

# REGISTRATION FORM



## PART A - PERSONAL INFORMATION

First name  Last name  Female ☐ Male ☐  
Street   
City  Postal Code  Country   
Phone  Cell phone  E-mail   
Date of Birth D  M  19  Citizen of  Passport #

## IN CASE OF AN EMERGENCY DURING YOUR PROGRAMME, WE MUST CONTACT WITH:

First name  Last name  Female ☐ Male ☐  
What relationship do you have with this person?   
Street   
City  Postal Code  Country   
Phone  Cell phone  E-mail

## PART B - ACADEMIC INFORMATION

College/University

Current classification:

Class standing:

Major:  Minor:  Cumulative GPA:

Proficiency of Spanish:

I have been in contact with the study abroad office (or the appropriate office or individual) of my home institution regarding the transfer of credits of the course in which I am registering with Mester. I am aware of all the policies and procedures of my home institution regarding the application process, credit transfers, financial aid and other applicable information and procedures particular to my institution.

Yes: UAFS Study Abroad Office

I will study in Salamanca: from MM  DD  YY  to MM  DD  YY  Number of Weeks:

Notes:

## PART C - HEALTH AND HOUSING INFORMATION

Homestay: ☐ Roommate preference

Residence: ☐ Roommate preference

Do you have any allergies (to household pets or other) or chronic ailments? If yes, please describe .....

Do you have any special dietary needs? If yes, please describe .....

Are you presently taking any prescription medication on a regular basis? If yes, please list and state purpose .....

Do you smoke? Yes ☐ No ☐ Would members of the host family who smoke elsewhere in the house bother you? Yes ☐ No ☐

Would you prefer to live in a household with children or without? with ☐ without ☐

Would you object to being placed with a single-person host? Yes ☐ No ☐

If there are any more details about yourself which you think would help with homestay selection and assist your host in getting to know you better, please state:

## PART D - FLIGHT DETAILS

### ARRIVAL DETAILS

**Date** MM   DD   YY   **Hour**   am pm **Airline**              **Flight #**

### DEPARTURE DETAILS

**Date** MM   DD   YY   **Hour**   am pm **Airline**              **Flight #**

## PART E - AGREEMENT AND RELEASE FORM

### Code of Conduct

Students are expected to conduct themselves appropriately and respectfully, and will abide by the rules established by any of the following: Mester Study Abroad office, program directors, program staff, housing hosts (apartment, homestay, residence). In addition, students act as representatives of their home institutions and as such will be expected to abide by rules of conduct set forth by that institution while they are overseas as well as those rules of conduct set forth by Mester. Any student who would engage in disrespectful, hostile, dishonest, or violent behavior that threatens not just him/herself but more importantly any other person, or the program itself will immediately be subject to disciplinary action and could be expelled from the program, and thereby sent home at his/her expense with no refund at all.

Our Students are expected to take full responsibility for their own actions at all times during their stay abroad. Students are expected to abide by Spanish rules, laws and regulations since they will be legally subject to the same laws and regulations that govern the rest of Spanish citizens. There are a number of situations under which the resident director or Mester staff have the authority to immediately dismiss a student from his/her study abroad program. Some of those situations or behaviors are the following, which will end up with the student dismissal from the program: 1) Violation of the laws, rules and regulations, or customs of the host country, community, institution and program; 2) Continued bad behavior for which the student has been already advised; 3) Irresponsible behavior that could put in danger the rest of the study abroad group academically and physically; 4) Damages or endanger of the housing rules and regulations within the organization facilities as well as family houses; 5) Alcohol misuse or abuse or possession; 6) Physical assault; 7) Sexual harassment; 8) Possession or use of illegal substances; 9) Theft.

### Drug and Alcohol regulations

Within Mester there is a zero-tolerance policy regarding anything that has to do with the possession, use, exchange or distribution of illegal drugs by students participating in any program. Mester wants participants to fully enjoy their experience in Spain and the vibrant night life is an important aspect of Spanish cultural life. However, we ask that students take advantage of this aspect of the cultural experience within limits. Students that are of drinking age that take part in alcohol consumption during their free time will do so at their own discretion, however, should Mester become aware of abuse of alcohol consumption the student runs the risk of expulsion from their program. All students under the age of 18 will have an imposed curfew of 12am. No alcohol consumption will be tolerated for under-aged students. Violation of local laws in regard to drugs or alcohol will result in immediate dismissal from the program.

### Housing regulations

Residence staff and host families will let the Mester students know all about housing rules and regulations upon their arrival in Spain. From that moment students have whole responsibility for their actions. If at any time during the stay a student is not comfortable with his housing option, he/she should address the situation with the Mester Resident Director. Moving into a different housing would only be allowed once during any given summer, semester or year long program only during the first 7 days into the program for whatever reason. After this time no changes will be allowed unless there are extenuating circumstances that warrant a change. Students are prohibited to change housing without notifying the program Resident Director even if the move to another homestay is permissible by the new homestay family.

If causing a severe infraction of housing regulations, Mester director, in consultation with the rest of the staff, will determine whether or not the student has to be dismissed from the housing facility and/or face other penalty, which could go up to expulsion from the Study Abroad program. Finally, if a student is expelled from his/her housing but permitted to remain participating in the program, the student will be responsible for finding and paying for the alternative housing on his/her own. In the case that housing could not be found, the student would be required to go back to the US and so be deprived of academic credit and any financial refund.

### Academics

Mester requires that students enrolled in its programs meet a certain academic standards ensuring academic progress toward a good completion of the program of study while studying abroad in Spain. Student must maintain full time status, have a satisfactory academic evolution and meet the attendance regulations set forth by the host institution (10% absenteeism/90% attendance rate required in order to receive certification/transcript). Also, the students must at all times maintain a minimum grade point average of 2.0. Students who do not maintain these standards will receive a warning right away. If the student continues his/her poor academic behavior after receiving the first warning the student will be put on probation and will face possible dismissal from the program. This will result in losing any possibility to receive a transcript or academic credit from Mester. Certain actions will result in immediate expulsion from the program: Plagiarism and cheating.

### Independent Travel

Prior to embarking on any independent travel (e.g., on free weekends), a student must inform the on-site director or program administrator of the travel destination(s) and the dates of independent travel.

### General Agreement

I will comply with Mester rules, standards and instruction, and understand that failure to do so may result in being sent home at my (or my parents') expense, with no refund. I understand that my participation may be terminated if I am expelled from Mester or otherwise disciplined

by the language institute or civil authorities, or if Mester, in its sole discretion, determines that my conduct is incompatible with the interests, harmony, comfort or welfare of the other students. I (and my parents) agree to indemnify Mester if I do anything that causes Mester to sustain financial loss or liability.

I understand that I am responsible for exercising caution and common sense at all times to avoid injuries, and that Mester cannot provide supervision or support during the periods of independent travel.

I agree that if I become ill or incapacitated, Mester or its emergency assistance company may take such actions as it considers necessary under the circumstances, including securing medical treatment for me and transporting me to the United States. I release Mester from any liability relating to this medical care. I also authorize Mester to take whatever action it deems to be necessary and in my best interest (including transporting me out of the host country or back to the United States, at my own, or my parents' expense) in the event of political unrest or any other unforeseen event or condition. If Mester incurs, on my behalf, any costs not covered by its general liability insurance, I (and my parents) agree to make the immediate repayment upon my return.

I understand that Mester provides insurance coverage for my benefit while in the program, including limited health and accident insurance while on Spanish soil and a comprehensive US emergency medical coverage and trip cancellation and interruption policy that must be purchased separately. I acknowledge that it is my responsibility to understand the limitations of this coverage and agree that Mester is not responsible for any uninsured losses.

I understand that Mester reserves the right to make changes, cancellations or substitutions in cases of changed conditions or emergency, or based upon the interest of the group. I understand if I am terminated from the program, there will be no refund of Mester fees.

I understand that obtaining a passport and any other required documents for participation in the program and to indemnify Mester for any costs that result from my failure to obtain the required documentation.

I understand that if I am not a U.S. citizen, a visa may be required for entry to the countries I plan to visit (or transit through) while a participant on this program. I further understand that it is my sole responsibility to determine my visa requirements and obtain the appropriate visa(s), and I agree to hold Mester harmless in the event that I am unable to obtain the necessary documents and visas for participation in the program and to indemnify Mester for any costs to it that result from my failure to obtain the required documentation.

I understand that from time to time Mester's promotional material may include statements by its participants and/or their photographs and I consent to such use of my comments and photographic likeness.

This agreement cannot be modified except in writing by Mester.

References in this agreement to Mester shall include Mester and all of its agents, employees, affiliated companies, campus directors, chaperones, group leaders, teachers, host school and school officials. All references to "parents" of the applicant shall include the legal guardian or other adult who is responsible for, and authorized by law or court order to make legal decisions and to enter into binding contracts on behalf of the applicant.

#### **Required Disciplinary Information**

1. Have you ever been found responsible for a disciplinary violation at an educational institution you have attended at the college or university level, whether related to misconduct or behavioural misconduct, that resulted in probation, suspension, removal, dismissal or expulsion from the institution?      Yes      No

2. Have you ever been convicted of a misdemeanour, felony or other crime?      Yes      No

If you answered "yes" to either or both questions, please attach a separate sheet of paper that gives the approximate date of each incident and explains the circumstances.

By signing below I acknowledge that I have read, understood and agree to all of the information, rules and guidelines set forth in this application. I also certify that the details I provided in the Required Disciplinary Information section are true.

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Signature of Applicant

Date

I certify that I am the parent or legal guardian of the Applicant, and that I have read the foregoing Agreement and Release (including such parts as may subject me to personal financial responsibility), and hereby waive any claim that I might have against the Institute or its agents (as set forth above), both in my own behalf and in my capacity as legal representative of the Applicant, any claims arising from the Applicant's participation in the program.

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Signature of a Parent/Guardian if Applicant is under 18 years of age

Date

PLEASE MAKE A COPY OF THIS AGREEMENT AND RETAIN FOR YOUR RECORDS