled Program at any time without express written permission from the college leader may not return to the Program and shall be automatically dismissed. Because of the danger involved, activities including driving motorized vehicles, riding in noncommercial airplanes, or hitchhiking while participating in the Program are prohibited, and the Student will be dismissed for such actions.

I also understand that I will be working with (insert country) high school students who are enrolled in the (insert partnering country program) School in (insert specific region of country) and that these students are minors (aged 15-17). I understand that the following are unacceptable in working with the (insert country) high school students: (a) Consuming alcohol with (insert name of partnering country program/high school) high school students or purchasing alcohol for students; (b) Engaging in amorous relationships or sexual activity with any (insert name of partnering country program/high school) high school student; and (c) Staying out with (insert name of partnering country program/high school) high school students after their 10pm curfew.

US-(Insert Country) FELLOWS CONDUCT WITH SESI STUDENTS

The integrity of the Program vests considerable trust in the JC Fellows, who, in turn, bear authority and accountability as tutors, mentors and student educators. Most of the (insert name of partnering country program/high school) students will be minors at the time of your interaction with them. As such, all laws and professional protocols in your work with them must be rigidly followed. Even in cases in which the (insert name of partnering country program/high school) student may be of legal age, the unequal power inherent in the tutor/tutee relationship heightens the vulnerability of the (insert name of partnering country program/high school) student and the potential for a conflict of interest and the possibility of real or perceived coercion. The integrity of the relationship between the JC Fellow and the (insert name of partnering country program/high school) student must be protected from influences or activities that can interfere with learning goals and ideals of the Program.

In addition to the following practices and prohibitions, all JC Fellows are bound by Jackson College Student Responsibilities and Code of Conduct.

1. JC Fellows may not at any time consume alcohol with or in the presence of (insert name of

partnering country program/high school) students.

2. Any exchange of funds or personal resources with (insert name of partnering country program/high school) students poses an inherent conflict of interest and must be avoided.
3. Amorous relationships with (insert name of partnering country program/high school) students are prohibited.
4. Conduct unbecoming or considered improper or offensive to the host community and/ or not conducive to the creation and maintenance of a cross-cultural climate violates the tenets of the US-(insert country) Connect and are grounds for dismissal from the Program.

TRAVEL ARRANGEMENTS and AIR TRANSPORTATION

All students must travel to and from (insert country) with their college group. The Program arranges scheduled air transportation through designated airlines. The College and the agents selected by it and the airlines reserve the right to cancel the air transportation arrangements or change dates, times, prices, and itinerary, and to make aircraft substitutions.

In the event changes or substitutions are made by the college, its agents, or the airlines at any time prior to the Program date, the college will not be responsible for the cost of domestic airline tickets purchased on the basis of previously published international transportation information.

No independent travel during the Program is permitted without the express written consent of the College. Travel expenses arising from premature return home, whether alone or accompanied, must be borne by the Student.

Student is solely responsible for any missed group connections due to his or her failure to assemble in a timely manner, and the college will be in no way liable for the cost of alternate transportation or for any consequential losses resulting from the Student's failure to use designated transportation.

PUBLICITY

I understand that future publicity materials developed may include statements made by students or their photographs and film or video images and voices, and I provide my consent for the (insert program and affiliation) Jackson College, and (insert program/high school) to such use of any comments, photographic likenesses, and film or video images and voices in any medium.

WITHDRAWAL/REFUND POLICY

The College makes firm commitments to suppliers and completes travel purchases on behalf of the Program and students well in advance of program starting dates. Requests for withdrawals must be in writing and signed by the Student. Refunds will be issued in accordance with Federal Student Aid Guidelines and Institutional Policies.

In the event of dismissal from a Program for reasons outlined in these conditions, only the College can determine what amount of refund, if any, is to be made. All refund determinations will be made after the conclusion of the Program.

IDENTIFICATION

The Student must be prepared to present some form of numbered, positive identification that matches the name on the passenger manifest when boarding the aircraft. A passport or travel identity document must be shown for international travel.

Jackson College System Representative's Signature:

College Designee: _____
Name Title

Date ____ / ____ / ____

Student's Signature _____

Date ____ / ____ / ____