

Program Agreement (School of Global Japanese Studies Study Abroad and Internship Program)

Dear Dean of the School of Global Japanese Studies;

I hereby certify that I fully understand and agree to the terms and conditions indicated below as an applicant and participant of the School of Global Japanese Studies (SGJS) Study Abroad and Internship Program. I also agree not to lodge any formal objection or protest in case I lose the right to participate in the program or to receive support from the SGJS by failing to comply with these terms and conditions.

■Conditions for applying for the program:

1. The guarantor must be the same person as registered as a guarantor on the academic records of this department.
2. **Once a student is selected as a nominee that student is not allowed to withdraw from the program.**
3. The student must fully understand and be aware of the necessary costs to participate in the Study Abroad and Internship Program before departure. The student must secure permission and agreement from the student's parents, guarantor or any financial supporter to prepare sufficient financial resources as part of the application process. Necessary payments (including Meiji University tuition) should be paid by the designated date.
4. The student must understand that the student must pay the tuition fees to the host institution and Meiji University, if the student participates in a fee-paying study abroad or internship program.
5. Nominees for the Study Abroad and Internship Program will be selected according to internal screening (screening of application documents and an interview).
6. SGJS may determine to postpone or cancel the program according to the safety conditions of the host country or region and require the student to return to Japan at the earliest possible opportunity.
7. Being nominated by the SGJS means that the student is eligible to apply to the host institution. It does not guarantee admission to the host institution. The host university has the right to reject the application and a rejection may result from the conditions and circumstance of the host university.
8. For certain reasons, there is a possibility that the host university may change the courses scheduled to be provided or cancel accepting students.
9. The Study abroad period is from the starting date of the orientation at the host university, till the last date of classes/exams. The Study abroad period is not equivalent to the actual dates of departure and return. It is recommended that students depart a few days before the orientation, and return within one month after classes/exams end. The student is responsible for any trouble arising before and after the study abroad program.
10. The Study abroad period is for one semester at Meiji University, (for 2 semester universities, the fall or spring semester, for 4 semester universities, the fall and winter semesters or spring and summer semesters). If it is for one academic year at Meiji University, that means for 2 semester universities, the fall and spring semesters, and for 4 semester universities, the fall, winter and spring semesters or fall, winter, spring and summer semesters.)
11. If students enroll in courses before the above said study abroad period, such as taking courses during Meiji University's summer break, that is the sole responsibility of the student. Credits taken during this time will not be counted for transfer to Meiji University.
12. The student must be healthy enough to study abroad when applying for the program. If the student suffers from any illness or is under medication, the student must report the symptoms to the Nakano Research and Educational Support Office (Study Abroad Team) before applying. The student will also be asked to submit a document stating that the student's medical doctor or guarantor has agreed for the student to apply for the program.
13. Credits earned during the study abroad period must be reported to Meiji University. However, not all credits may be

transferred to Meiji University. The student must read the guidelines for credit transfer details.

14. Students must attend guidance sessions organized by Meiji University. If the student is absent for guidance, the student is solely responsible to collect information delivered at the guidance session

15. SGJS economic assistance for study abroad will be decided based on the student's grades and application documents. Not all applicants can receive assistance. The amount will differ for each individual in terms of the study abroad program length and fees and the student's grades.

■Conditions after being selected as a participant

16. Necessary procedures, (such as: preparation for passport and visa, fee payment, purchasing travel insurance, application documents and arrangement for an air ticket etc.) is the student's responsibility and must be completed by the designated date. SGJS is not responsible for any failures caused by missing deadlines from inadequate application materials. Any student unable to follow necessary procedures and deadlines may be withdrawn from the program.

17. After the student receives an acceptance letter from the host university, it is the student's responsibility to complete all the necessary procedures within Meiji University, such as submitting study abroad forms, confirming the conditions for any scholarships received, and or confirming the arrangements for certificate/teacher training studies etc.

18. The student must purchase a flight ticket arranged by Meiji University if the host university has a particular request on flight tickets. If a designated flight is not requested, the student would need to purchase a ticket to meet the arrival dates which the host university recommends.

19. Travel insurance and registration for the crisis management service designated by SGJS should be purchased before travelling to the host country as required by the university's crisis management policies. If the host university requires the student to purchase a separate insurance plan in addition to the one designated by SGJS, the student must enroll in both of the insurance policies.

20. Personal information mentioned on the application form and other submission documents may be provided to the host university, the insurance company, travel agency, Airline Company and the crisis management service for the purpose of the application process.

21. The study abroad period cannot be changed after the application period for study abroad to Meiji University.

■Conditions during studying abroad

22. The student must comply with the laws and regulations of the student's host country and host university while participating in the Study Abroad and Internship Program. Moreover, the student must understand and act responsibly as a representative of Meiji University. The student should also follow the guidance of faculty members and advisors at the host university as well as Meiji University staff while the student is studying abroad.

23. Meiji University will not be responsible for any loss and/or damage caused by disaster, riot, terrorism, infectious diseases, and unforeseen accidents and crimes.

24. The student must be responsible for compensation of any in <SGJS Student / To be submitted to Meiji University>
property.

25. The student must stay at the accommodation designated by the host university. If not designated, the student must be responsible for acquiring a place to stay during the program. The student must report the student's contact information to the SGJS Office and the Nakano Research and Educational Support Office (Study Abroad Team)

26. As a representative of Meiji University, the student must take responsibility for registering for classes and fulfilling the study requirements at the host university. If there are issues regarding the student's grades, attitude, or participation at the host university, SGJS may take measures to return the student to Japan. In such a case, Meiji

University may request the student to return any financial assistance given, and credit transfers may not be admitted.

Meiji University shall not be held responsible for any expenses incurred as a result of early return.

27. If there are issues regarding the host country/area's safety, the student must comply with the decision (to return to Japan) made by SGJS. In such cases, all expenses related to the return trip will be the responsibility of the student.

28. Students must not ride a motorbike or drive a car during the study abroad program. Students must not do anything which exceeds the limitations set by the insurance policy.

29. Upon arrival the student must make an arrival report to the SGJS Office. The student must inform the SGJS office and the Nakano international office of any address changes during the study abroad period. The student must also inform the above said offices of any changes regarding returning to Japan or for any travel during the study abroad period.

■Conditions after returning to Meiji University

30. The student must report the student's arrival in Japan to the SGJS office and Nakano Research and Educational Support Office (Study Abroad Team), and follow procedures as needed. The student also must complete the questionnaire and hand in a study abroad report to the SGJS Office after completion of the program.

31. Personal information may be used for participation in study abroad fairs and/or contributions to university publications.

32. The student must cooperate when asked to do any of the above.

Applicant's Name		Your School Grade/Class/Number	Student ID No.
<hr/> (Block Letter)		School of <hr/> <div style="text-align: center;">/ / /</div>	
Sign here			
Date:	<div style="text-align: center;">/ / (DD/MM/YYYY)</div>		

The guarantor agrees that the student will apply for the Study Abroad and Internship Program and shall assure the university that the student will comply fully with the conditions written in this program agreement.

Guarantor's Name : _____

Relationship to the applicant : _____

Signature of the guarantor: _____ Date: / / (DD/MM/YYYY)

Address: _____

Telephone: _____