

Lawrence University

London Centre Proposal

Deadline for 2014-15 London Centre Applications → April 9, 2014

This packet contains materials necessary to propose study at the London Centre to the Lawrence University Subcommittee on Off-Campus Study. Questions about the proposal process should be directed to the Off-Campus Programs Coordinator at 920.832.7354 or laura.b.zuege@lawrence.edu.

Please note the following about the proposal process:

- It is the applicant's responsibility to make certain that all materials are delivered to the International House by the April 9, 2014 application deadline.
- All information regarding the off-campus study proposal is sent to the student's Lawrence e-mail account. It is each student's responsibility to check and respond to this account.
- The Subcommittee on Off-Campus Study will review all proposals and will notify students of its decisions as quickly as possible. The evaluation criteria can be found on the Off-Campus Programs website.
- If the application is approved to study at the London Centre, a non-refundable \$500 deposit will be due to confirm participation in the program. This deposit will be due approximately 2 weeks from when the student is offered the placement. If the deposit is not paid by the due date and the student has not contacted the Off-Campus Programs Coordinator to make arrangements for this payment, it will be assumed that they do not want to participate in the program and the offer to attend the London Centre will be withdrawn.
- After the confirmation deposit is paid, additional forms, paperwork, and attendance at orientation meetings will be required of the student.
- Students interested in the London Centre Internship program should indicate this on the application page and submit the supplemental Internship Interest Inventory application by the April 9, 2014 application deadline. Students participating in the Internship program will need a UK Student Visa. Interns will receive more information about applying for the visa but should know that they will be responsible for attaining the visa and any associated fees.
- Lawrence will consider applications from non-Lawrence students. In cases where a waitlist is necessary, applications from qualified Lawrence students will be given preference over non-Lawrence students. Non-Lawrence students applying for this program should contact the Off-Campus Programs Coordinator in advance of applying regarding small differences to their application procedure.

LAWRENCE UNIVERSITY - London Centre Proposal

Name: _____

LU ID #: _____

Term of Study

Indicate your preferred term(s) of study (1 is most desired, 3 is least desired). Do not indicate back-up terms unless you are willing to study at the Centre during that term. Note if you are applying to attend the London Centre for more than one term.

____ Fall 2014

____ Winter 2015

____ Spring 2015

Proposal Essays

1 - How will studying at the London Centre deepen and enhance your education at Lawrence University?

Explain your selection of this academic program. Provide examples of your academic preparation for the program and how this off-campus study program will connect to your education when you return to campus? How might this program support or extend your major and minor programs (with reference to your course choices). If you wish to participate in the *London Internship*, address your learning goals for this and your desired field(s) of placement. This essay should be about two double-spaced pages in length.

2 - What goals do you have for this experience? State what you hope you will learn or be able to do by the end of your program and how you will approach achieving these goals. Are there aspects of the program that will aid in these goals (e.g., music lessons, independent study, independent travel, etc.)? How do you intend to learn about and from the environment where you will live and study? What do you foresee being your biggest challenge in studying off-campus? This essay should be one to two double-spaced pages in length.

3 – If your GPA is 2.6 or below, include a statement regarding academic performance. This should include information pertinent to your GPA, any particular academic challenges you have faced, or factors that have impacted your GPA.

Transcript Release

I, _____, request that the Registrar's office release my transcript to the Off-Campus Programs office. I understand that this information will be used by the Subcommittee on Off-Campus Study in the review of my proposal to study at the London Centre. If accepted to the program, my transcript will be provided to the Foundation for International Education in London who will retain this information for U.K. immigration compliance purposes.

Student Signature

Date

Curricular Plans

List the elective courses for which you would like to register. All students take the 3-unit core course British Life and Culture. Students may then opt to take two or three elective courses. While adding two courses will provide minimum full-time standing (15 units total), the core course has been designed so that students may consider pursuing three elective courses (21 units total). Due to the fact that Internship students devote two full days to their placement, the internship course may be combined with only one other elective course (15 units total).

<u>Fall Term</u>	<u>Winter Term</u>	<u>Spring Term</u>
British Life and Culture	British Life and Culture	British Life and Culture

Check here if you are applying to the London Centre Internship program. Please complete the supplemental Internship Interest Inventory application and submit this with your London Centre Proposal materials. The Internship program has a limited enrollment.

List faculty members from whom you have requested recommendations. Recommendation forms are available on the Off-Campus Programs website.

* Advisor: _____ * Second Advisor (if applicable): _____
* Third Advisor (if applicable): _____ * Academic Rec: _____

STUDENT WAIVER AND RELEASE
THIS IS A WAIVER AND RELEASE OF CERTAIN LEGAL RIGHTS
PLEASE READ IT CAREFULLY

The undersigned student of Lawrence University of Wisconsin (hereinafter, “Lawrence University”), having applied to participate in the Lawrence University London Centre Program (hereinafter, the “Program”), in consideration of the opportunity to gain certain academic credit awarded by Lawrence University for the participation in the Program, and/or for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, agrees as follows:

1. **Release of Liability.** I hereby forever release Lawrence University, its trustees, officers, faculty, employees, staff, directors, and any agents of any kind thereof (hereinafter, collectively the “Released Parties”), from any and all liability for any act or omission of any kind or character whatsoever arising from or out of my participation in the Program, including without limitation all costs, damages, claims or assertions of any kind with respect to which I or my family, estate, heirs, successors or assigns may claim against the Released Parties.
2. **Release of Liability—Third Parties.** I hereby forever release Lawrence University and the Released Parties from any and all liability for injury to myself or damage to or loss of my property caused by any acts or omissions of any kind or character whatsoever of: hotels and other residential facilities, common carriers, health care providers, restaurants and food service providers, educational organizations, fellow students participating in the Program, or other third parties related to, or connected in any way with work or study conducted under the Program, including without limitation any costs, damages, claims or assertions of any kind with respect to which I or my family, estate, heirs, successors or assigns may claim against the Released Parties.
3. **Assumption of Risk.** I understand and hereby acknowledge, independently of any advice or representation made by Lawrence University, that participation in an off-campus program and especially traveling and residing outside of the United States presents certain inherent risks beyond Lawrence University’s control, and which may exist regardless of whether Lawrence University controls or attempts to control such risks. I am participating in the Program with this understanding and hereby knowingly and voluntarily assume all risks of injury, illness, death or damage to or loss of my property which may occur while traveling, working, studying, participating in, or otherwise engaging in any activities arising out of or related in any way to the Program. My participation in the Program is voluntary, and I understand and hereby acknowledge that I may discontinue my participation at any time in light of the risks I am assuming hereunder.
4. **Establishment of Rules and Regulations.** I agree that Lawrence University, through the Program director and/or such other officers, faculty, employees, staff or agents as Lawrence University deems necessary, shall have the authority to establish rules and regulations regarding the conduct of students participating in the Program. I further agree that I will follow, and be bound by all rules and regulations pertaining to my participating in the Program, and, if any determination is made by Lawrence University or the Program director that my participation in the Program should be terminated or otherwise restricted or limited because of my: (i) violation of such rules and regulation; (ii) disruptive behavior, or (iii) conduct which may jeopardize the Program’s continuation or academic reputation, that such a determination will be final.
5. **Insurance.** I understand and hereby acknowledge that Lawrence University has no insurance program that will pay for, or reimburse me for, any expenses of any kind that I may incur for treatment of illness or injuries required while participating in the Program. I hereby assume all responsibility for any such expenses, and expressly warrant and represent to Lawrence University that I have obtained, paid all applicable premiums for, and will be covered at all times during my participation in the Program, by a medical insurance policy *in addition* to the Lawrence-mandated international study medical and evacuation/repatriation policy administered by Cultural Insurance Services International (CISI). A description of coverage for the CISI policy is available from the Off-Campus Programs office in the International House. I understand the coverages, exclusions, and limitations of both medical insurance policies, have determined that they provide appropriate coverage in light of the risks I am assuming, and that such coverages, exclusions and limitations are acceptable to me.

(over)

6. **Authorization to Obtain Medical Care.** I agree that, in the event that I am unable to request or give my consent to any medical treatment because of illness or injury, that the Program director, Lawrence University or Lawrence University's employees or agents, may and are hereby expressly authorized to: (i) seek medical treatment on my behalf in case of emergency or other urgent circumstances; and (ii) provide the information regarding my insurance provided by CISI, without incurring any liability, responsibility, or other obligation for the nature, character, and extent of such medical treatment, including without limitation financial liability for the payment of expenses incurred as a result of the treatment of my illness or injuries, and which I hereby acknowledge may exceed the benefits provided by the CISI insurance policy described in Paragraph 5. I understand and hereby acknowledge that Lawrence University may not be able to contact my parent(s), legal guardian(s), and/or indicated emergency contact(s) to approve or obtain their consent to my medical treatment. I further understand and hereby acknowledge that any liability of Lawrence University's arising from or out of its request for or consent to medical treatment necessitated by my illness or injury on my behalf is specifically included within the releases given in Paragraphs 1 and 2, above.

7. **Superseding Agreement.** I agree that the terms and conditions of this Student Waiver and Release, and the acknowledgement made herein, shall supersede and take precedence over any other agreement, documentation, or representations, whether oral or in writing, regarding the subject matter of this Student Waiver and Release.

8. **Governing Law, Forum and Severability.** I further agree that this Student Waiver and Release shall be construed in accordance with the laws of the State of Wisconsin, which shall be the forum for any lawsuits filed under or incident to this Student Waiver and Release or the Program. The terms and provisions of this Student Waiver and Release shall be severable, such that if a court of competent jurisdiction holds any term to be illegal, unenforceable, or in conflict with any law governing this Student Waiver and Release, the validity of the remaining portions shall not be affected thereby.

9. **Representations.** I represent that: (i) I am an adult of ____ years of age, having been born on _____; (ii) I have the legal capacity to execute this agreement with Lawrence University and waive certain of my legal rights as provided herein; and (iii) I have read each paragraph and fully understand the terms and conditions of this Student Waiver and Release and I have been provided with the opportunity to discuss it with my parents and/or legal guardian, Lawrence University, and/or anyone else of my choosing.

Print full name of student: _____

Signature: _____ **Date:** _____

Student Acknowledgment of Recommendation for Financial Aid Meeting

I have met with the financial aid office and have been informed of the financial aid policies as they pertain to off campus study. If I receive a merit scholarship from Lawrence University, I understand that this scholarship will **not** be applicable to my term(s) off-campus nor will the amount I forgo for that term(s) be applied to another term in the academic year. If I apply for financial aid and have demonstrated financial need, I may be awarded a limited amount of need-based Lawrence University Grant aid for my term(s) studying off campus.

Student Name (Printed)

Student Signature

Date

Financial Aid Officer Signature

Date

- - - - OR - - - -

The Off-Campus Programs Coordinator has encouraged me to meet with the financial aid office; however, **I have chosen to waive this opportunity**. If I have not met with the Off-Campus Programs Coordinator previous to completing the off-campus study application, I understand that I am encouraged to meet with the financial aid office to discuss how studying off-campus may impact my financial aid award and status. If I receive a merit scholarship from Lawrence University, I understand that this scholarship will not be applicable to my term(s) off-campus nor will the amount I forgo for that term(s) be applied to the other term(s) in the academic year. Furthermore, I understand that under the financial aid policy for off-campus study, my institutional need-based award may be reduced for my term(s) off-campus.

Student Name (Printed)

Student Signature

Date