



Dear Study Abroad Applicant:

Thank you for your interest in our Spring 2019 Study Abroad program to London. This short-duration academic program is open to everyone but is designed with GCC faculty and staff schedules in mind. All participants must enroll in a 1-unit History Field Studies course taught by Prof. Beth Kronbeck. All participants must attend and actively participate in the orientations, classes, and field excursions. The program will be limited to approximately 20 participants. As we accept qualified applicants on a first-come, first-served basis, so please apply quickly. Only an application with a deposit check will reserve your space in the program. To apply, please follow these steps:

1. **Fill out the attached application as completely as possible**, write legibly in **Block Capital Letters**, and be sure to include contact numbers, your name as it appears (or will appear) on your passport and sign all the appropriate releases. Items like passport numbers can be filled in later but will need to be completed no later than 60 days prior to departure. \*
2. Submit your deposit check made out to "Glendale Community College" to the Study Abroad office when you submit your application. We can accept credit card payment subject to a credit card processing fee of 2%.

\*Although we are here to assist with the process, it is ultimately your responsibility to obtain all appropriate travel documents and any visas required by the countries you will be visiting. Please be sure to read and fully understand the terms & conditions of the application and releases before signing.

**Key Dates:**

Application and deposit (\$500)	ASAP: First-Come, First-Served
Purchase airfare (we will help coordinate)	October 2018 (don't purchase yet)
Final Travel Payment (\$795)	January 16, 2019
Payment for 1-unit course (approx. \$80)	Late January, 2019
Mandatory Orientation Meeting	Morning of Saturday Feb 23, 2019

Note: Additional charges may be incurred for late payments or returned checks. We have a limited number of rooms for this program. However, a single supplement option may become available based on participant numbers. Please mark the application if interested and we will reply with the details.

We will have an informal orientation to answer questions and review some flight options once the group has filled. This will be followed by our main orientation, which will be held on the morning of Saturday February 23, 2019. This is mandatory for all participants unless prior arrangements have been made for out-of-town participants. At this orientation we will review the daily itinerary, flight details, packing suggestions, passport and visa issues, field trips, describe the accommodations, introduce all program participants, identify potential roommates, and provide an overview of the History Field Studies course. This will be followed by a question and answer session.

Studying abroad can be a unique and significant experience in your educational and professional career. However, the experience is most successful when every participant is fully prepared so be sure to read everything you are given, ask questions and respond to our emails. We are here to serve you as you prepare for "an experience of a lifetime."

GCC Study Abroad Program  
Office AD145  
Glendale Community College  
1500 N. Verdugo Rd., Glendale, CA 91208  
Phone: (818) 240-1000 x.5718  
Email: [studyabroad@glendale.edu](mailto:studyabroad@glendale.edu)

**GLENDALE COMMUNITY COLLEGE STUDY ABROAD PROGRAM**  
**LONDON – Spring 2019 APPLICATION FORM**

**A. Personal Information (BLOCK CAPITAL LETTERS)**

Name as it's spelled or will be spelled on your passport:

\_\_\_\_\_ Male \_\_\_ Female \_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_  
Street City State Zip Code

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

GCC Student ID #: \_\_\_\_\_ GCC Grade Point Average \_\_\_\_\_

Country of birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

I am a citizen of: \_\_\_\_\_ I hold a U.S. passport: Yes \_\_\_ No \_\_\_

Passport # \_\_\_\_\_ Expiration Date (MM-DD-YY) \_\_\_\_\_

If a GCC employee, which Department or area \_\_\_\_\_

By the date of departure I will be at least 18 years of age Yes  No

**B. Course Enrollment Requirement**

Participants must enroll in the 1-unit History Field Studies course. Please see the college catalog to learn about the process of obtaining a GCC student ID number so you can easily enroll into the course by January 2019. If you have any questions, please ask the Study Abroad office personnel.

**C. Do you already have a roommate choice for this program? If so, please list their name.**

\_\_\_\_\_

**D. List any information that would help us as we plan housing and excursions (smoking, allergies, other health problems, fears, etc. )**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**E. Are you requesting a single room if one becomes available? (\$400 supplement) Yes  No**

**GLENDALE COMMUNITY COLLEGE DISTRICT**

**GENERAL RELEASE FORM (Revised 2017)**

**STUDY ABROAD PROGRAM**

(please fill these out as you will be enrolled as a student in the 1-unit Field Studies course)

KNOW ALL PERSONS BY THESE PRESENTS THAT:

WHEREAS GLENDALE COMMUNITY COLLEGE DISTRICT is providing credit for out of state studies, and

WHEREAS the undersigned \_\_\_\_\_ is a student desiring to secure credit for out-of-state studies by participating in a Study Abroad Program of GLENDALE COMMUNITY COLLEGE DISTRICT, and

WHEREAS it is deemed in the best interests of the parties to provide a general release for the GLENDALE COMMUNITY COLLEGE DISTRICT,

NOW, THEREFORE, in consideration of mutual promises and covenants and other good and sufficient consideration, the undersigned hereby releases the GLENDALE COMMUNITY COLLEGE DISTRICT, its instructors, teachers, agents, contractors, employees, and officers from the following:

A.

1. Any and all claims for personal injury, whether or not caused by intentional or unintentional acts and whether or not it results in death, to the student or caused in whole or in part by the student, whether alone or together with or in association with others, to any person or persons.
2. Any and all claims for property damage, whether real, personal, personal or mixed and whether the said property is owned or in the custody or possession of the student, and whether or not caused by intentional or unintentional acts and whether caused in whole or part by the student, whether alone or together or in association with others.
3. Any and all claims for any damage, injury, loss, accident, delay, irregularity, indebtedness, expense or liability incurred or arising from any act or omission of any steamship, airline, railroad, bus, taxi, limousine, automobile, any sight - seeing service, or any other transportation service or company, firm, individual, or agency, or any hotel, motel, or other place of living accommodation, firm, individual, or agency.
4. Any and all claims for any damage, injury, loss, accident, delay, irregularity, indebtedness, expense, or liability incurred or arising from weather, illness, quarantine, government rules and regulations or restrictions, war, acts of terrorism, riots, and / or strikes.

B. It is further understood and agreed by and between the parties that the undersigned student is responsible, for any and all claims, liabilities, obligations, financial or otherwise incurred by the student during the term of the program, including but not limited to any and all obligations and / or liabilities incurred by the student where the program is conducted.

C. It is further understood and agreed by and between the parties that the undersigned student hereby covenants and agrees to indemnify, protect and save harmless GLENDALE COMMUNITY COLLEGE DISTRICT and its instructors, teachers, agents, contractors, employees, and officers from and against

all loss, cost, damage, and expense, and claims and demands therefore, and for reasonable costs and attorney fees which may arise out of any circumstance outlined in Paragraph A and B of this agreement, or any act, omission, or conduct of the student out of which may rise any claim of civil action or charge of criminal violation, whether or not the acts, omissions, or conduct are those of the student alone or in consort with others.

D. The parties hereto acknowledge that the conditions and possible claims covered by this Release are unknown, and the parties do hereby intend and expressly waive the provisions of the California Civil Code 1542 which reads as follows :

" A general release does not extend to claims which the creditor does not know or suspect of exist in his / her favor at the time of executing the release, which is known by him / her must have materially affected his/ her settlement with the debtor."

E. It is further understood and agreed that the undersigned student will conform to all Glendale Community College rules, Board Policies and Administrative Regulations including, but not limited to the Standards of Student Conduct as set forth in the Glendale Community College Regulation 5420 and the General Conduct section of the Glendale College Catalog. The undersigned shall respect the laws and the people while in a foreign country and shall comply with the directions of all teachers and representatives of the program. It is understood that any infraction of these standards may lead to disciplinary action by the College including a formal reprimand. If the conduct continues, the student may be expelled from the program and forced to return to the United States at his / her own expense.

F. Lastly, I hereby grant to Glendale Community College, its representatives and employees the right to take photographs of me in connection with this study abroad program. I agree that Glendale Community College may use such photographs of me for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

IN WITNESS WHEREOF, the undersigned has hereunto affixed his / her signature

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Student

**ASSUMPTION OF RISK FOR PARTICIPATION  
IN VOLUNTARY ACTIVITY**

The undersigned student has requested participation in optional activities. Optional activities are not a required part of the GCC academic courses or the GCC Study Abroad program. By his / her signature below (and the signature of a parent or a guardian if the student is a minor), the signor acknowledges voluntary participation in an activity which is inherently hazardous and which is deemed to be an activity involving high risk.

In addition to acknowledging and understanding the information above, the undersigned hereby voluntarily releases, discharges, waives, and relinquishes, and all actions or causes of action for personal injury, property damage or wrongful death occurring to himself / herself arising as a result of engaging in this activity.

The undersigned and for himself / herself, his / her heirs, executors, administrators or assigns agrees to defend, indemnify and hold harmless Glendale Community College District from any and all claims or causes of action for personal injury, property damage or wrongful death which are brought or could be brought as a result of engaging in this activity.

The undersigned acknowledges that he / she has read the foregoing and is fully aware of the legal consequences of signing this instrument.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

**GCC STUDY ABROAD PROGRAM  
Student Behavior Contract**

While participating as part of this Study Abroad Program:

1. I shall avoid cheating and plagiarism; disruption or obstruction of teaching, assault, battery, or any other abusive behavior, violating the judicial, or statutory standards of obscenity, or indecent conduct;
2. I shall avoid using, possessing, or distributing narcotics, or other legally controlled substances, possessing, or using firearms, explosives, weapons, or dangerous chemicals.
3. If consuming alcoholic beverages (including wine) I shall limit myself to amounts of alcoholic consumption that will not impair my judgment and lead to improper social behavior, disregard for local laws, or disruption of the academic program. I shall not consume alcoholic beverages prior to the conclusion of the day's classes.
4. I shall be aware that I am a guest in a foreign country and shall adjust my behavior to reveal respect for my hosts.
5. I am aware that this is a college study program and I must participate in the academic portion of the program. Failure to do so will result in my removal from the program and return to the USA at my own expense.
6. I shall observe the governing laws of both the host country and to those of Glendale College, as this is a travel-study program.
7. At all times I shall obey and respect official authorities and persons performing the duties of their employment (e.g. police, bus drivers, tour guides, hotel managers, restaurant waiters, etc...including your GCC professors.)
8. I shall comply with the directions of the director, teacher (s), and contractor representatives in the program as required by Administrative Regulation 5420 - Standards of Student Conduct.

I understand that any infraction of the standards as stated above may lead to disciplinary action by the college and / or the director of the program. Major or repeated disregard of these policies as determined by the program instructors and director may lead to expulsion from the program and forced return to the United States at my own expense.

**Additionally, I shall notify the program faculty and program director in a timely manner should I encounter issues of concern related to my health, wellbeing and/or safety. This includes issues of sexual harassment and sexual abuse.**

Signed : \_\_\_\_\_

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