

National Student Exchange

STUDENT: _____

- If **ACCEPTING**, complete Parts A through D. Read the reverse side of this form. Sign the bottom of this form. Keep the PINK copy for yourself. Return the WHITE and YELLOW copies of the form set to your HOME campus NSE Coordinator.
- If **DECLINING**, complete Part A and B. Return the form set to your HOME campus NSE Coordinator.

HOME COORDINATOR:

- For March conference placements, mailed WHITE copy must be postmarked by **April 5** or placement may be rescinded.
- For other placements, WHITE copy must be mailed with YELLOW copy of *Placement Choice Card* immediately following placement.

Placement is not confirmed until the signed white copy of this form is received by the host NSE Coordinator.

A new *Placement Acceptance Form* must be completed if the time period of the original exchange is modified or extended.

Placement Acceptance Form

PART A: Participant Information

NAME: First _____ Initial _____ Last _____ Female _____ Male _____

HOME CAMPUS: _____

SOC. SEC. NO: _____ BIRTHDATE: _____ GPA: _____ MAJOR: _____

CURRENT ADDRESS: Street _____ TELEPHONE: _____ / _____

City, State/Province and Code _____

I will be at above address until (date) _____ E-MAIL ADDRESS: _____

PERMANENT HOME ADDRESS: Street _____ TELEPHONE: _____ / _____

City, State/Province and Code _____

SUMMER ADDRESS: Street _____ TELEPHONE: _____ / _____

If different from home address City, State/Province and Code _____

SUMMER E-MAIL ADDRESS: _____

Part B: Placement Acceptance

(Exchange plan and period must be the same as approved by the host campus on the *Placement Choice Card*.)

I **ACCEPT** my placement **AT:** _____ (host campus) **ON:** _____ Plan A _____ Plan B

FOR Exchange Period: Use *host campus calendar*. _____ Academic Year 20____ - 20____ Summer Session 20____

_____ Fall Semester 20____ _____ Spring Semester 20____ _____ Fall Quarter 20____ _____ Winter Quarter 20____ _____ Spring Quarter 20____

I plan to: _____ live on campus _____ live off campus I plan to request financial aid from my host campus: _____ Yes _____ No

I am a U.S. citizen: _____ Yes _____ No: if no, indicate your visa status _____ F-1 _____ J-1 _____ other _____

I **DECLINE** my placement -- reason: _____

PART C: Special Conditions or Circumstances

Questions below are designed as a self-assessment guide. It is not necessary to answer on this form, but if your answer to any of the questions in this section is "yes", you are encouraged to immediately identify yourself and your needs to your host campus coordinator. Notification at least two months prior to arrival on campus is necessary in order for your host institution to address your needs. Failure to provide documentation, in the manner and time required by the host campus, may mean that needed services cannot be provided. Documentation must be written, current, and prepared by a qualified professional. Also indicate the kind of arrangements that are currently being made for you at your home campus. Consult home and host disability service coordinators for additional information.

- Do you have any medical condition which might require immediate medical attention during your exchange?
- Do you have any conditions which may affect your emotional or mental well-being during your exchange?
- Do you have any physical conditions for which you will need accessible on-campus housing and/or classroom accommodation?
- Do you have any documented disability which may require academic accommodations (e.g., note takers, taped texts) during your exchange?

PART D: Emergency Contact

Identify a person or persons (parents, guardian, spouse, etc.) who is to be informed in the event of any situation determined to be an emergency by the host NSE Coordinator or designee.

NAME: _____ RELATIONSHIP: _____

ADDRESS: Street _____ TELEPHONE: _____ / _____

City, State/Province and Code _____

SIGNATURE

I affirm that the information above is complete, accurate, and true to the best of my knowledge. I have read this form, including the *Conditions of Placement* on the reverse side. I understand its contents, agree with its conditions, and acknowledge that I am signing it freely, voluntarily, and under no compulsion.

Student (please print name) _____

Student (signature) _____

Date _____

Conditions of Placement

- **Timely Completion of Forms** — I understand that my participation in the National Student Exchange is contingent upon my returning all forms (application, registration, housing, etc.) and other materials which may be requested by my host campus by stated deadlines. Failure to do so may result in the cancellation of my placement.
- **Eligibility** — I understand that my acceptance to participate in the National Student Exchange is contingent upon my maintaining all eligibility requirements (academic, financial, and social/behavioral) as defined by NSE and my home and host campuses. My exchange may be terminated by either my home or host campus if I fail to maintain these eligibility standards in the term preceding exchange, while on exchange, or if I fail to remain enrolled full-time at my host campus. I further understand that failure to enroll as a full-time student may affect my financial aid, housing, or NSE program eligibility at my host campus.
- **Exchange Period** — I understand that my exchange placement is limited to the period specified on the reverse side of this form, and an extension of a single term exchange will be considered only with the approval of both my home and host NSE coordinators. Under no circumstances will the total of all my exchange periods exceed the equivalent of one calendar year. I further agree that if I cancel or shorten the duration of my exchange, I will notify, in writing, the NSE coordinators at both my home and host campuses. I understand that failure to so notify may have financial and/or enrollment consequences.
- **Course Approval and Course Access** — I understand that it is my responsibility to develop, during the term prior to exchange, a flexible written advising agreement with my home campus that will identify how coursework to be taken at the host campus will fit into my degree requirements at my home campus. I understand that course prerequisites at the host campus must be met and that course registration at the host institution is based on the availability of offerings and cannot be guaranteed.
- **Tuition/Fees, Room/Meals, and Other Fees** — I agree to pay tuition/fees in a timely manner and according to the payment plan (A or B) on which I have been placed. I also agree to pay room/meals in a timely manner. I understand that failure to make full payment of all required fees or to resolve other debts to the home or host campus may result in the cancellation of any course registration and/or disenrollment at the host campus and upon return to my home campus. I understand that all financial obligations to my host and home campuses must be fulfilled prior to receiving transcripts from my host campus or a diploma from my home campus.
- **Off-Campus Housing** — I understand that on-campus housing at some NSE member universities is not guaranteed or may not be available. I understand that if I live off campus, I do so at my own discretion and risk.
- **Transcripts** — I assume responsibility to request that an official transcript of the work attempted while on exchange be sent back to the office on the home campus designated by the home campus NSE coordinator.
- **Insurance** — I understand that NSE strongly recommends that I have adequate health insurance for the time period of exchange, and it is my responsibility to ensure that I am adequately covered for the period and place of my exchange. I further understand that my home and/or host campus may require purchase of institutional health insurance or require me to submit proof of coverage. I understand that I may also be required to pay a fee to utilize the health services at my host campus. I understand that it is my responsibility to ensure that automobile and personal property insurance covers me during the place and period of my exchange.
- **Medical Matters** — I will comply with any requirements for medical information relating to my participation in the exchange, including obtaining or documenting immunizations required by my home and/or host campuses.
- **Personal Health and Safety** — I understand that NSE and my home and host campuses cannot guarantee my health and safety while on exchange. I am responsible for acting prudently and exercising caution and common sense at all times. I also understand that I may be using different forms of transportation to participate in this program. I agree that NSE as well as my home and host campuses are not responsible for any personal injury, death, and/or loss or damage to property suffered by me during my exchange, including periods of travel with, and independent of, the exchange program.
- **Rules and Regulations** — It is my responsibility to be informed about, and I agree to abide by, all rules, regulations, and policies of NSE and my home and host campuses governing my academic, financial, and social/behavioral status while on exchange. I understand that failure to conform to these rules and regulations may result in the termination of my exchange participation and that further disciplinary action may be taken by my host and home campuses.
- **Release of Information** — I understand that the collection, retention, and dissemination of my records, and information about me is subject to federal regulations under the *Family Rights and Privacy Act of 1974*. This means that I am responsible for specifying persons or agents who may have access to my records. I, therefore, give permission, by signing this *Placement Acceptance Form*, to collect and release information to my home and host institutions and to the National Student Exchange as it is appropriate to my application for, and participation in, exchange including: letters of recommendation, transcripts, financial status with the campus, report of conduct, and medical/counseling records all for the purposes of exchange participation, continuation, or termination. I further agree that my home and host campuses may disclose to one another, to the National Student Exchange, and to my parents, legal guardian, or spouse any information which may impact my mental health or physical well-being while on exchange. (The "exchange" extends from the time of placement until the receipt of the official transcript by the home campus of the work attempted at the host campus.)
- **Hold-Harmless** — I understand that my participation in the National Student Exchange is voluntary. I understand that the National Student Exchange does not make any warranties of any kind, expressed or implied, regarding NSE program participation, including perceived quality of the experience or services rendered. I further understand that the National Student Exchange assumes no responsibility and disclaims any liability for any injury, loss, damage, or expense (personal, academic, financial, or other) suffered by me by reason of my participation in this exchange program.