

# Travel Study Application Instructions

San Juan College considers the admissions process to be an important component of the travel study experience. We hope that this application will be useful to you as you focus your goals for studying in a different context.

**Please complete and return the following application materials to us, while being sure to make copies for your records.**

## **Application Materials**

Your application will not be reviewed until we receive all of the following completed materials:

- ◇ **Application Packet**, including
  - Application Form
  - Cancellation and Refund Form
  - Notarized\* Student Disclosure and Approval of Participation
- ◇ **Copy of Passport** if you are traveling abroad: Must be valid for at least 6 months after the completion of the program. Copy of passport can be submitted after the application but must be submitted prior to departure. If you are in the process of applying for a passport, please submit a copy of the passport application.

*Some programs have additional application requirements. Please contact the faculty leader of the program for which you are applying to determine any additional requirements.*

\*Staff at the Community Learning Center can notarize your application or can direct you to another notary on campus if no one is available.

Mail or deliver your application to:

**Eric Bateman**  
**San Juan College**  
**4601 College Boulevard**  
**Farmington, NM 87402**  
**505 566 3102**  
**batemane@sanjuancollege.edu**

**OR**

**Ana Sawyer**  
**San Juan College**  
**4601 College Boulevard**  
**Farmington, NM 87402**  
**505 566 3274**  
**sawyera@sanjuancollege.edu**

Once we have received all your application materials, the faculty leader of the program to which you apply will review your application and contact you to discuss your application and may arrange an interview.

## Section I Applicant Information

Legal Name (as it appears on your passport)

\_\_\_\_\_

first middle last

Gender \_\_\_\_\_ Date of birth \_\_\_\_\_  
month/day/year

SJC Student ID Number\* \_\_\_\_\_

State of Residence: New Mexico \_\_\_\_\_ Other: \_\_\_\_\_

Country of citizenship \_\_\_\_\_

Place of birth \_\_\_\_\_  
city/state/country

I have a passport valid until 6 months after my program ends.  
 Yes  No

## Current Contact Information

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Dates to use this address for mailing \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_

The email you regularly check \_\_\_\_\_

Secondary email \_\_\_\_\_

## Permanent Address check if same as current

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

## Emergency Contact #1

Name \_\_\_\_\_  
first last

Relationship to student \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Home tel. \_\_\_\_\_

Bus. tel. \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Best way to reach this person: \_\_\_\_\_

## Emergency Contact #2

Name \_\_\_\_\_  
first last

Relationship to student \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Home tel. \_\_\_\_\_

Bus. tel. \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Best way to reach this person: \_\_\_\_\_

La Ruta Maya 2024, Global Studies Program, San Juan College

Academic Information

Most Recent High School/College/University\* Attended:

\_\_\_\_\_

Level of Education Completed:

- High School Senior (graduating May 2015)
- High School Diploma/GED Recipient
- Some college coursework: # of credits \_\_\_\_\_  
Major: \_\_\_\_\_
- Associate degree: Major \_\_\_\_\_
- Bachelor's degree: Major \_\_\_\_\_
- Some graduate school: Major \_\_\_\_\_
- Graduate degree: Major \_\_\_\_\_
- Other \_\_\_\_\_

Cumulative GPA \_\_\_\_\_

How did you hear about travel study at San Juan College?

- Travel study poster
- Global Studies website
- Previous travel study participant
- Program leader
- On-campus activity fair
- Faculty/advisor
- Other \_\_\_\_\_

Have you traveled to any foreign countries?  Yes  No When and where?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Language Experience

Indicate your ability in languages other than English.

Language: Years studied:	Speaking ability	Comprehension	Years Studied
_____	<input type="checkbox"/> Rudimentary <input type="checkbox"/> Functional <input type="checkbox"/> Conversant	<input type="checkbox"/> Rudimentary <input type="checkbox"/> Functional <input type="checkbox"/> Conversant	_____ to _____
_____	<input type="checkbox"/> Rudimentary <input type="checkbox"/> Functional <input type="checkbox"/> Conversant	<input type="checkbox"/> Rudimentary <input type="checkbox"/> Functional <input type="checkbox"/> Conversant	_____ to _____

Please list any language experience that is relevant to your program.

\_\_\_\_\_  
\_\_\_\_\_

## Scholarships and Financial Aid

Information about San Juan College scholarships and other financial aid can be found on the Web at <http://www.sanjuacollege.edu/financialaid>

## Disabilities/Special Services

Federal law prohibits us from making pre-admission inquiry about disabilities. Any information received regarding disabilities will be kept in strict confidence and will not adversely affect admissions decisions.

If you require special services because of a disability, you should notify the Office of Global Studies and the Office of Disability Services. San Juan College makes every effort to make programs accessible to all, and we will work to provide appropriate support services to facilitate learning.

## Cancellation and Refund Policies

### Cancellation Policy

**Participants who wish to cancel after being accepted to a program must do so in writing using the withdrawal form available from the Office of Global Studies.** Include the reasons for cancellation and sign and date the form. Written notification of withdrawal should be sent to the instructors.

*Cancellation is effective from the date the withdrawal form is received by the Office of Global Studies.*

Participants are responsible for all program fees and expenses until written notification has been received by San Juan College. It is the student's responsibility to notify any institution paying their program fees of their cancellation from the program.

### Refund Policy

Students are responsible for paying all costs incurred on their behalf up to the time of their cancellation. Many expenses related to travel are non-refundable or non-transferrable. This means that students will be responsible for paying any such expenses even if they are no longer able to participate in the program.

If expenses can be refunded, refunds are paid by check only and are mailed to the participants. If an institution has paid on behalf of the participant, the refund will be made to the institution. A minimum of four weeks is required for processing a refund.

A "hold" will be placed on the participant's record if a check is returned for insufficient funds or if a stop payment is issued on a check. The "hold" will remain in effect until all assessed program fees and any handling charges are paid in full.

Students dismissed from a program are responsible for the full program fee, and no refunds will be available under any circumstances.

***The information contained in this cancellation and refund policy supersedes any verbal or other written information that anyone may receive regarding this policy. This policy is subject to applicable refund policies of non-San Juan College host institutions.***

\_\_\_\_\_ I have read and understand the above Cancellation and Refund Policy.

\_\_\_\_\_ I have kept a copy of the Cancellation and Refund Policy for my future reference.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Section II

*Please return this form, signed and dated, to the Instructors with your application.*

### **SAN JUAN COLLEGE TRAVEL STUDY PROGRAM STUDENT AGREEMENT AND RELEASE**

**NOTE: This form must be read, initialed, and signed in the presence of a registered Notary Public.**

I am a registered student at San Juan College ("the College") and have agreed to participate in the College's travel studies program from \_\_\_\_\_ until \_\_\_\_\_ in the country of \_\_\_\_\_ in a program entitled \_\_\_\_\_ ("the Program"). In consideration for being permitted to participate in the Program, I hereby understand, agree, and represent that: (Please read and initial each paragraph)

1. I understand and acknowledge that there are inherent health risks associated with traveling, living, and studying abroad. I agree that I am personally responsible and required to obtain all health information, teaching, medical procedures, immunizations, and prophylactic medications appropriate to the Program. \_\_\_\_\_
2. I have or will secure health insurance to provide adequate coverage for any injuries or illnesses that I may sustain or experience while participating in the Program. By my signature below I certify that I have confirmed that my health care coverage will adequately cover me while outside the United States, and hereby release the State of New Mexico, San Juan College, and the employees and agents of either, from any responsibility or liability for expenses incurred by me for injuries or illness (including death) that I may incur because of those injuries or illnesses. \_\_\_\_\_
3. I understand that, although San Juan College will attempt to maintain the Program as described in its publications and brochures, it reserves the right to change the Program, including the itinerary, travel arrangements, or accommodations, at any time and for any reason, with or without notice, and that the State of New Mexico, the College, and the employees and agents of either, shall not be responsible or liable for any expenses or losses that I may sustain because of those changes. \_\_\_\_\_
4. I understand that I am a guest in a host country and must respect the norms of conduct and patterns of behavior that may be different than standards in the United States. I agree to abide by all law, policies, and regulations established by the host country, location, and institution. \_\_\_\_\_
5. I understand that the College has authority to establish rules and guidelines necessary for the operation of the Program. The rules of conduct for participants are outlined in the "Travel Study Handbook" and may be repeated or elaborated on orally or in writing before or during the Program. I understand and agree to comply with all of San Juan College's rules, standards, and instructions relating to student behavior. I understand and agree that San Juan College, its employees and agents shall have the right to enforce appropriate standards of conduct, and that the College may, at any time, terminate my participation in the Program in the event of any failure to abide by any such standard of conduct. If my participation in the Program is so terminated, I agree to return to the United States immediately thereafter. \_\_\_\_\_
6. I understand and agree that my withdrawal, departure, or dismissal from the Program prior to its formal completion will result in forfeiting the deposit and will require me to pay all costs incurred as a result of the withdrawal, departure, or dismissal from the Program. \_\_\_\_\_
7. I understand and acknowledge that I am responsible for complying with the College's Travel Study Program course credit requirements. I understand and agree that if I withdraw, depart, or am dismissed from the Program after the Program begins, I will not be eligible for any academic credits I would have earned by completing the Program. \_\_\_\_\_
8. I understand and agree that I will turn in all materials, forms, and payments by the due date specified in the Program materials and acknowledge that failure to turn in these items by the appropriate date may result in

La Ruta Maya 2024, Global Studies Program, San Juan College

additional costs to me or my dismissal from the program. \_\_\_\_\_

9. I agree to release the State of New Mexico, the College, and agents and employees of both from and against all claims or causes of action which I may have, now or in the future, relating to an injury, loss, death, damages, accident, delay or expenses resulting from participation in the Program, including, but not limited to, the use of any vehicle, the occurrence of strikes, war, acts of terrorism, governmental restrictions or regulations, or the acts or omissions of any water carrier, airline, railroad, bus company, taxi service, hotel, restaurant, school, university, or any other firm, agency, company or individual. This waiver and release specifically includes acts of negligence by the State of New Mexico, the College, and the agents or employees of both. \_\_\_\_\_

10. I agree to exonerate, indemnify, and hold the State of New Mexico, the College, and the agents and employees of both harmless from and against any and all obligations or liabilities for which I may become liable as a result of damage or injury to the person or property of others while participating in the Program. \_\_\_\_\_

11. I agree that, should any provision or aspect of this Agreement and Release be found to be unenforceable, that all remaining provisions of the Agreement and Release will remain in full force and effect. \_\_\_\_\_

12. I represent that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this Agreement and Release; I have the right to consult with the adviser, counselor, or attorney of my choice. \_\_\_\_\_

13. I agree that, should there be any dispute concerning my participation in the Program that would require the adjudication of a court of law, such adjudication will occur in the courts of, and be determined by the laws of, the State of New Mexico. \_\_\_\_\_

14. This agreement represents my complete understanding with the College concerning the College's responsibility and liability for my participation in the Program, and supersedes all previous or contemporaneous understandings I may have had with the College on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence. \_\_\_\_\_

15. I represent that I am at least eighteen years of age. \_\_\_\_\_

16. If I intend to finance any portion of the educational costs of this program of study with financial aid awarded or administered by the San Juan College Financial Aid Office, I understand that I must make application for such assistance well in advance. I fully understand that in order to receive Federal financial aid I must be enrolled for at least the equivalent of six (6) U.S. academic credits per semester, and it is my responsibility to determine that my course load fulfills this requirement. If I drop below six (6) credits I may jeopardize future services and deferments (Questions regarding this statement should be directed to the Office of Financial Aid). \_\_\_\_\_

17. I certify that the information disclosed in this application is true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Print)

NOTARY PUBLIC

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Expiration of my Commission