

OFF-CAMPUS PROGRAMS  
Application for Admission

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Today's date      /      /      Current campus location       Savannah       Atlanta       Hong Kong       eLearning

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Title of off-campus program      Location

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Quarter and year of program being offered      Fall \_\_\_\_\_      Winter \_\_\_\_\_      Spring \_\_\_\_\_      Summer \_\_\_\_\_

Name as it would appear on passport (Last, First, Middle)

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Do you have a valid passport?       Yes       No      Date of expiration      /      /

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Country (or Countries) of Citizenship

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Male       Female      Birthdate      /      /

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Local address

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City/State/ZIP      Local Phone

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Mobile Phone      Student E-mail

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Student ID #      Major

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Present year in school      1       2       3       4       GR

Student Success/graduate adviser      Cumulative GPA

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Please list the course numbers you are interested in taking

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

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

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

**Person to contact in case of emergency**

Name      Relationship

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Address

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City/State/ZIP

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Home phone      Mobile phone      Business phone

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If you have a disability and will request accommodations, you must contact SCAD Counseling and Student Support Services as soon as possible.

**Your signature verifies the following:**

1. I have completed the necessary prerequisites to enroll in the program.
2. Participation requires good academic and disciplinary standing. I authorize the staff of SCAD off-campus programs to access my academic and disciplinary records.
3. I authorize SCAD off-campus programs to charge my student account for appropriate program fees. I understand that all cancellations must be in writing.
4. I understand that cancellations must occur in writing and that all deposits are nonrefundable.
5. I have read, understood and will abide by the terms included with this application.

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Signature      Date      /      /

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## Off-campus Programs Application for Admission

An application form must be completed and submitted to the office of off-campus programs. Incomplete applications cannot be processed. A \$35 application fee is required for an application to be considered for admission.

### Registration

1. Registration for programs is limited.
2. Qualified applicants receive notification of acceptance in two to three weeks of the application due date.
3. Students should discuss course selection with an adviser prior to application and include course preferences on the application form. It is the student's responsibility to ensure that courses offered in an off-campus program fit into the student's program of study. Upon acceptance and completion of pre-departure orientation, students will be registered for program courses.
4. Due to the unique qualities of a travel study program, students must be able to complete some assignments independently. A minimum of 2.5 overall GPA at the time of application is required for acceptance into an off-campus program.
5. A nonrefundable program deposit is due upon acceptance to a study program. Deposits are applied to posted program fees, but are not refundable. Admittance is valid only when payment of tuition and fees is received in full.
6. Course offerings, itineraries, fees, facilities, faculty and other aspects of the program are subject to change without notice.
7. A response within 24 hours to any inquiries related to the travel study program is expected of all participants. E-mail communication will be sent through the students' SCAD e-mail accounts only.

### Passports and Visas

Participants are responsible for procuring their own passports and/or necessary visas. International students must check with the international student services office for necessary support materials. Applications for passport and visas must be made immediately. Failure to have all necessary documents completed two weeks before departure may result in dismissal from the program at the applicant's expense.

### Financial Aid

Undergraduate and graduate students may be able to apply their financial aid toward off-campus programs. Students should consult with their financial services adviser on all matters related to financial aid and scholarships.

### Price

All prices are determined at time of print and are subject to change in tariffs, exchange rates and governmental regulations. Passport fees, required visas, tourist cards, room service, telephone calls, and other items not outlined in the program syllabus are not included in the quoted price.

### Dismissal

All students who participate in off-campus programs are representatives of the Savannah College of Art and Design; their behavior influences others' impressions of the college. All participants are expected to conduct themselves in a mature and responsible manner. The right is reserved to decline any person as a program member at any time should such person's health, mental condition, physical infirmity or general conduct impede the operation of the program or the rights, welfare or enjoyment of the other program participants. In the event of illness, necessary actions will be taken upon parental notification (if applicable). Program faculty or staff will arrange local medical treatment or transportation. All expenditures are the responsibility of the participant and/or parent or guardian. If a participant's conduct becomes a liability to him/her or the program, faculty or staff may choose to terminate participation at the student's expense and/or that of parent or guardian, and no refunds will be issued.

### Insurance and Medical Care

Each student must have medical and health insurance coverage for his/her period of travel. Participants on international programs are required to purchase supplemental insurance from a third-party service provider identified by SCAD. Students must complete a general health statement upon acceptance and should complete a physical exam prior to departure.

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### Application Checklist

- Application form (attached)
- Typed one-page statement of purpose
- Minimum of two recommendations in sealed envelopes; must be from SCAD faculty
- Receipt for \$35 application fee: Pay fee to the office of student accounts.
- Some off-campus programs require an interview as part of the selection process. Students will be contacted via student e-mail.

### Mail this application, along with a \$35 application fee and sealed recommendation forms to:

Coordinator of Academic Activities  
Savannah College of Art and Design  
York Hall, room 315  
P.O. Box 3146  
Savannah, GA 31402-3146 USA

### or hand deliver to:

Office of Student Success and Advising  
York Hall, room 231