



## Hong Kong Travel Program Spring Break 2017 – Financial Agreement

<b>Student Information:</b>			
			@vt.edu
<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	<b>&lt;e-mail address&gt;</b>
<b>Campus/Local Address</b>	<b>Local Tel. No.</b>	<b>College/Major/Year</b>	<b>Current Lab Prof.</b>
<b>Birth Date</b>	<b>Place of Birth</b>	<b>Student ID Number</b>	<b>Status</b>
			Undergrad – Grad – VA – Non-VA
<b>Citizenship/Immigration Status</b>	<b>Passport Nr.</b>	<b>Place of Issue</b>	<b>Date of Issue</b>

<b>Parent/Guardian Information:</b>			
<b>Parent's/Guardian's Name 1</b>	<b>Address</b>	<b>City/State/Zip</b>	<b>Phone Numbers</b>
<b>Parent's/Guardian's email:</b>			
<b>Parent's/Guardian's Name2</b>	<b>Address</b>	<b>City/State/Zip</b>	<b>Phone Numbers</b>
<b>Parent's/Guardian's email:</b>			

Participation in this program requires submission of this form, payment of application fee, good academic standing, and acceptance by the program leader.

Each participant must be a registered full-time student at Virginia Tech and is subject to University rules and regulations, including **University Polices and Student Life**. Only students registered at Virginia Tech can receive credit for any course of study.

- I have read, understand, and accept the charges, terms, and policies stated in this document
- If under age 21, the parent's/guardian's signature is also required.
- Upon acceptance, other information, forms or documents will be required by the University
- This Program Fee is estimated at \$3,400
- I am aware of Payment Schedules, amounts and Refund Polices.

<b>Date</b>	<b>Student Signature</b>	<b>Date</b>	<b>Parent's/Guardian's Signature</b>
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Upon submitting this completed agreement form to the School of Architecture + Design Office, 201 COWGILL HALL, the associated charges will be posted with due date of October 10, 2016 to your VT Student Account.

All related forms must be received by their respective deadlines by:

**Taylor White, School of Architecture + Design, 201 Cowgill Hall, Virginia Tech, Blacksburg, VA 24061**

## PROCEDURES/REGULATIONS:

### 1. PROGRAM COST

- a. The cost of the program is indicated as a good faith estimate on the reverse side.
- b. For all Travel Programs the Program Fee covers: transatlantic airfare, lodging on a shared-room basis; individual and group breakfast, lunch and dinner meals (breakfast included with hotel); group transportation for all tours, which are a part of the formal academic program; museum entrance fees; 5-day Hong Kong metro card; and Macao day trip during the academic program. Visiting lectures and special events are also covered.
- c. Not covered are costs of local transportation which is not a part of the official program, including transportation to a United States airport from the program base, personal entertainment, passport fees and visas, international students identification cards, laundry and other personal expenses, and the incidental expenses which will be incurred during any period of independent travel.

### 2. FEE PAYMENTS

- a. All fees must be paid in full prior to departure.
- b. **Know that this is a best estimate for costs. Changes in Partial Payment Amounts and/or dates differing from stated in this agreement require a timely written request with explanation and subsequent approval.**
- c. All payments must be made to the Office of the Treasurer, Virginia Tech. The program director is not permitted to accept installment payments on the program fee.
- d. Failure to render payments according to the payment schedule may result in the student being dropped from the program.

### 3. RESIGNATIONS

All resignations from the program must be submitted in writing to the program director.

### 4. REFUNDS (see payment deadline on reverse side.)

Since Virginia Tech cannot make binding financial commitments on a credit basis, failure to remit payment by the payment deadline may result in being dropped from the program. This provision is extremely important and will be rigidly observed.

- a. If dropped (or resigned) from the program prior to payment deadlines, payments will be refunded according to the Refund Schedule
- b. If the program is cancelled by the University, all payments will be refunded

### 5. RESPONSIBILITY

A Virginia Tech faculty member will be in charge of the study abroad program, and will personally accompany the group through the completion of the academic phase. During the academic phase, the program director will be available to assist students if problems arise. The following conditions, however, should be recognized:

- a. **Any period of independent travel will be without the supervision of the program director.**
- b. While every possible assistance will be rendered, Virginia Tech can not be held responsible for the personal actions of any student, which may result in financial plight, involvement with local police authorities, failure to observe travel schedules resulting in missed connections with prepaid transportation, loss of personal effects, or for any illness and/or accident to any program participant.
- c. If the student voluntarily resigns or is dismissed for any reason, the University is relieved of any and all responsibility as of the date of resignation or dismissal. If under the age of 21 years, parents/guardians will be notified as quickly as possible.
- d. The student should make arrangements to have emergency funds or credit cards available to him/her on short notice for unforeseen events not covered by the basic cost of the program (e.g.: airplane transportation home prior to the conclusion of the program, replacement of lost clothing, loss of personal funds, etc.). The University cannot assume responsibility for supplying emergency financing of a personal nature.
- e. Virginia Tech acts only in the capacity of agent for the passengers in all matters pertaining to hotel accommodations, tours, and transportation whether by air, railroad, motor coach, motor car, steamship, boat, or any other means, and as such hold themselves free of responsibility for any loss, injury, or damage to persons, property, or otherwise in connection with any accommodations, transportation or other services resulting, directly or indirectly from accidents, acts of government or other authorities, de jure de facto wars, whether declared or not, hostilities, civil disturbances, strikes, riots, thefts, pilferage, epidemics, quarantines, medical or customs regulations, delays or cancellations or changes in itinerary or schedules, or from any causes beyond the control of Virginia Tech or for any loss or damage resulting from improper or insufficient passports or other documents; and Virginia Tech shall not be or become liable or responsible for any additional expense or liabilities sustained or incurred by the student as a result of any of the foregoing causes.

Virginia Tech reserves the right to change or alter any part of the itinerary without notice and for any reason; to pass on to participants any expenditures occasioned by delays or events beyond its control; to make adjustments to rates, as necessary, in case of any appreciable variation in the cost of transportation, hotel accommodations, and other services provided in connection with the program; to cancel the program at any time, if there is not a sufficient number of participants to warrant the operation of the program or, if at any time, any act or event would prevent the operation of any program.