

## ISP Application

### General Information

Brigham Young University's colleges and academic departments, working through the Kennedy Center's office of International Study Programs (ISP), offer significant international learning experiences that reflect the aims of a BYU Education.

### About this Application

In order to participate on a BYU International Study Program you are required to complete the following application fully, including indicating your acceptance of the terms and restrictions contained in this statement and the other parts of the application. Acceptance to a BYU international study program **does not** constitute regular admission to a degree program at BYU. Non-BYU Provo students who apply and are accepted to an international study program are classified as non-degree seeking, continuing education students and may only register for the study abroad sections of the courses associated with their program.

### Academic Course Requirements

Each international study program has its own minimum course requirements. Students participating in Study Abroad and Direct Enrollment programs enroll as full-time students, with a minimum of 12 credit hours per semester/6 credit hours per term. Students participating in International Internship and Individual Experience programs register for a minimum of 9 credit hours per semester/4.5 credit hours per term. Except in unique circumstances, students are required to abide by these minimum course requirements. If you fail to register for the minimum course requirement of your program, you will be charged an additional fee equal to the cost of full-time tuition. Please check specific program flyers for details on each program.

During the semester or term of the international study program, you should only be registered for **Study Abroad sections** of each class. If you register for any on-campus class section (including day and evening classes) or independent study classes to be taken during the semester/term of your international study program, **you will be charged additional tuition** for each non-ISP course taken. Registering for non-ISP courses will not be part of the required credit hours of your program.

BYU's international study program courses cannot be audited.

Students on honor code or academic probation may not participate on international study programs. If you are on either of these probations at the time of the start of your program, you will be dropped from the program and will be assessed cancellation fees in accordance to the cancellation policy below.

### Preparation Course

All students who participate in an international study program are required to register for and perform satisfactorily in a pre-departure preparation class. Refer to the specific program information for details on this course.

If you are not currently a full-time BYU-Provo student, you must register for this course as a continuing education student, and **you will be required to pay tuition for this course in addition to the cost of the program**. In some cases, arrangements may be made for students who are out of the area to take this course through distance learning. For more information, please contact International Study Programs, 101 HRCB, (801) 422-3686.

### BYU Financial Aid/Scholarships

BYU-administered loans, scholarships, and discounts may be applied toward international study program fees. Application for these is made through BYU Financial Aid, A-41 ASB, (801) 422-2153. Prior to

payment deadlines, you must notify ISP accounting, [kennedy\\_accounts@byu.edu](mailto:kennedy_accounts@byu.edu), of any financial aid or scholarships you plan to use to pay for your program.

A limited amount of financial aid is available through BYU International Study Programs to assist qualifying students with program expenses. In order to be considered for this financial aid, you need to indicate this at the appropriate place on this application. You will also need to have a current FAFSA on file with the BYU Financial Aid Office. International students can contact ISP about how to obtain a FAFSA score. Please note that students can only apply for the ISP discount prior to being accepted into the program and that ISP financial aid is only available to undergraduate students who are registered as full-time BYU Provo students the semester prior to the start of the program.

### **Program Charges and Cancellation Fees**

For all programs, the application fee is nonrefundable (unless the program is cancelled by ISP) and is not calculated as part of the program cost.

By applying to a BYU International Study Program, you agree to accept the terms of this payment/cancellation policy.

- The first, nonrefundable payment of \$500 for a term program/\$1000 for a semester program is due upon acceptance.
- The second payment of either \$1,000 (term program) or \$2,000 (semester program) is due on the second payment date and \$500 of this payment is nonrefundable after this date.
- The third payment is the balance of the program cost minus the tuition charge. If you cancel after the third payment deadline but before the start of the program, you will be charged according to the first two policies above, plus 25 percent of the third payment as a cancellation fee.
- The final payment is the tuition charge. This will be charged after you register for your program courses. The price of your program includes LDS, undergraduate tuition. You will be charged the additional cost of tuition if you are a graduate or non-LDS student.
- If you fail to register for the full academic load required by the program, you will be assessed additional program fees.
- During the semester/term of your program, you should only register for the study abroad sections of the courses associated with your program. If you register for any other course, whether it be in the day school, evening school, or independent study, you will be charged additional fees.
- No program or tuition fees will be refunded to you if you cancel after the start of the program.
- **Exceptions will not be granted in the case of life choices such as choosing to serve a mission or to get married.**
- Upon acceptance, you will be emailed a payment information sheet that will give the payment deadlines. Failure to meet these payment deadlines will lead to penalties and/or being dropped from your program.

### **How to Cancel**

If you have been officially accepted to an international study program and decide to cancel, you must give formal notification by filling out and submitting the online cancellation form found in the application. **No other method of cancellation will be accepted.**

### **Mandatory Health Insurance**

All students who participate on an international study program are enrolled in an international travel insurance policy offered by HTH Worldwide insurance. Since HTH Insurance is only valid outside the U.S., you are still required to maintain adequate domestic insurance as stipulated by BYU. More information on this may be found online at <http://health.byu.edu/healthplan/req.php>.

### **Airfare and Passports**

Students accepted to an international study program are required to make their own travel arrangements to and from the host country, unless otherwise specified for a particular program. Round-trip airfare is not generally included as part of the program cost (check the specific program descriptions for details). You are encouraged to make airline reservations through BYU Travel (801) 422-3872, 280 HRCB, but may do so through an independent travel web site before departing for your program. Once this is done, you should enter your travel itinerary on the international study programs web site before departing for your program.

You are required to have a passport that is valid for six months after the ending date of your international study program. You are responsible for obtaining your own passport and, when required, the necessary visa(s) for your program. If ISP assists in getting your visa, you are still responsible for double-checking that the visa is correct. ISP cannot guarantee that you will receive the visa you apply for.

Once you have your passport number, you must include it on the Personal Information page of this application.

### **Students With Disabilities**

ISP is committed to providing a working and learning atmosphere that reasonably accommodates academically qualified persons with disabilities. However, international study programs are physically, emotionally, and mentally taxing and may be inaccessible for some disabilities. If you have concerns, you are invited to discuss both the program requirements and the available facilities with ISP prior to applying.

### **Nondiscriminatory Statement**

Admission to Brigham Young University's International Study Programs is nondiscriminatory. ISP admits persons without regard to gender, race, creed, religion, or national origin who meet the university's academic requirements, who agree to abide by the Honor Code and the Dress and Grooming Standards, who agree to abide by program-specific requirements and policies, and who are otherwise qualified.

### **Termination from a Program**

The university reserves the absolute right to immediately terminate your participation on a program if it is found that you have registered under false pretenses, if you fail to live the terms of the BYU Honor Code, or if you fail to follow security or health instructions from ISP or the program directors. If this termination takes place before the starting date of the program, you will be subject to the cancellation fees explained above. If the termination takes place after the starting date of the program, no program fees or tuition for the semester/term of the program will be refunded to you, you will receive course grades based on the work you had completed at the time of your termination, and you will no longer be allowed to participate in your international study program or live in BYU-arranged housing abroad.

### **Disclosure and Declaration of Agreement**

I have carefully read the general information and any additional written information concerning the program as furnished by the university. I hereby represent that I am qualified in all respects to apply for an international study program and agree to all of the terms herein. I authorize the disclosure of my personal record file, including transcripts and financial information, to the university for the purpose of

evaluating my eligibility for acceptance into the program. **If for any reason my Honor Code or academic standing changes prior to departure on the program, I will notify my program coordinator at the International Study Programs office, 204 HRCB.**

**Initials**

**Enter your initials here to affirm that you have carefully read this Legal Agreement, understand the contents and purposes, and voluntarily agree to all the terms set forth above:**

*\* Required*