

**CHINA STUDY ABROAD 2018
ENROLLMENT FORM**

Last Name: _____ **First Name:** _____ **Middle Initial:** _____

Are you a Whittier Law School Student: ___ Yes ___ No

If yes, Whittier Student ID: _____

If no, Current Law School: _____ **SSN:** _____

Year: ___ 1L ___ 2L ___ 3L

Street Address: _____

Address Line 2 (Apt. or Unit #): _____

City: _____ **State:** _____ **Zip:** _____

Phone (Home): _____ **(Cell):** _____

Email: _____

Gender: ___ Male ___ Female **Date of Birth (mm/dd/yyyy):** _____

Travel Documentation

Place of Birth (city, state, country): _____

Are you a United States Citizen: ___ Yes ___ No

If no, are you are U.S. Permanent Resident? ___ Yes ___ No

Are you an international student: ___ Yes ___ No

Citizenship (if not U.S.): _____

Passport Number: _____ **Issuing Country:** _____

Emergency Contact Information

Emergency Contact #1:

Full Name: _____

Relationship: _____

Phone (Home): _____ **(Cell):** _____

Email: _____

Mailing Address (if different from above):

Emergency Contact #2:

Full Name: _____

Relationship: _____

Phone (Home): _____ **(Cell):** _____

Email: _____

Mailing Address (if different from above):

Additional Information

Have you ever been subject to disciplinary action while in law school because you were accused of violating the school's rules, regulations, or code of conduct?

___ Yes ___ No

If yes, please explain:

Are you on Academic Notice at your home university, or are you at risk of Academic Failure/Disqualification? Yes No

If yes, please explain:

Have you ever been convicted of a felony or misdemeanor, other than a minor traffic offense? Is there a charge pending? Yes No

If yes, please explain:

Optional: Do you have any medical restrictions? Yes No

If yes, please explain:

Admissions Policy for Summer Abroad Programs

For students enrolled in J.D. programs, the China Study Abroad Program is only open to students who have successfully completed one year of study at an ABA-approved law school. For students who are seeking degrees other than a J.D., please direct inquiries regarding the program to the program director, Professor Jennifer Mertus (jmertus@law.whittier.edu). Whittier Law School will exercise complete discretion to select applicants for the program who demonstrate an ability to live and study in a foreign environment as well as a commitment to participate fully in the academic and cultural programs designed by the program director. The Law School seeks program participants who will serve as exceptional ambassadors of Whittier Law School in the host country and reserves the right to deny admission to any applicant who does not satisfy its summer admission criteria.

Assumption of the Risk and Release Acknowledgement

Please read the Assumption of the Risk and Release Form (attached to this application) before submitting this application.

I have carefully read this Assumption of the Risk and Release form before signing below. No representations, statements, or inducements, oral or written, apart from the foregoing written statements have been made. This agreement shall define my responsibilities relating to the China Study Abroad Program at the Institution, and shall be governed by the laws of the state of California, which shall be the forum for any lawsuits filed under or incident to this agreement or to the Program.

I acknowledge that I have read and understand the Assumption of the Risk and Release Form.

Signature: _____

Date: _____

Acknowledgement and Acceptance of Study Abroad Policies

Please read the Study Abroad Policies (attached to this application) before submitting this application.

To certify your application, please read the statement below and sign this acknowledgement:

I have read and understand Whittier Law School's Study Abroad Program Policies. I certify that all the information I have provided on this application is complete and accurate, and given here for the purpose of having the Law School take action in reliance thereon. I also agree to notify the Law School in writing of any changes as to an part of this application which may occur after the date of the signature.

I acknowledge that if I withdraw from the program after March 30, 2018 for any reason, including academic disqualification, I am still responsible for paying all tuition and fees associated with the China Study Abroad Program.

Signature: _____

Date: _____

Policies

Admissions Policy for Summer Abroad Programs

For students enrolled in J.D. programs, the Study Abroad Program is open to students who have successfully completed one year of study in good standing at an ABA-approved law school. For students who are seeking degrees other than a J.D., please direct inquiries regarding the program in which you are interested to the program director. Whittier Law School will exercise complete discretion to select applicants for its Study Abroad Programs who demonstrate an ability to live and study in a foreign environment as well as a commitment to participate fully in the academic and cultural programs designed by the program directors. The Law School seeks program participants who will serve as exceptional ambassadors of Whittier Law School in the host country and reserves the right to deny admission to any applicant who does not satisfy its summer abroad admission criteria.

Please read the Study Abroad Policies section carefully when considering enrolling in a program, as there are several obligations and responsibilities you take on when you enroll.

Deadlines & Payment

Enrollment is accepted on a rolling basis.

Non-refundable enrollment fee of \$200.

Full Tuition & Housing Payment Deadline: March 30, 2018. (If you are applying for financial aid, please advise us by indicating so on your application.)

Last day to withdraw with no tuition obligation: March 30, 2018.

Requests to withdraw must be made in writing, and submitted via email on or before 5 p.m. March 30, 2018 or postmarked on or before March 30, 2018. Notices of withdrawal received after March 30 will not be considered for tuition/fee relief. Any program participant who withdraws after March 30 will be responsible for the full price of tuition and/or other non-refundable fees.

Failure to Comply With Deadlines

Failure to comply with a deadline will not automatically withdraw you from a program(s) to which you have enrolled. Your failure to meet a defined deadline may subject you to an additional administrative fee. For more information, please contact the program director for the program in which you are enrolled:

China

Program Director, Jennifer Mertus, 714-444-4141 ext. 243
jmertus@law.whittier.edu

Tuition and Housing Fee Payment

You may pay your tuition and housing fees in one of these ways:

- Pay in person at Whittier Law School. Please visit the Business Office in the Law Library.
- Pay online at my.whittier.edu. This is for current Whittier Law School students only.
- Send a check to: Whittier Law School, Attn – Business Office, 3333 Harbor Boulevard, Costa Mesa, CA 92626. Please include your name and the program you will be attending.
- Email or call the Business Office with your credit card information to pay with a credit card. You may email cdo@law.whittier.edu or call (714) 444-4141 × 288. Include your name, the program you will be attending, your credit card number, and the card's expiration date. We accept Visa and Mastercard.

Withdrawal/Cancellation

Once you submit the enrollment form and fee, you are officially enrolled in the program.

Last day to withdraw with no tuition obligation: March 30, 2018.

Students who withdraw from any study abroad program after 5:00 pm on March 30, 2018 are liable for all fees and tuition.

How to Withdraw

You must submit in writing a “Letter of Declaration” setting forth an intention to withdraw no later than the close of business on March 30, 2018. Failure to withdraw by March 30, 2018 will subject you to tuition obligations as well as other fees the Law School has advanced on your behalf.

Refund of Deposit

If the Letter of Declaration is received by March 30, 2018, all appropriate tuition and/or fees will be refunded within 10 business days of receipt of a letter of withdrawal.

Reactivating Your Application

There will be a \$50 fee to re-activate your application and reserve your space in the program if you withdraw from a study abroad program, and thereafter change your mind and wish to enroll again.

Withdrawal after the March 30 Deadline

Notices of withdrawal received after March 30, 2018 will not be considered for refund or for tuition fee relief. Any program participant who withdraws after March 30, 2018 will be responsible for the full price of tuition and/or other non-refundable fees.

Whittier Law School will not refund tuition or housing fees or grant relief from these financial obligations after the March 30 deadline, not even in the event that a student withdraws for reasons or misfortunes beyond his or her control, e.g., academic disqualification, financial aid disqualification, medical emergencies, or any other unforeseen circumstances, etc.

Therefore, it is very important that you weigh carefully your decision to participate in one of Whittier Law School's Study Abroad Programs. You are encouraged to consider Tuition Insurance.

Effect of Academic Disqualification

Students typically learn their GPA in June after all grades have been submitted and published. It is particularly important that you carefully weigh whether you should apply to a Summer Abroad program if there is an apparent risk of academic disqualification. After March 30, 2018, almost no one is excused from financial commitments. This includes those who are disqualified and those whose student loans are cancelled.

Students who learn that they are academically disqualified after enrolling in a program

Please be advised that if you fail to withdraw by the withdrawal deadline and subsequently learn that you are academically disqualified, you will be held responsible for tuition fees and any other fees we cannot recover should you decide not to attend the summer abroad program.

If you learn that you are academically disqualified after the withdrawal deadline, we invite you to attend the program as a non-matriculated participant. You will be welcome to take courses and fully participate in enrichment opportunities and other program activities. However, due to your disqualification you will be ineligible to earn law school units or credit for your participation in the courses you take abroad.

If you have concerns about your plans to go abroad, please contact the program director for the program in which you are enrolled:

China

Program Director, Jennifer Mertus

714-444-4141 ext. 243

jmertus@law.whittier.edu

Program Cancellation or Material Alteration to the Program by Whittier Law School

Whittier Law School reserves the right to cancel or alter the Study Abroad Programs. The programs may be subject to cancellation if there is insufficient enrollment or if the U.S. State Department issues a travel warning or advisory for the country or area where the program will take place.

In the event of a material alteration to the program at any time, Whittier will immediately, or as soon as practicable, provide notice to all enrollees and offer any student an opportunity to withdraw without financial liability for tuition. In order to withdraw without financial liability, a student must submit in writing his or her intention to withdraw no later than five (5) business days after notice is sent. Whittier will refund any refundable fees within 20 days of receipt of the notice of withdrawal.

In the event that Whittier Law School cancels a Study Abroad Program at any time, Whittier will immediately provide notice to all enrollees and will return all refundable fees, including fees for tuition and housing, within 20 days after notice of cancellation is provided. Additionally, the Program Director will assist all displaced registrants to find suitable alternative summer programs.

In the event the U.S. State Department issues a travel warning or alert to the region or country where the program will place at any time before the start of the program, Whittier will immediately provide notice of the warning or alert and permit any enrollee the opportunity to withdraw and return all tuition and housing fees within 20 days of receipt of the notice of withdrawal.

In the event the U.S. State Department issues a travel advisory or alert for the region or country where the program takes place after the program has begun, the Whittier Program Director will immediately notify all program participants and assist any student who wishes to return to the United States. In the event that Whittier Law School terminates the program early or a student wishes to withdraw upon hearing of the notice or alert, it will refund all tuition and housing fees within 20 days.

Financial Aid Policy for Study Abroad Programs

1. You must enroll by March 30, 2018 to ensure your Study Abroad financial aid will be awarded properly.
2. Study Abroad is considered a trailer/extension of the current academic year (2017-18) for financial aid purpose. Thus, the FAFSA on file will be used to determine eligibility. A minimum enrollment of 3 units is required in order to obtain financial aid for Study Abroad.
3. Tuition for the abroad program is fixed at the rate of tuition cost for each program and non-refundable, regardless of the change in academic status and/or unexpected circumstances. Students who are not maintaining SAP are strongly recommended to postpone their plan to study abroad until their grades meet the academic standards.

4. Students who plan on attending any of the Law School's abroad programs and need financial aid must:
 - a. Pay the non-refundable enrollment fee when it is due.
 - b. Pre-pay for any airline/transportation costs, housing deposit, and/or any other related travel expenses before the loan funds arrive.
 - c. Limited financial aid funds will be available for summer, and the approval of a student loan is dependent upon the cost of summer attendance and the amount borrowed during the academic year. Generally, students will rely on the Graduate PLUS (Grad-PLUS) loan for summer enrollment. A student is required to re-visit his/her "Direct Loan" student account with the Department of Education (ED).
 - d. If the previous Grad-PLUS loan was approved with an endorser, a student must submit a new Master Promissory Note (MPN) for the new loan. This is an additional step for the summer loan. The Financial Aid Office cannot certify any loan without the existence of a loan application or MPN in place.
 - e. A student does not need to submit another MPN if his/her previous loan was approved without an endorser.
 - f. In either case, a new credit check will be run by the ED before disbursement. Remember: All Grad. PLUS and Private Loans are pre-conditionally approved upon submitting the application. If the credit check fails, a student is required to re-apply with an endorser for approval.
 - g. Contact, respond, and follow-up with the ED about (i) the status of the loan, and (ii) any additional or required documents for the approval of the loan.
5. For non-WLS classes/programs, the following items are needed before any financial aid can be offered:
 - a. A copy of the 'Acceptance' letter from the Host school.
 - b. A consortium agreement must be in place with the Host and Home school.
 - c. Students in this group must also follow instructions in parts © to [g] of paragraph 4 above.
6. The financial aid budget does not cover both a student's fixed local/home living expenses and the transient/abroad program. Arrangements for the fixed expenses are the student's sole responsibility. The budget for the transient/abroad program includes tuition and fees, housing, airfare for the program, and a reasonable amount for miscellaneous expenses. No expense for entertainment, gifts, or leisure/personal travel can be included in the budget.
7. Financial aid disbursement occurs within 10 days prior to the first day of any Study Abroad programs. Therefore, students shall make suitable arrangements for tuition payment (if required), any related travel expenses, and/or other needs before refund checks can be issued. If a student decides to travel early or has special accommodations, they should make arrangements with the Business Office for the release of their loan refund check.

Grading and Other Academic Policies

Grading

Students are required to attend all classes and participate actively in all classes. All students receive a course grade based on class participation and a required paper or exam administered at the end of each course. Seminar classes have limited enrollment and require regular class participation. For seminars, students may be required to make group or individual presentations, and typically the most significant component of the final grade is determined by a research paper of approximately 10-15 pages per unit of credit to be determined by the professor.

All Whittier Summer Abroad Courses are graded by using the same grading system used for the on-campus program. We do not offer courses on a Pass/No Pass basis except for units earned for Externships, Independent Study projects, and clinical or extern units. Professors report numerical grades based on a 4.0 point system as follows:

- 3.6 – 4.0 (A)
- 3.0 – 3.4 (B)
- 2.5 – 2.9 (C)
- 2.3 – 2.4 (C-)
- 1.8 – 2.2 (D)
- 1.7 (F)

Reporting of Grades

Whittier Law School will report all grades once they are reported and finalized by the professors. Professors submit grades no later than six weeks after the end of the program. Non-Whittier students must inquire with their home school for policies regarding accepting courses and transferring credit for courses taken at Whittier law school's summer programs. Whether credit will be accepted and how grades will be reported at the home school is entirely at the discretion of each student's home school.

Grading Normalization

For more information regarding Whittier Law School's grading normalization policies, please see [Whittier Law School's Policy Manual](#).

Visiting Students

For students enrolled in J.D. programs, the Study Abroad Programs are only open to students who have successfully completed one year of study in good standing at an ABA-approved law school. For students who are seeking degrees other than a J.D., please direct inquiries regarding the program in which you are interested to the program director. The acceptance of any credit or grade for courses or externships completed in a Whittier study abroad program by any law school other than Whittier Law School is subject to determination by the home school.

OTHER ACADEMIC POLICIES

Students who learn that they are academically disqualified after enrolling in a program

Please be advised that if you fail to withdraw by the withdrawal deadline and subsequently learn that you are academically disqualified, you will be held responsible for tuition fees and any other fees we cannot recover should you decide not to attend the summer abroad program.

If you learn that you are academically disqualified after the withdrawal deadline, we invite you to attend the program as a non-matriculated participant. You will be welcome to take courses and fully participate in enrichment opportunities and other program activities. However, due to your disqualification you will be ineligible to earn law school units or credit for your participation in the courses you take abroad.

If you have concerns about your plans to go abroad, please contact the program director for the program in which you are enrolled:

China

Program Director, Jennifer Mertus

714-444-4141 ext. 243

jmertus@law.whittier.edu

Medical Insurance

Students are required to show proof of health insurance that covers medical expenses incurred abroad. You must purchase supplemental medical and hospital coverage for the period of your stay overseas. You should inquire with your medical provider, insurance agent or travel agent.

Whittier Law School assumes no responsibility for medical care or costs.

Additionally, students are strongly encouraged to obtain medical evacuation insurance. Such insurance may be obtained from various providers including, but not limited to, the following possible providers:

- Travel Assistance International, (800) 821.2828
- Global Travel Insurance, (800) 232.9145
- Travel Insurance Services, (800) 937.1387
- The Gateway Plans
- Wallach & Company Inc
- BETiNS, (866) 552.8834

Accommodations for Disabilities

If you need special accommodations for disabilities, please contact the program director for the program in which you are interested:

China

Program Director, Jennifer Mertus

714-444-4141 ext. 243

jmertus@law.whittier.edu

If you are a student at a law school other than Whittier Law School, please contact the appropriate administrator at your school to advise him/her of your intentions to study abroad. It is important that the program director be notified as soon as possible and before the program begins in order to comply with ADA regulations.

2017 Program Demographics

	Whittier Law Students	Visiting Students	Total Participants
Nanjing, China	19	0	19

To certify your application, please read the statement below and provide an electronic signature by typing your full name in the signature box.

I have read and understand Whittier Law School's [Study Abroad Program Policies](#). I certify that all the information given is complete and accurate, and given here for the purpose of having the Law School take action in reliance thereon. I also agree to notify the Law School in writing of any changes as to any part of this application for which may occur after the date of signature.

*I acknowledge that if I withdraw from the program after March 31, 2018 for any reason, including academic disqualification, I am still responsible for paying all tuition and fees associated with the study abroad program in which I have enrolled.

Assumption of the Risk and Release Form

Please read the Assumption of the Risk and Release Form, and sign in the field provided at the bottom before submitting this form. ([Printable version](#))

ASSUMPTION OF THE RISK AND RELEASE FORM

Study Abroad provides unique opportunities for academic achievement and personal growth. Study Abroad also entails special risks. Please discuss both aspects of your prospective study abroad experience with the director of the study abroad program. This release form specifies certain areas of risk that you should know about before you decide to participate in a study abroad program.

I hereby agree as follows:

1. **RISKS OF STUDY ABROAD:** I understand that participation in the Whittier Law School Study Abroad Program (the “Program”) may involve risks not found in study at Whittier Law School (the “Institution”). These risks include, but are not limited to those risks involved in traveling to and within, and returning from, one or more foreign countries; foreign political, legal, social, and economic conditions; different standards of design, safety, and maintenance of buildings, public places and conveyances; local medical and weather conditions. I have made my own investigation and am willing to accept these risks.
2. **INSTITUTIONAL ARRANGEMENTS:** I understand that the Institution does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer, or other provider of goods or services involved in the Program.
3. **LIMITS OF INSTITUTIONAL RESPONSIBITILITY:** I understand that the Institution cannot:
 - a. Guarantee the safety of participants or eliminate risk from the study abroad environment.
 - b. Monitor or control all the decisions, choices, and activities of individual participants.
 - c. Prevent participants from engaging in illegal, dangerous, or unwise activities.
 - d. Assure that U.S. standards of due process apply or provide or pay for legal representation for participants.
 - e. Assume responsibility for actions of persons not employed or otherwise engaged by the Institution, for events that are beyond the control of the Institution and its subcontractors, or for situations that arise from the failure of a participant to provide pertinent information.
 - f. Assume that home-country cultural values will apply on the Program when these differ from those of the host country.
 - g. Be responsible for any injury or loss suffered when traveling independently or otherwise separated or absent from any Institution-supervised activities.

4. HEALTH AND SAFETY:

- a. I have consulted with a medical doctor or Christian Science practitioner and program director with regard to my personal medical needs. There are no health-related reasons or problems that preclude my participation in this Program.
- b. I understand that the Institution does not provide any Accident or Medical Insurance during my participation in the Program. I have arranged or will arrange for travel insurance to cover any medical costs while I participate in the Program. I understand that the Institution is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. If I require medical treatment or hospital care, in a foreign country or the United States, during the Program, the Institution is not responsible for the cost or quality of such treatment or care.
- c. I agree to promptly address any health or safety concerns to the Program staff or other appropriate individuals.
- d. The Institution may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses relating thereto and release the Institution from any liability for any actions.

5. STANDARDS OF CONDUCT:

- a. I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use, and behavior. I recognize that behavior that violates those laws or standards could harm the Institution's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the Program.
- b. I will also comply with the Institution's rules, standards, and instructions for behavior, including, but not limited to, the Institution's Sexual Offense policy.
- c. I agree that the Institution has the right to enforce the standards of conduct described above, in its sole judgment, and that it will impose sanctions, up to and including, termination from the Program, for violating these standards or for any behavior detrimental or incompatible with the interest, harmony, and welfare of the Institution, the Program, or other participants. I recognize that due to the circumstances of foreign study programs, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at the Institution do not apply. If I am terminated from the Program, I consent to being sent home at my own expense with no refund of fees or program costs.
- d. I will attend to any legal problems I encounter with any foreign nationals or government of the host country. The Institution is not responsible for providing any assistance under such circumstances.

6. ADDITIONAL PERSONAL EXPENSES: If I leave or am terminated from the Program for any reason, there will be no refund of fees already paid. I accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, or sickness, weather, strikes, or other unforeseen causes. If I become detached from the Program group, fail to meet a departure bus, airplane, train or car, or

become sick or injured, I will at my own expense seek out, contact, and reach the Program group at its next available destination.

7. ASSUMPTION OF THE RISK AND RELEASE OF CLAIMS: Knowing the risks described above, and in consideration of being permitted to participate in the Program, I agree, on behalf of my family, heirs, and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the Program. I hereby agree to release, hold harmless, and indemnify the Institution, its officers, employees, and agents, from and against any present or future claim, loss, or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in the Program (including period in transit to or from any country where the Program is being conducted).
8. INDEMNIFICATION OF HOST INSTITUTION(S): In consideration of being permitted to participate in the Program at the host institution(s), I agree to hold harmless and indemnify the host institution(s), its officers, employees, and agents from any claim or cause of action for damage to or loss of property, personal injury, illness or death which I cause.

I have carefully read this Release Form before signing it. No representations, statements, or inducements, oral or written, apart from the foregoing written statement have been made. This agreement shall define my responsibilities relating to the Program for which I have qualified at the Institution, and shall be governed by the laws of the state of California, which shall be the forum for any lawsuits filed under or incident to this agreement or to the Program.