

CEPA European Study Center

Terms & Conditions

1. Responsibility

- 1.1 Participants are responsible for reading and understanding the full set of Terms & Conditions and Program & Conduct Policies associated with the CEPA Program, as described in this document, the CEPA Program Policies, the Code of Conduct, and in other official CEPA documents or instructions given by CEPA.
- 1.2 Participants are also responsible for understanding and agreeing to all other policies they are bound to, including but not limited to host institution policies, home institution policies, and local laws.
- 1.3 Participants are responsible for reading (and responding when asked to) any communication, document, or announcement initiated by CEPA intended to inform participants of important program requirements throughout the Pre-Departure phase and while onsite.

2. Application to the CEPA Program

- 2.1 Participants understand that they are responsible for meeting program application deadlines as stated in this document.

2.2 Application Process: Participants must complete and submit the following items:

- 2.2.1 the Program Application Form through the link on the CEPA website.
- 2.2.2 A completed and signed Study Abroad Advisor Form
- 2.2.3 An Unofficial Transcript of the participant's full college or university records or final year of high school if participant hasn't attended a college or university
- 2.2.4 Non-refundable \$50 Application Fee

Participants can first submit the Application and then have two weeks to submit the Study Abroad Advisor Form and Unofficial Transcript. Applications will not be processed until all three forms have been received.

2.3 Application Deadlines:

- 2.3.1 For participants enrolling directly with CEPA, the Application Deadlines for the CEPA program are as described in the below chart:

Session	Application Deadline
Spring Session	October 1 st
Summer Session	March 1 st
Fall Session	May 1 st

- 2.3.2 CEPA reserves the right to extend deadlines at its discretion and will post deadline extensions to its website and social media outlets.

2.4 Required Documents:

- 2.4.1 Participants agree to provide CEPA with the full list of required documents before the deadlines established and communicated to participants, as described in Article III.

2.5 Eligibility

- 2.5.1 Participants must be at least 18 years old before their CEPA program start date.
- 2.5.2 Participants must meet academic eligibility requirements as established and published for each CEPA program, including year in school, GPA, pre-requisites, or any other requirement indicated by CEPA.
- 2.5.3 Participants must provide proof of approval from their home institution to participate in the CEPA Study Abroad program (if applicable).
- 2.5.4 Participants must be able to demonstrate satisfactory academic and disciplinary status to be eligible to participate in the CEPA program.
- 2.5.5 Participants must generally be able to meet the essential physical and mental demands of the program, with or without reasonable accommodations. Requests for accommodations are reviewed individually to assess whether they can be reasonably implemented within the scope of the program's structure and available resources. While we strive to provide appropriate support, there may be instances where certain accommodations are not feasible without fundamentally altering the nature of the program.
- 2.5.6 Each participant is responsible for obtaining any travel documentation required such as visas and passports, which must be valid for all countries of travel. Passport or visa expenses/requirements must be checked well in advance, especially for non-U.S. or Canadian citizens. Participants without passports or visas (if required) are not eligible to study abroad on a CEPA program.
- 2.5.7 It is the participant's responsibility to obtain a visa when required (i.e. programs over 90 days or participants whose nationality requires a visa for fewer than 90-day stays), and participants are responsible for gathering all documents required by the local authorities, making an appointment (if needed) and for paying all fees associated with the visa process.

2.6 Institutional Eligibility & Credit Transfer

- 2.6.1 CEPA cooperates with a number of organizations and institutions to make the CEPA study abroad opportunity possible. This includes but is not limited to the participant's home institution, institutions of record (on select programs), and host institutions abroad (on select programs). Any one of these institutions, together or separately, is authorized to reject applicants and consider them ineligible for the CEPA program, based on eligibility criteria described in Section 2 of this document.
- 2.6.2 CEPA does not guarantee credits earned abroad will transfer to participants' home institutions and requires that participants contact their Study Abroad Advisor at their home institution to inquire about credit transfer.

2.7 Rejection of Application: CEPA may reject applicants who do not meet the eligibility requirements described in Section 2 of this document, or who fail to maintain eligibility during the preparation period. The CEPA Cancellation Policy will apply to any participant who is rejected after initial acceptance, or who withdraws from the program after initial acceptance due to eligibility compliance.

3. Acceptance to the Program

3.1 Participants who have applied directly with CEPA will be notified of their acceptance with an “Acceptance Pack” that includes the following documents:

- Acceptance Letter (proof of acceptance to the program)
- Program Policies (to be signed and returned to CEPA)
- Terms & Conditions (to be signed and returned to CEPA)
- Code of Conduct (to be signed and returned to CEPA)
- CEPA invoice with detailed payment schedule

3.2 At the time of acceptance, ESC semester participants will be instructed to complete enrollment processes that are unique to each local institution. Completing this registration within the set timeline is required in order to enroll in classes and receive a transcript and credit for coursework completed while abroad.

4. Confirmation of Enrollment in the CEPA ESC Program

4.1 After acceptance into the program, CEPA will inform participants of enrollment and Pre-Departure materials that must be submitted. Participants are responsible for submitting these materials on time according to deadlines that are clearly communicated.

- Copy of Passport
- Copy of Student Visa (if applicable)
- ID photo (headshot)
- Copy of International Medical Insurance card
- Health & Medical Information Form (to be completed and returned to CEPA)
- Rooming Preference Form (to be completed and returned to CEPA)
- Arrival Information Sheet (to be completed and returned to CEPA)
- Course Registration Form (to be completed and returned to CEPA)
- Medical or Learning Accommodation Form (if needed)

4.2 Participants will also receive credentials to access the CEPA Mobile App.

4.3 Failure to meet submission deadlines could result in not being enrolled in courses, housing, and could jeopardize participation in the program.

5. Insurance

5.1 All participants participating in the CEPA Program are expected to show proof of holding an international health insurance policy.

5.2 Participants who do not have coverage can opt for the CEPA international health insurance for the duration of the program. The costs of the insurance policy are not included in the program fee. Full details of the insurance plan and its fees can be shared upon request.

5.3 For ESC semester programs in France, participants also have access to the French Social Security insurance which they can activate upon arrival in France. Fees associated with this plan are covered in the CEPA program fee, though participants are individually required to provide the proper paperwork and register to benefit from the policy. The CEPA team provides assistance to participants to complete this process.

5.4 CEPA strongly recommends that participants be insured for trip delay, trip cancellation and loss/theft of property.

6. Program Dates, Calendar & Modifications

- 6.1 **Program dates:** CEPA ESC program dates are published on the CEPA website. Participants are encouraged to not book flights until the precise program dates are published.
- 6.2 Participants are expected to arrive on the Program Start Date and to not leave the program until the Program End date. Any exceptions to this requirement must be submitted in writing and are subject to CEPA's review and approval. Failure to respect the Program Start and Program End dates or seek approval for exceptions could lead to incomplete or failed course work, and dismissal from the CEPA program.
- 6.3 **Program Calendar:** Participants will receive a tentative program calendar approximately two weeks before the Program Start Date. The program calendar will include the academic program dates as well as any co-curricular events (excursions and activities) that have been organized. CEPA reserves the right to modify the program calendar in collaboration with home and host institutions.
- 6.4 **Blocked times & free time:** CEPA is aware that some participants want to travel independently in their free time, on weekends, and during session breaks. Before booking any transportation or accommodations for personal travel, CEPA highly recommends that participants first check the most updated itinerary or calendar for the program. Certain cultural field trips and overnight excursions which are included as part of the study abroad program could be scheduled during some evenings, weekends and session breaks. Those events will be clearly listed and marked as "blocked" on the program calendar, and in some cases "free time" will be clearly marked. Please note that the program calendar is subject to change throughout the session, so participants should regularly check it for updated course, exams, activities and excursion dates. Participants with questions or unsure of the blocked times and free times should inquire with CEPA staff onsite.
- 6.5 **Housing extensions:** To accommodate participants' travel schedules, CEPA can help facilitate early arrivals and late departures from the program site. Participants can inquire about extending their stay in housing either before the program start date or after the program end date. Extensions are subject to availability.
- 6.5.1 Outside of the official program dates, participants are responsible for ensuring their visas and health insurance are still valid.
 - 6.5.2 Participants are not under CEPA's responsibility outside of the official program dates. They will book directly with the housing facility.
 - 6.5.3 Participants understand that they are responsible for all costs associated with the housing extension including nightly fees and transportation costs. All payments will be made directly to the housing facility.
 - 6.5.4 Participants arriving early or leaving later agree to forgo access to the group transfers (if applicable) and understand they will not receive reimbursement for any program inclusions they will miss.

7. Payment Deadlines for participants enrolling directly with CEPA

- 7.1 Participants understand that they are responsible for meeting program payment deadlines as stated in this document.

- 7.2 Participants understand that they are solely responsible for payments, regardless of the agreed upon payment method and channel (i.e., payments made to the home institution versus payments made to CEPA directly) by the payment deadlines. Participants understand that failure to make payments on time may affect eligibility to participate in the program, housing preferences, and receipt of pre-departure information and materials.
- 7.3 Once CEPA receives the signed Acceptance Letter from participants, CEPA will invoice participants for the program fees. The invoice will reflect scholarships or any other reductions in the program fee.
- 7.4 Participants making payments directly to CEPA understand they must provide payments according to the following general schedules:

Strasbourg Semester Programs

Payment	Amount	Fall Semester	Spring Semester*
Non-refundable Application Fee	\$50	At the time of Application	At the time of Application
Non-refundable Deposit:	\$500	Within 7 days of acceptance or June 1, whichever comes first	Within 7 days of acceptance or Oct. 1, whichever comes first
First payment or your financial aid deferral form:	\$4,190	June 15	November 15
Final payment:	\$9,250	July 15	December 15

* The duration of Spring semester may vary for participants enrolled in specific courses which continue an additional 4 weeks. In this case, a fee for the additional 4 weeks of housing will be charged in addition to the above fee.

Strasbourg Summer Programs

Payment	Amount	Deadline
Non-refundable Application Fee	\$50	At the time of Application
Non-refundable deposit:	\$500	Within one week of receiving the acceptance letter and the invoice
First payment or your financial aid deferral form:	\$2,645	April 1
Final payment:	\$2,995 (minus deductions or scholarships)	May 1

Heidelberg Summer Program

Payment	Amount	Deadline
Non-refundable Application Fee	\$50	At the time of Application
Non-refundable deposit:	\$500	Within one week of receiving the acceptance letter and the invoice
First payment or your financial aid deferral form:	\$4,245	April 1

Final payment:	\$3,200 (minus deductions or scholarships)	May 1
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7.5 Participants understand that all payments are non-refundable and that trip cancellation insurance is their own responsibility. Further, participants understand that failure to pay by the established deadlines can result in late fees, cancellation of excursions and/or classes, and possible dismissal from the program.

8. Withdrawal and Cancellation Policy

8.1 **Withdrawal Dates (for participants enrolling directly with CEPA) :** The withdrawal dates are important dates to understand and adhere to during the Pre-departure phase. This marks the last day that participants can withdraw from the CEPA program without financial penalty. The chart below shows the withdrawal dates for each session:

Session	Withdrawal Date
Spring Session	November 1 st
Summer Session	April 1 st
Fall Session	May 31 st

8.2 **Cancellation Policy (for participants enrolling directly with CEPA):** Between the Withdrawal Date and the Program Start date, in case of withdrawal from the CEPA program, participants will be responsible for understanding and upholding the following cancellation policy:

	50% of program fee due	75% of program fee due	100% of program fee due
Spring Session	Nov 2 nd to 15 th included	Nov 16 th to Nov 30 th included	Starting Dec 1 st
Summer Session	April 1 st to April 30 th included	N/A	Starting May 1 st
Fall Session	June 1 st to June 30 th included	July 1 st to July 31 st included	Starting August 1 st

8.3 Participants must submit their request to cancel or withdraw their enrollment to CEPA in writing. The withdrawal is active on the day CEPA receives notification.

8.4 **Withdrawal and Cancellation policies (for participants enrolling through their home institution):** Participants enrolling through their home institution for a Faculty-led or CEPA Study Center program should refer to the dates communicated by their home institution, which are not necessarily the same dates as stated above.

9. Modifications to Programs

9.1 CEPA makes its best effort to avoid changes to its programs, critical situations may arise that require CEPA to make changes, cancellations, postponements, or substitutions. These may result from changing conditions, safety considerations, the interests of the group, or emergency situations, and may affect Program Dates, Course Offerings (including those provided by local institutions), Program Activities and Excursions, or Housing. Critical situations include, but are not limited to:

- Incidents characterized as force majeure (see Article X)
- Emergencies

- Unexpected enrollment levels

9.2 Participants are not eligible for any refund due to modifications in the program. If a Participant chooses to withdraw from the CEPA program due to these modifications, the terms of the CEPA Cancellation Policy will apply.

9.3 CEPA reserves the right to modify its programs in the best interest of its participants.

10. Force Majeure

- 10.1 If the program is objectively and not just temporarily impeded, endangered, or impaired as a result of a force majeure that was not predictable at the time this agreement was signed, CEPA may modify, suspend, or terminate this agreement to adapt to the circumstances.
- 10.2 A force majeure is defined as an event, incident, or crisis of extreme proportions, including but not limited to: acts of God or of a public enemy, acts of the government in either its sovereign or contractual capacity, war, riots, fires, floods, epidemics or pandemics, mass health issues or disease, strikes or labor difficulties, civil tumult, freight embargoes, natural disasters, unusually severe weather, a failure or disruption of utilities or critical electronic systems, acts of terrorism, mass shootings, or other emergencies that require CEPA to modify, suspend, or terminate its study abroad program.
- 10.3 A force majeure does not include any individual crisis experienced by a participant due to personal health, financial situation, academic standing, or legal standing.
- 10.4 A force majeure must be clearly established as such by local and international consensus and may be determined using reliable sources such as the United Nations (UN), World Health Organization (WHO), U.S. Centers for Disease Control and Prevention (CDC), U.S. Department of State, or local authorities.
- 10.5 In the case of a force majeure, CEPA cannot be held in breach of these terms and conditions or otherwise be liable to its program participants due to delay or failure in fulfilling any of its obligations, to the extent that such delay or failure is caused by a force majeure.
- 10.6 In the case of termination due to force majeure, CEPA will determine whether participants are eligible to receive a refund of any portion of the program fees. Participants would remain responsible for any fees associated with program inclusions and services that have already been rendered at the time of termination, or services that would have been rendered before the end of the program (e.g., tuition, non-refundable housing contracts, non-refundable deposits, reservation or advance fees, and down-payments for services to be rendered).
- 10.7 Participants would be reimbursed by, or see waived, any pending payments for all remaining funds not needed to meet contractual agreements, as determined solely at CEPA's discretion.

11. Financial Responsibility

- 11.1 Participants are responsible for making all payments within the established deadlines
- 11.2 If a participant is dismissed from a program due to any violation of this agreement or any other policies, terms & conditions, or code of conduct established by CEPA, the home institution or the host institution, they are not eligible for any refund and remain responsible for the full CEPA program fee.

- 11.3 If a participant voluntarily withdraws from the program at any time between 30 days prior to the Program Start Date and the end of the program, they are not eligible for any refund and remain responsible for the full CEPA program fee.
- 11.4 In the event a travel warning is issued, CEPA may cancel the study abroad program during the Pre-departure phase or while abroad. Participants may have to cancel their study abroad or return to their home country at their own expense. Participants are responsible for obtaining adequate travel insurance to cover such circumstances.
- 11.5 CEPA is not responsible for any expenses associated with any property or personal injury that participants sustain. CEPA will not pay any outstanding balances incurred on behalf of a participant during the study abroad program (i.e., utility bills, cell phone bills, hospital copayments, etc.). Participants must settle all balances prior to departing the host country.
- 11.6 Participants are personally responsible for all tuition and fees in connection with the CEPA program and CEPA bears no responsibility for any tuition and fees. This includes any remaining balance after application of any scholarship, financial aid or other assistance. Further, all “out of pocket” costs are participants’ responsibility. Participants confirm they have sufficient funds to cover their expenses and/or my parent/legal guardian has agreed to pay for all expenses incurred.
- 11.7 If participants withdraw from the program, they understand they are responsible for any deposits or cancellation fees as stipulated in Article VIII.

12. Data Protection & Educational Records

- 12.1 Participants understand that any personal identifiable data that they, or their home university, provide to CEPA will be processed and used electronically as necessary for administering and delivering my program. All personal identifiable data will be processed based on the EU General Data Protection Regulation (“GDPR”). Information on how CEPA handles personal identifiable data can be found in CEPA’s Private Policy at: www.cepa-abroad.org/privacy-policy.
- 12.2 Participant educational records are protected by the Family Education Rights and Privacy Act and its implementing regulations (“FERPA”). CEPA will comply with FERPA and will not access or make any disclosure of educational records to third parties without prior notice to participants and with their consent or as otherwise provided by law.

Acknowledgements

13. Assumption of Risk & Responsibility

- 13.1 I understand that participation in the CEPA program is entirely voluntary and that any program of travel involves elements of risk of loss of property, serious bodily injury or death. I expressly agree and promise to accept and assume all of the risks associated with participating in the CEPA program.
- 13.2 I agree that while traveling and experiencing life as a study abroad participant that I am solely responsible for my safety, well-being and welfare at all times, and that CEPA can only provide limited support and assistance.
- 13.3 At all times, I will actively contribute to help other participants, CEPA and third parties to minimize harm and damage to any of the parties.
- 13.4 I am aware that engaging in high-risk activities will increase my chances of being physically injured. Further, I understand if I am injured because of partaking in risky activities, my medical expenses may not be covered by my insurance.

- 13.5 I understand if an emergency should occur during my time abroad, I am obligated to inform CEPA staff.
- 13.6 I agree that I must receive approval from CEPA as well as from my home institution if I am to be accompanied by family members and/or dependents while attending the Program. Furthermore, I understand that I am responsible for locating and securing my own housing and arranging proper supervision for my children/dependents. I acknowledge and accept CEPA's policy regarding non-participant participation, which states that children/dependents, including any accompanying family members, significant others, friends, etc. who are not enrolled in the program may not participate in any events and excursions sponsored by CEPA without prior approval from CEPA. It is my responsibility to contact CEPA representatives in order to alert them of any accompanying parties during my participation in the program. I am aware that my request may be denied due to liability, availability, potential disruption to the entire group, etc.
- 13.7 I understand, if for any reason, I decide to return prematurely, I am responsible for all the repercussions, such as, but not limited to, paying any outstanding balances to CEPA, losing my program fee paid to CEPA, forfeiting my housing provided by CEPA, and/or receiving failing or incomplete grades, etc.

14. Release & Indemnification

- 14.1 I agree to indemnify and hold harmless, waive and covenant not to sue CEPA, its members, officers, employees, and representatives from liability for the injury or death sustained by me or any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the Program or as an independent traveler and/or any travel incident thereto. It is my express intent that this covenant not to sue and agreement to hold harmless shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representatives, if I am deceased.
- 14.2 I release CEPA its partners, members, officers, employees, and representatives from any and all liability, my personal representatives, estate, heirs, and assigns for any and all claims, demands and causes of action for any and all loss of personal property, illness or injury to me, including my death, arising out of, caused by, occurring during or in any way connected with this Program and/or any travel incident thereto, including injuries caused by negligence of CEPA or my own negligence, its employees and representatives, or any other participant, that may be sustained by me while participating in this Program.
- 14.3 To the fullest extent provided by law, I will not attempt to hold CEPA liable for any injury, death, or loss to person or property that I sustain while participating in, or arising out of, the CEPA Program or any travel or activity conducted by or under the auspices of CEPA or its Affiliates unless such damage is the cause of intentional misconduct (or other conduct for which such a release is invalid as a matter of law) including, without limitation, any such injury, death or loss resulting from, or arising out of:
- actions by third parties,
 - events occurring while I was not overseen or during my free time,
 - reliance on information about destination countries provided by CEPA, or any constituent thereof,
 - program activities,
 - errors or omissions committed by health insurance providers,
 - medical treatment provided while studying abroad,

- my failure to obtain the necessary travel documentation required to participate in the CEPA Program,
 - any assistance provided by CEPA, or any constituent thereof, to me with respect to making travel arrangements,
 - lost or stolen baggage or personal property,
 - natural disasters, war, political unrest, terrorist activity or exposure to disease,
 - any other events outside of the control of CEPA.
- 14.4 I agree to indemnify, defend and hold harmless, and waive all liability to CEPA, partners, associates, and third parties against any and all claims, actions damages, liabilities, costs and expenses, including reasonable attorneys' fees and expenses, arising out of any claims whatsoever to the extent caused by any acts or omissions of mine. I will indemnify, defend and hold harmless CEPA from all claims brought against CEPA that have been released by this document or that arise from the breach of my obligations under this document.
- 14.5 In no event will CEPA be liable to the Participant or any other person or entity for any special, exemplary, indirect, incidental, consequential or punitive damages of any kind or nature whatsoever, whether in an action based on contract, warranty, strict liability, tort (including, without limitation, negligence) or otherwise, even if CEPA has been informed in advance of the possibility of such damages or such damages could have been reasonably foreseen by CEPA.
- 14.6 In no event will the collective liability of CEPA to the Participant or any other person or entity arising out of or in connection with the Contract or the CEPA Program exceed, in the aggregate, the total fees paid by the Participant to CEPA with respect to the CEPA Program that gave rise to the alleged liability in question, whether such liability is based on an action in contract, warranty, strict liability or tort (including, without limitation, negligence) or otherwise. The limitations specified in this document will survive and apply even if any limited remedy specified here is found to have failed of its essential purpose.
- 14.7 Except as may be expressly set forth in a waiver, neither CEPA nor any of its affiliates make or give any representation or warranty of any kind, whether such representation or warranty be expressed or implied, with respect to the CEPA program.

15. Authorization of Consent

- 15.1 Once my enrollment in the CEPA program is confirmed, I consent to the use of my photographs, videos or media content both created by me and shared with CEPA, and which feature me, for marketing, program promotion and information sessions in digital and printed branded collateral.
- 15.2 I consent to having my cell phone number and email address added to group discussions among other participants and the study abroad professionals involved in the delivery and administration of my program.
- 15.3 I consent to CEPA releasing my academic records (grades, status, course enrollment details) to the study abroad professionals involved in the delivery and administration of my program, including but not limited to the study abroad office at my home institution, the faculty leading my program abroad, and/or the school of record transcribing my courses.
- 15.4 I consent to CEPA sharing information concerning my academic and conduct status, health and wellbeing with the essential administrators, as designated by their official

function, at their home university, host university or within the CEPA organization, as well as with law enforcement and health care professionals as required.

- 15.5 I consent to CEPA to disclosing essential information concerning my personal health and safety to Emergency Contacts in cases where I am unable to act in my best interest and/or unable to contact my Emergency Contacts.

I authorize the partners, members, officers, and employees of CEPA to release information regarding my location, status, welfare, intentions, or problems in cases of emergency and/or threat to my personal safety to the government of my home country and to the employees, agents, and representatives of my home institution. I authorize employees, agents, and representatives of CEPA to release a copy of this agreement to my home institution and/or any third party associated with the Program. I authorize CEPA to release to those persons named below information regarding my location, status, welfare, intentions, or problems.

By signing this form, I indicate that I have read, understood, and have accepted the terms and conditions, and given consent as described in Article 15.

Participant's Full Name: _____

Signature: _____ **Date:** _____

Signature of Parent/Guardian if applicant is a minor under 18 years of age:

Guardian's Full Name: _____

Guardian's Signature: _____ **Date:** _____