

CAMOSUN COLLEGE INTERNATIONAL

Field School Application

for 2010

Application procedure

Apply for admission to your field school by the stated deadline. Aside from the Standard Eligibility Requirements, special requirements may apply. Only a complete application package will be considered.

A complete package includes:

- this application, completed and signed in THREE places: the application information you provide; the Participant Code; and the Refund Policy. Please read the *sample* Liability Waiver carefully, as you will be required to sign a program specific Waiver upon acceptance into your Field School.

- a \$500 deposit. This will be refunded if your application is not accepted.

- a photocopy of the photo page in your passport, because you are required to have a valid passport for travel purposes. In addition, some field schools require other documentation. Your passport must be valid for the time period covering the field school AND for the SIX MONTHS following.

- two wallet size photographs.
- a recent transcript of your academic work.
- two letters of reference from an instructor or previous employer. A form is provided herein.
- a one-page resume.
- a typed statement of interest detailing (1) your reasons for wanting to participate in the field school and (2) your previous international experience.

Standard Eligibility Requirements

Applicants must be nineteen (19) or older before departure and be in good academic standing. Students under nineteen require permission of their parent/ guardian. Qualified students from institutions other than Camosun College are eligible to participate, but must gain admission to **CAMOSUN COLLEGE** as Visiting Students. Please contact **CAMOSUN COLLEGE** International for more information and application forms. Note that only complete application packages will be assessed.

Costs

All costs quoted, in Canadian dollars, are approximate, and may vary subject to exchange rates and travel cost quotations. Please note that the senior's tuition exemption is not applicable to field school programs. Also, note that international tuition fees are charged to international students. Student loans may be available to those Canadian citizens or permanent residents/landed immigrants who are normally eligible.

Decisions regarding participants

A selection committee will be selecting qualified participants, with decisions to follow in approximately three weeks after the application deadline.

DEADLINE: December 11, 2009

Return this application to:

CAMOSUN COLLEGE International
Room 201, Isabel Dawson Building
3100 Foul Bay Road
Victoria, British Columbia
CANADA V8P 5J2



CAMOSUN COLLEGE International Field School Application, 2010

Which Field School? Asian Studies, VIETNAM Dental Hygiene, MEXICO Human Services, NEPAL Japanese Language, JAPAN

Applicant Information

Surname _____ Given names _____ Preferred name _____

Title: Mr Mrs Miss Ms Other _____ Birth date (year/month/day) _____ CC student # _____

Citizenship status: Canadian citizen Permanent resident Other: _____

Canadian passport # _____ Expiry date _____

If your passport is not Canadian, identify its origin: _____

Social Insurance # (S.I.N.) _____ BC Care Card # _____

Current/B.C. mailing address: Number and street _____ Suite number _____

City _____ Province _____ Country _____ Postal code _____

Home telephone _____ Work telephone _____ Email _____

Emergency contact: Name _____ Relationship to you _____

Number and street _____ Suite number _____

City _____ Province _____ Country _____ Postal code _____

Day telephone _____ Evening telephone _____ Fax _____

Academic Information

Program of Study _____ CGPA _____ # of credit hours completed, including current semester _____

Intended year of completion _____

If you are not currently a CAMOSUN COLLEGE student, please state where you are studying. _____

Brief medical history

Information you provide will not be used to assess your eligibility for admission into the program. List any health concerns of which we should be aware, such as drug or food allergies or concerns, major or chronic illnesses, mental or physical conditions or other medical problems for which you require ongoing medical treatment.

Freedom of information and protection of privacy

The information in this form is collected under the authority of the Act (RSBC 1979, c. 419) and is needed to process your application. The information will be used to verify qualifications and decide your eligibility for acceptance into the program. If you have any questions about the collection and use of this information contact the Director of CAMOSUN COLLEGE International at 250-370-3174

Signature _____

Date _____

CAMOSUN COLLEGE International

Participant Code for Field Schools

A Field School is a unique academic opportunity in which the environment becomes the classroom and learning is not confined to reading texts or attending lectures. A Field School is exceptional because it takes place largely in a country and culture often far removed from the Canadian norm. The laws and legal system as well as modes of behavior, dress, cuisine, habits, expectations and styles of interpersonal communication are all likely to be markedly different from the Canadian experience.

All participants of a Camosun College Field School must be a minimum of nineteen years of age. As such, all are legally adults and will be expected to conduct themselves accordingly. All participants will be seen as representatives of Camosun College, and will be in close contact with colleagues from Camosun College's partner institution overseas.

The Camosun College Board of Governors has approved a "Student Conduct Policy". All members of the Camosun College community are governed by the Harassment Policy. These apply to participants in College activities at the Lansdowne and Interurban Campuses. In a Field School situation, conduct requirements are more comprehensive. Any conduct which contravenes the laws of the host country, puts in jeopardy the safety of any participant of the program or member of the partner institution, seriously disrupts the delivery of the program, violates the rules and regulations established in good faith by the accompanying Camosun College faculty member, or detracts in a substantial way from the learning environment, will not be tolerated.

The Camosun College faculty member accompanying the Field School is the final authority for decisions related to participant conduct. The faculty member has the authority, with grounds and without recourse to parties on the college campus in Canada, to withdraw participants from the Field School program. If a participant is withdrawn from the Field School or leaves voluntarily, that participant must leave the group immediately. If a participant is withdrawn from the Field School or leaves voluntarily, the balance of funds paid for participation in the Field School will not be refunded unless such refunds are returned to Camosun College from the relevant vendor(s) overseas. There will be no refund of tuition or other academic or administrative fees.

The affected participant is then personally responsible for all costs incurred as a result of early departure, and is personally responsible for organizing travel arrangements for return to Canada. Camosun College and its Field School representatives accept no responsibility or liability for any participant who has left the program either voluntarily or by administrative withdrawal. A participant withdrawn from the Field School may exercise a right of appeal within three calendar months of withdrawal from the program. Application for, payment for, and participation in the Field School program, constitute acceptance of the terms of the Field School, including the academic content, length and location of the program, the terms of participant conduct as well as payment schedule, deadlines and amount.

The undersigned has read the above and agrees with this Participant Code and agrees to waive any rights to refunds.

Signed this day _____ of _____, 200_____

Witness _____

Your signature _____

Your name (print clearly) _____

Refund Policy for Field Schools

Note that the refund policy applies equally to:

- students who apply for the field school and decide not to go.
- students who begin participation in the field school and decide to return home early.

Note that the pre-departure orientation program is, without exception, mandatory. Students who do not participate in the orientation will not be allowed to participate in the field school and will be refunded only that amount of money that can be feasibly returned to Camosun College from hotels, travel agents, carriers, and agents and other participating businesses, or for tickets, accommodation, or other expenses for the field school, less the \$500 deposit.

Field School applications must be accompanied by a \$500 deposit.

- If an applicant is not accepted into the field school, the deposit will be returned in its entirety. Otherwise, the deposit is not refundable.
- Extenuating circumstances that would allow for a full refund would include proof of a personal, family or medical emergency submitted with a written request for the refund.
- An inability to raise sufficient funds for participation cannot be seen as an emergency.
- In exceptional circumstances, such as when proof is provided that an applicant is denied a student loan, it may be possible to refund 50% of the deposit.
- Once additional payments have been made, and before the field school departs, these payments (over and above the deposit) will be returned upon withdrawal for valid reasons- valid reasons would include proof of a personal or family medical emergency. These payments will be returned less any costs that have been paid for airline tickets, accommodation, or other expenses for the field school. As such it is recommended that participants take out cancellation insurance on their flights.
- Once additional payments have been made, and after the field school and participants have departed for the international destination, payments (over and above the deposit) that can feasibly be refunded to the College will be returned upon withdrawal for valid reasons; these might include a personal or family medical emergency or early return due to a serious illness. These reasons do not include early return due to culture shock, homesickness, legal or academic discipline, criminal activity, or external events in the outside community that are beyond the control of the Camosun College field school.

The undersigned has read the above and agrees with this Refund Policy for Field Schools.

Signed this day _____ of _____, 200_____

Witness _____

Your signature _____

Your name (print clearly) _____

If applicant is under the age of 19 please have a parent or guardian sign this form.



Camosun College International External Studies Reference Form

The student named herein is applying for a formal international field school. We would appreciate your comments on the student's suitability for such a group program. Students participating in an International Field School represent Camosun College and act as ambassadors of our College and our country.

To be completed by applicant:

Surname _____
 Given names _____
 CC student number _____
 Field School _____

To be completed by referee:

For how long and in what capacity have you known the applicant?

Comment on the relevance of the proposed overseas field school program to the applicant's academic career.

Indicate (with a check mark) the applicant's ability and academic competence in comparison with other individuals you have known at similar stages of their academic careers and with others who may have previously applied for, or participated in, a similar program, bearing in mind performance in your class.

	Outstanding	Excellent	Good	Average	Poor	Unable to judge
Academic/intellectual potential						
Motivation and seriousness of purpose						
Maturity						
Emotional stability						
Ability to adapt to new circumstances						
Ability to work with others						
OVERALL RATING OF CANDIDATE						

Comment on any areas in which the applicant might be relatively weak.

Comment on the applicant's adaptability to new situations and a potentially new culture.

CAMOSUN COLLEGE International

External Studies Reference Form for _____ (please insert Applicant's name)

Comment on the ratings you have made on the reverse and make additional comments regarding the applicant's suitability for a formal Field School program.

Do you recommend the applicant for the field school program?

Highly recommend Recommend Recommend with reservations Do not recommend

REFEREE INFORMATION

Name _____

Position _____

Mailing address _____

Email address _____

Contact telephone _____

Signature _____ Date _____

If you have any questions about the study abroad program for which this student is applying, this reference form or letter of reference, or if you would like more information about the Field School Programs offered at Camosun College, please contact CAMOSUN COLLEGE International at 250.370.3681 or via email studyabroad@camosun.bc.ca

Kindly return this reference DIRECTLY to: CAMOSUN COLLEGE International
Field School Programs
Camosun College
3100 Foul Bay Road
Victoria, British Columbia
CANADA V8P 5J2



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CAMOSUN COLLEGE INTERNATIONAL

FIELD SCHOOL 2010

RISK ASSUMPTION AND LIABILITY WAIVER FORM

PREAMBLE

Participation in the Camosun College Field School Program (the "Program") is completely voluntary. Most of the courses offered through the Program are available at the campuses of Camosun College and other colleges. Applicants are not required to participate in any part of the Program in order to complete their diploma or degree.

All participants in the Program are required to execute this Risk Assumption and Liability Waiver Form, through which the participants assume all of the risk attendant with their participation in the Program and release Camosun College, its employees and agents and representatives from any and all claims which might arise as a result of their participation in the Program.

The Camosun College Field School Program is an exceptional educational opportunity, but it is not without certain risks, dangers, and hazards to which all participants may be exposed. These include, but are not limited to the risk of, personal injury, death, property damage, expense and other loss, delay or inconvenience, and course cancellation or curtailment

The Statement of Risks set fourth below is intended to inform participants of the general nature of the risks associated with participation in the Program. It is not intended to be an exhaustive list of the various risks to which participants may be exposed as a result of their participation in the program

STATEMENT OF RISKS

The Program involves all the risks inherent in international travel. The majority of the Program will take place in the location identified. There are significant risks, dangers and hazards to which all travelers are exposed. These include, but are not limited to, a poor road and transportation systems, tropical diseases, exposure to wildlife, political instability and threats of terrorism. The medical facilities there may be of a lower standard than in Canada. Some locations may have a high incidence of crime as well as malaria, hepatitis, HIV, AIDS and other infectious diseases.

Camosun College will be using the services of independent travel agents, airlines and local travel companies. Camosun College cannot accept responsibility for the conduct of these independent agencies. It is always possible that the Program might not be completed or individual courses or activities may be curtailed or cancelled, due to weather, illness, political disturbances, terrorism, motor vehicle accidents, transportation problems, tribal violence, failure to perform on the part of the travel agents, airlines or safari companies, problems relating to customs, immigration or visa requirements, or other circumstances either within or beyond the control of Camosun College.

ASSUMPTION OF RISK BY PARTICIPANT

I understand that as a result of my participation in the Program I may be exposed to various risks and that I might suffer loss or damage as a result. I freely and voluntarily accept and assume personal and sole responsibility for any loss or damage suffered by me as a result of any aspect of my participation in the Program.

LIABILITY WAIVER

I RELEASE AND SAVE HARMLESS Camosun College, its employees, agents and representatives from any and all liability for any loss, damage or expense that I may suffer as a result of my participation in the Program.

Further I RELEASE AND SAVE HARMLESS Camosun College, its employees, agents and representatives from any and all liability for any loss, damage or expense that I may suffer if ,while participating in the Program, or after the termination of the Program I engage in activities that are not sanctioned by Camosun College. (cont'd)



I have read this document carefully and acknowledge my understanding that signing it affects my legal rights.

_____ Signed this day of _____, 20____
(Signature of Participant or Guardian if applicant is under the age of 19))

If you have any questions or concerns, you are encouraged to seek independent legal advice.

EARLY DEPARTURE, WITHDRAWAL, OR PROGRAM CANCELLATION

Students are required to stay at the program location until the final date of the program as announced in the program materials. Students are expected to complete the academic program including all examinations and submission of papers prior to departing the site. There are several circumstances that may force a student to leave a program early or withdraw from a program, for example, a serious accident or illness, a severe psychological problem, or a family problem. In the case of a student who, due to emergency circumstances, is forced to depart early or is unable to complete an aspect of the requirements for one or more courses, Camosun College will report an **Incomplete** on the student's transcript. If an emergency situation forces the cancellation of a program prior to the end of a session, Camosun College will make every effort to secure alternative arrangements for students to complete their academic work.

Camosun College reserves the right to cancel a field school program due to insufficient enrollment or other factors beyond its control. In case of program cancellation, participants are provided with alternative program options or are given the option to defer participation to another term. If the student does not opt for an alternative program or a deferral, Camosun College refunds the \$500 deposit, and all additional fees paid.

