

**TERMS AND CONDITIONS FOR THE
SY2017-2018 SOH Summer Term Abroad
Ateneo Student Exchange Program (ASEP)**

School of Humanities students who shall be participating in the Ateneo de Manila University School of Humanities Summer Term Abroad – Ateneo Student Exchange Program (ASEP) are required to comply with the following terms and conditions.

1. The student shall pay the Office of International Relations' non-refundable OIR processing fee. This fee covers international courier fees, communication, and the contribution to the JTA Development Fund for scholars. For Intersession 2017, the full fee is P10,000. The fee is payable within two weeks after the Dean's Office has endorsed the student's application to a destination university. For the School of Humanities, the university placement process happens in late February. The successful applicant must collect a payment slip from the OIR, pay the amount to the Cashier's Office, and turn over the pink copy of the receipt to the SOH Coordinator for Student Exchange.
2. The student shall pay the International Student Exchange Program (ISEP) Fee to Ateneo's full load tuition for the Intersession Term, payable in two installments.
 - a. The first installment is a non-refundable confirmation deposit of P10,000. This amount is different from the OIR processing fee and is payable once OIR has notified the student that his/her application to the hosting institution abroad is successful. The confirmation deposit will not be refunded should the student decide to withdraw from the program. The student must collect the payment slip for the confirmation deposit from OIR, pay the amount to the Cashier's Office, and turn over the pink copy of the receipt to OIR.
 - b. The balance of the ISEP Fee is payable two weeks before the student leaves the Philippines for the destination country. The student must collect the payment slip for the balance of the ISEP Fee from OIR, pay the amount to the Cashier's Office, and turn over the pink copy of the receipt to OIR.
3. The student shall shoulder passport renewal fees, visa application fees, the round trip airfare, food and accommodation abroad, living expenses, travel/health insurance, and language examination fees (where applicable). Students and parents/guardians must ensure that they have the financial capability to participate in the program.
4. The student shall give his/her address and contact details abroad to the SOH Coordinator for Student Exchange and the OIR Coordinator for Outbound Exchange. The student shall submit, via e-mail, monthly progress reports and updates to both coordinators. The student shall notify both coordinators of any changes in address, including temporary travel to any city or country other than the city of his/her normal residence while abroad.
5. While abroad, the student shall prioritize his/her academics and strive for academic excellence as he/she would at the Ateneo. The student shall behave responsibly and honorably at all times, following the host institution's rules and the host country's laws.
6. The student shall return to Ateneo de Manila University to finish their undergraduate studies at the end of their summer term abroad. While they are studying abroad, they remain regular degree students of Ateneo and are not allowed to transfer or enroll as regular degree students at the host institution abroad. They are also not allowed to extend their stay beyond one summer term. Upon arrival in the Philippines, the student shall report to the SOH Coordinator for Student Exchange and the OIR Coordinator for Outbound Exchange.

We have read and understood the terms and conditions of the SY 2017-2018 SOH Summer Term Abroad – Ateneo Student Exchange Program (ASEP).

Student:

Parent or Guardian:

Signature over printed name

Signature over printed name