

## STEP 1: PREPARING FOR REGISTRATION

### How do I register for an SAIC Study Trip?

Registration for all study trips takes place online. After completing this pre-registration, follow the steps below to register for a study trip. Completing this pre-registration does not register you for or commit you to a trip.

1. Clear any financial holds, if applicable.
2. At your assigned time, log-in to SAIC Self-Service and register for your chosen trip.
3. If trip is full, you may go to the Registrar and add your name to the waiting list.
4. Pay program deposit within 36 hours.



### Can I drop the study trip if I change my mind?

The deposit is due immediately upon registration and is non-refundable; students wishing to withdraw from a trip must appeal to the Academic and Refund Review Boards; penalties of up to 100% of tuition and program fees may be assessed.

## Cancellation Agreement

- \*  I understand I must pay the required deposit at registration and that this deposit will not be refunded if I subsequently cancel my participation. I understand that there is no Add/Drop period for study trips.
- \*  If I seek a refund of the balance of the tuition and program fees, any requests for refunds will be determined through appeal to the Refund Review Board. I understand that penalties up to 100% of tuition and program fees may be incurred depending on; the reason for cancellation; lateness of cancellation; the expenses which have been incurred on my behalf; and any additional costs to the trip as a result of my non-participation (ie. if a replacement cannot be found for my place in a shared accommodation).
- \*  I agree that SAIC and its employees or partners have the right to cancel or change any element of the program as circumstances require, including but not limited to the right to change the faculty, the facilities, and the excursions. I understand that SAIC cannot be responsible for additional travel costs or expenses that may result from airline schedule changes, delayed or changed arrival or departure times, flight cancellations, natural disasters, crime, weather, illness, or other unforeseen events. I am responsible for all costs and expenses associated with my participation in the program, including these unexpected or unforeseen costs.
- \*  Should SAIC cancel the study trip, SAIC will refund the deposit or apply it to any outstanding balance on my account. I understand, however, that if I choose or am required to arrange my own air travel and SAIC cancels the study trip, SAIC is not responsible for paying any penalty I may incur with respect to cancelled air reservations.
- \*  I agree that this Cancellation Agreement is to be construed and governed under the laws of the State of Illinois, U.S.A. without reference to its choice of law rules; and that if any portion hereof is held invalid, the balance hereof shall, notwithstanding, continue in full legal force and effect.
- \*  By typing in my name in the field below I agree that my typed signature has the same force and effect as my hand-written signature.

Type in your primary name:

I, \_\_\_\_\_, agree to the terms of this Cancellation Agreement.



This Cancellation Agreement is effective when you proceed to the Step 2 and actually register for a Study Trip.