

International Education Program Application & Registration
Field School Programs

Family Name _____	First Name _____
MRU Student ID _____	Field School _____

IMPORTANT INFORMATION REGARDING FIELD SCHOOL INFORMATION, PROCEDURES & POLICIES

Important: Upon completing and submitting the Field School Registration and Application Package you are bound by the information, procedures and policies as described in the Mount Royal University International Field School Student Manual website located at <https://sites.google.com/mtroyal.ca/fieldschoolstudentmanual/home> or at www.mtroyal.ca/fieldschools under [Field School Resources](#). Before submitting this package you are responsible for ensuring that you have reviewed the manual in its entirety, are familiar with the contents, and that you fully understand and agree to the information requirements and policies stated.

By signing below you confirm that you have reviewed the Mount Royal University International Field School Student Manual website and you fully understand and agree to the information contained within.

Signature: _____ Date: _____

PLEASE SUBMIT COMPLETED APPLICATION TO
INTERNATIONAL EDUCATION (EB 3005) BY THE APPROPRIATE DEADLINE

Please tick boxes. An application is not considered complete until all of the documents listed below have been received. All requested and required documentation must be submitted a minimum of six weeks prior to departure or by the deadline specified in order to be approved for international travel. Incomplete applications will **NOT** be approved for international travel through MRU.

- Application Form (attached) - with all applicable sections completed.
- Agreement of Participation (attached)
- Responsibility & Liability Waiver (attached)
- Photocopy of Valid Passport – If you hold dual citizenship, please include copies of both passports. If you are in the process of applying for or renewing your passport, be sure to submit a copy of the passport, once issued. In addition, please tick the appropriate box below to indicate why your passport has not been included with your initial application: applying renewing
- MRU Photo and Media Release Form (available [online](#) under “Field School Resources at www.mtroyal.ca/fieldschools).
- Confirmation E-mail from Registration to My World Abroad. . Register at <http://www.myworldabroad.com/mtroyal>.

The following items must be submitted to the Coordinator, International Education, **once your travel has been booked:**

- A copy of your travel itinerary (including departure and return dates, airline and flight numbers) **and** proof of trip cancellation/interruption insurance
- Confirmation of Out of Country Travel Health and Medical Insurance Form (available [online](#) under “Field School Resources at www.mtroyal.ca/fieldschools).
- Proof that appropriate travel visa has been received – if required

PARTICIPANTS SHOULD KEEP A COPY OF ALL DOCUMENTS FOR THEIR PERSONAL RECORDS.

PARTICIPANTS SHOULD NOT MAKE TRAVEL ARRANGEMENTS UNTIL GIVEN NOTICE TO DO SO.

International Education Program Application & Registration Field School Programs

Field School _____ Semester of Travel _____
(Please specify the field school) *(i.e. Spring 2020)*

STUDENT PERSONAL INFORMATION			
MRU Student Identification _____-_____-_____-_____	MRU Faculty <u>and</u> Program		Year of Study at time of Field School (i.e. 1 st /2 nd)
Family Name (legal)	First Name (legal)	Middle Name (legal)	
Gender <input type="checkbox"/> M <input type="checkbox"/> F	Birth date (dd-mm-yyyy)	MRU E-Mail	Alternate E-Mail
Address (Current) – Valid Until: _____			
City	Province / State & Country		Postal Code
Telephone: Home	Cell	Business	
Address (Permanent) <i>(if different from above)</i>			
City	Province / State & Country		Postal Code
EMERGENCY CONTACT INFORMATION (Two Emergency Contacts at <u>Different</u> Residences Required)			
Name (Primary Emergency Contact)		Relationship to Student	
Mailing Address			
City	Province / State	Postal Code	Country
Telephone: Home	Business	Cell	Email
Name (Secondary Emergency Contact)		Relationship to Student	
Mailing Address			
City	Province / State	Postal Code	Country
Telephone: Home	Business	Cell	Email

MANDATORY TRAVEL HEALTH AND MEDICAL INSURANCE

Mount Royal University (MRU) and the Office of International Education at MRU require that all students participating in student exchange, study abroad, field schools and work abroad programs obtain adequate and valid travel health and medical insurance for the duration of their time away. All students must confirm their coverage by completing a "Confirmation of Out of Country Travel Health and Medical Insurance" form (available at www.mtroyal.ca/fieldschools) after acceptance in to the program and prior to their departure from Canada. Guidance on selecting adequate insurance will be provided by the Office of International Education however each student is ultimately responsible to ensure that the insurance they purchase meets the minimum requirements as presented by MRU as well as any special requirements based on the student's personal needs and circumstances.

I acknowledge, understand and agree to purchase adequate Travel Health and Medical Insurance.

Signature: _____ **Date:** _____

MANDATORY TRIP CANCELLATION AND INTERRUPTION INSURANCE

Field School participants are required to purchase adequate Trip Cancellation and Interruption Insurance to cover financial loss in the event that the field school is cancelled or in the event that the participant can no longer travel on the field school as originally planned. It is the responsibility of the participant to purchase adequate and appropriate Trip Cancellation and Interruption Insurance based on the specific field school travel plans and their individual needs and circumstances.

I acknowledge, understand and agree to purchase adequate Trip Cancellation and Interruption Insurance.

Signature: _____ **Date:** _____

STUDENT AWARDS & INTERNATIONAL EDUCATION GRANT INFORMATION

International Education offers Field School students the opportunity to apply for various grants to support their Field School experience. Details on grants available as well on directions on how to apply for available grants will be communicated to Field School Participants by the International Education Coordinator. Mount Royal University requires that all grant applicants and recipients have a Social Insurance Number on file with MRU grant processing. Students who have not previously registered their SIN with MRU can do so through the Office of the Registrar or online in MyMRU.

MEDICAL CONDITIONS AND/OR CONCERNS

**Please indicate if you have any allergies, Medical Conditions/Concerns or Special Needs.
Please provide specific details including conditions, symptoms, provisions and treatment.**

Allergies

Medical Conditions/Concerns

Special Dietary Needs or Other Needs

None

Note: It is the responsibility of each participant to ensure they are able to meet the physical demands of participating in the specific field school. Any concerns should be discussed in detail with the Field School Professor.

DECLARATION FOR MRU STUDENTS PARTICIPATING IN INTERNATIONAL FIELD SCHOOLS

It is the responsibility of each participant to learn as much as possible about the risks of the venture, to weigh these risks against the advantages, and to decide whether or not to participate. You must notify the Office of International Education at MRU if you no longer wish to be considered for the International Field School experience. It is your responsibility to research the necessary paperwork (visas, permits, entry clearances, etc.) which are required by the country you are entering and to apply for these well in advance of departure at the appropriate consulate or embassy. Before joining a Field School you must check with your academic department as to how the Field School course(s) will fit in to your program at MRU.

Declaration:

I hereby recognize that participation in an International Field School program at MRU is contingent upon multiple factors including acceptance in to the specific program, adherence to all Field School policies, procedures and guidelines, academic suitability for the program and payment of Field School specific program fees as well as tuition and related fees to Mount Royal University assessed on the number of credits being registered in for the Field School program. Field School program fees are payable according to the payment dates outlined for each specific field school. Tuition fees are payable before departure by the deadline set by the Office of the Registrar. I acknowledge that there are also additional costs to participating in a field school and that I am prepared to meet this financial commitment. I acknowledge that all costs and any financial loss related to my participation in the Field School are my sole responsibility.

I acknowledge that it is my responsibility to ensure I have the appropriate academic background and level to successfully complete the field school course(s) and that it is my responsibility to ensure that I will be able to get credits towards my degree/program for courses taken on the Field School. Failure to do so, or failure to successfully complete the field school courses may necessitate taking additional semester(s) or courses(s) at Mount Royal (and paying the applicable tuition and fees) in order to fulfill my degree requirements. It is my responsibility to ensure the accuracy of my academic record and to inform MRU and my faculty of any discrepancies in my academic record, as well as to update my mailing address and contact information with the Office of the Registrar as required.

I recognize that participating in an International Field School requires a significant time commitment to the program including mandatory participation in group meetings, activities and orientations as well as individual meetings. These meetings may occur at anytime after acceptance in to the Field School program and I agree to making myself available to attend these meetings as scheduled.

I recognize that International Education at MRU reserves the right to compile anonymous statistics relating to biographical information, academic information, grant recipient information, and field schools of successful and unsuccessful applicants and to release these statistics for legitimate academic reporting and publicity purposes. International Education at MRU also reserves the right to contact the emergency contact(s) provided by the student in case of emergency.

By signing below I acknowledge, agree to, accept and understand this declaration and I certify that all statements made and information given on this application & registration form are true and complete.

Student Signature: _____

Date: _____

FIELD SCHOOL PROFESSOR DECLARATION – To be completed and signed by the appropriate Field School Professor Only

By signing off on this application I confirm that I have reviewed this applicant's suitability and eligibility for participation in the International Field School offering and approve their application for acceptance in to the Field School program.

Field School Professor Name: _____

Field School Professor Signature: _____

Department and Faculty _____

Date: _____



**International Education Assumption of Risk, Responsibility & Liability Waiver-
Field School Students**

WARNING: By signing this legal document you give up certain legal rights, including the right to sue. Please read carefully.

In consideration of being permitted participate in an international field school to _____ (country) by International Education, Mount Royal University in Calgary, Alberta, I agree as follows:

Assumption of Risks: I understand that participation in a MRU International Field School Program (the program) will take me away from campus for an extended period of time. During this period, as specified in the Program Information, I understand that I will be in an unfamiliar surrounding and will be exposed to risks to my person and possessions. I understand that I may suffer physical injury, sickness or death, or damage to my property as a result of my participation in the program; and that there is a possibility of violence and crime, civil unrest, homesickness and loneliness. I freely and voluntarily accept and assume all such risks, dangers and hazards. Accordingly, I understand that despite its efforts, MRU may not be able to ensure my complete safety at all times from such risks and dangers.

Assumption of Responsibility: I understand that it is my responsibility to abide by all applicable MRU and Host Institution/Organization policies and laws of the host country, and to ensure that I have adequate medical, personal health, dental and accident insurance coverage, trip cancellation and interruption insurance, as well as protection of my personal possessions. More particularly, I appreciate MRU does not carry accident or injury insurance for my benefit and also that there may be certain matters for which I could be held at fault personally if the accompanying circumstances do not relate to or arise from my education or if my activities or conduct fall short of what would be considered a reasonable standard for an individual in my position. In these cases I agree to be accountable in all respects for my own actions and not to ask MRU or its employees to accept the consequences thereof; further, I agree to be responsible for any claims made against MRU in relation to such actions. I acknowledge that I have been advised by MRU of such risks and dangers as well as the need to act in a responsible manner at all times. My signature below is given freely in order to indicate my understanding of the acceptance of these realities and in consideration for being permitted by MRU to participate in the above mentioned Program. I recognize that MRU will not supervise extracurricular activities during my participation in the Program.

Liability Waiver: I release and hold harmless MRU, its employees, students and agents from any and all liability for any loss, damage, injury or expense that I or my next of kin may suffer as a result of my participation in this Program, including, but not limited to, accidents, acts of God, war, civil unrest, sickness, transportation, scheduling, government restrictions or regulations, and any and all expenses which I may incur while participating in the Program. This waiver is effective for the period of time that I will be participating in the Program. I understand that this agreement cannot be modified or interpreted except in writing by MRU and that no oral modification or interpretation shall be valid. This agreement shall be effective and binding on my heirs, next of kin, executors, administrators and assigns, in the event of death.

I have read this document carefully and I understand and acknowledge my responsibilities and the effect of this liability waiver.

MRU Student ID Number	Family Name (legal)	First Name (legal)
Student Signature		Date
Witness Signature	Witness Name	Date



INTERNATIONAL EDUCATION



International Education Agreement of Participation Field School and Study Abroad Students

I, _____, hereby accept placement on a Mount Royal University International Field School program. I further agree with MRU as follows:

1. I will pay appropriate credit-based tuition fee charges to MRU for the duration of the field school program. If I do not complete the field school program, program fee refunds, tuition fee refunds, grant repayments, if any, will be determined by, and are at the discretion of MRU.
2. I understand that MRU may pay out program costs to vendors prior to receiving program or tuition fees from myself. I will pay for any program costs associated with my participation in the field school program, regardless of whether or not I complete the field school program. If I do not complete the field school program, program fee refunds, tuition fee refunds, grant repayments, if any, will be determined by, and are at the discretion of MRU.
3. I understand that the awarding of academic credit for work done on the field school is based on successful completion of the academic course requirements as presented by the course outline(s). Hence, I acknowledge that MRU has not represented to me or given any undertaking that students of MRU participating in any field school program will automatically obtain the credits required for a particular program/course. I further acknowledge that it is my personal responsibility to ensure the credits earned on the field school are applicable to my program/degree requirements.
4. I will conduct myself in strict accordance with MRU's Student Code of Conduct and also in compliance with the policies, rules, regulations and laws prescribed by the partner organizations/institution and host country to which I am assigned. Likewise, I will be subject to the academic and non-academic regulations of MRU during the period of the field school.
5. My placement may be terminated early if I fail to pay all related tuition and fees by indicated deadlines, fail to attend all required meetings and activities, fail to maintain minimum academic standards as defined by MRU and my host institution (if applicable), fail to maintain minimum non-academic standards as defined by MRU and the specific field school rules and expectations, or am found in violation of laws and regulations of my host organization(s) or country. Such termination may carry the same financial obligations as withdrawals. Any financial loss due to such termination will be my responsibility.
6. I will inform MRU, specifically International Education, immediately if I am unable to take part in the field school after having signed this Agreement.
7. I will take part in all aspects of the program, including mandatory Pre-Departure Orientation, Pre-Departure meetings and Preparations, Re-Entry Debriefing/Conference, Program Evaluation, Personal Report submission, Field School Showcase, and will assist in the promotion of the field school programs as requested by MRU, International Education and / or my department of study.
8. I consent to the disclosure of information to my parents, guardians, emergency contact person, International Education staff at MRU and the host institution/organization for the duration of my participation in the program.
9. I will provide MRU with my updated contact information in the host country and at home and respond to requests for information from MRU and potential field school students.
10. I hereby allow the reproduction of any photographs or media of myself or taken by myself that have been or will be collected or produced either by International Education or by myself and submitted to said Department.

MRU Student Identification	Family Name (legal)	First Name (legal)
Student Signature		Date

OFFICE USE ONLY**(Do not complete information below this line)****This application has been reviewed and approved for Field School participation:**

Trinda Guillet	SIGNATURE	DATE
Coordinator, International Education		
Dianne MacDonald	SIGNATURE	DATE
Director, International Education		

Please submit completed application with all necessary backup documentation by the appropriate deadline to:

**International Education
Room EB 3005
4825 Mount Royal Gate SW
Calgary AB T3E 6K6
Ph: (403) 440-5005
Fax: (403) 440-5155
Email: international@mtroyal.ca**