



Code of Conduct & Guidelines

While enrolled in an ISA program, you are an ambassador for the US and ISA at all times. You agree to abide by the Code of Conduct. You understand and agree that engaging in conduct that violates this code shall be subject to disciplinary actions. You acknowledge and accept ISA has the authority at all times to establish rules of conduct necessary for the operation of the program, which includes your free time. You assure ISA that you shall comply with any rules of conduct by ISA or the Host Institution and act in an appropriate manner at all times. You understand that continued eligibility for participation in the program is conditioned upon attendance of such orientation sessions as may be required by ISA, attendance at classes and scheduled activities, and maintenance of an adequate standard of academic work in the Program.

PROGRAM DATES

Deviation from the ISA program dates, without advance permission from ISA, is not permissible.

ON-SITE ORIENTATION MEETINGS

Orientation meetings on-site are mandatory. Any absence from the on-site orientation meeting, without advance permission from ISA, may result in disciplinary probation.

EXPULSION OR REMOVAL FROM HOME OR HOST INSTITUTION/UNIVERSITY

Expulsion or removal from home or host institution/university at any time after acceptance to the ISA program constitutes violation of the Code of Conduct, and may result in dismissal from the ISA program.

HOUSING

You may decide to not live in ISA arranged housing without penalty only if you notify ISA before the payment deadline. If you notify ISA that you only need ISA arranged housing temporarily, ISA will send a pre-arrangement contract that you must sign and return to ISA before the payment deadline. At any time, if there are irreconcilable differences between you and your host family, ISA will relocate you to another host family. ISA will not reimburse you for housing expenses if you leave the program early. ISA will not reimburse you for housing expenses if you voluntarily move into an apartment during the program. Failure to notify your host family of plans not to return to the homestay to sleep will be grounds for probation that could lead to dismissal from the program. It is required that you keep ISA informed of your address in the host city during your ISA program dates.

EXCURSIONS AND CULTURAL ACTIVITIES

You understand and acknowledge that under no circumstance are you entitled to any reimbursement or credit for any excursion or cultural activity included in your program in which you do not participate. In order to take advantage of the excursions or cultural activities, you must participate with the rest of the group as scheduled by ISA.

If, for any reason, you miss the return transportation for an excursion, you are responsible for all expenses relating to your return transportation. You assume all responsibility and risks associated with your return trip and fully and completely release ISA from any and all liability for events that may happen during your return trip.

If you choose to participate in any optional excursion(s), you agree to pay in full any additional charges before the departure date for such excursion(s).

You understand that it is considered a violation of ISA policy to invite any non-ISA participant to your hotel while on excursions. Participants of the opposite sex are not permitted to stay the night in another ISA participant's hotel room.

EMOTIONAL AND PHYSICAL STRESS

I realize that living and studying in a foreign environment may create unexpected physical and emotional stress, which may exacerbate otherwise mild disorders. It is important that all participants be able to adjust to potentially dramatic changes in climate, diet, living conditions and studying conditions that may be seriously disruptive to accustomed patterns of behavior. One should never assume that going abroad to study would provide an antidote to health problems experienced at home. I understand that if I fail to inform ISA about medication or medical treatment that I have received/am receiving and there are related problems during the program, it may result in me being dismissed from the program.

ALCOHOL AND DRUG POLICY

Participants, who are of legal age in their host country, may consume alcohol within reasonable limits. If you are a minor and your parent/guardian instructs ISA in writing you are not allowed to consume alcohol and you do, it violates this policy. Distribution of alcohol to other participants, who are not of legal drinking age or otherwise restricted, is strictly prohibited and violates this policy. If you are of legal age and choose to drink alcohol you are responsible for your actions at all times. ISA prohibits consumption of alcohol in any of its facilities. At the origin of an ISA excursion, participants under the influence of alcohol or drugs will not be allowed on the excursion. You will not receive a refund or credit for any missed activity. Consumption of alcohol or drugs is not permitted on any ISA sponsored transportation vehicle or in any ISA sponsored hotel room. Alcohol or open containers found in ISA sponsored lodging will be the responsibility of all parties present, regardless of actual consumption. Open containers of alcohol are not permitted in your private quarters at your residence in the host country. Any infraction or violation of this policy is considered serious and may at ISA's discretion result in your dismissal from the program.

You are not allowed to buy, sell, use or possess illegal drugs. "Illegal" means drugs that are prohibited by law in either the U.S. or the program's host country. Any infraction or violation of this policy is considered serious and will result in your immediate dismissal from the program.

You agree not to abuse or misuse, i.e. combine with alcohol, any drug for which you may have a prescription.

You understand and agree the abuse of alcohol and drugs are detrimental to your health and well being. ISA encourages participants to get necessary help from appropriate mental health professionals if either of these behaviors is present. Should you need treatment your request for assistance should be made in writing to the ISA Resident Director(s).

You understand the risk of accident and injury are increased by the use and abuse of alcohol or drugs abroad. Excessive alcohol consumption or violating drug laws abroad may have very serious consequences for you. While abroad, you as a U.S. citizen are subject to that country's laws and regulations, which may differ significantly from those of the United States and may not afford the protections available to you under U.S. laws. If you are convicted of violating alcohol or drug laws while abroad you can expect a lengthy jail sentence and significant fines. In addition to the criminal penalties you may face, the purchase or sell of illegal drugs greatly increases your risk of personal harm. ISA may refer you to legal counsel and may provide temporary translation services, each at your expense. ISA assumes no responsibility to assist you in legal matters under any circumstances.

SEXUAL HARASSMENT

Program participants who become aware of sexual harassment or who believe they have been subjected to such treatment should report such actions to the on-site Resident Director, to the Director of Student Relations, or to the Executive Director. Any employee who is told by participants of a sexual harassment situation should inform the Director of Student Relations and/or the Executive Director immediately. If a participant feels they have been sexually harassed by a member of their host family, they will be removed and given alternative housing immediately. Non-employee violators of this policy are subject to dismissal from the ISA facilities or programs when harassment occurs while on ISA premises or while the violator is participating in an ISA program.

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CRIME VICTIM ASSISTANCE

If you are a victim of any crime while on the program, you should immediately contact the ISA Resident Director. The Resident Director will: Accompany you to the hospital, if necessary, upon being notified of the incident. Help you file a police report with the local authorities. Refer you to counseling services available in the city.

REQUIRED FULL-TIME STUDENT STATUS

I understand that I am required to be enrolled as a full-time student during my ISA program. I agree to comply with this requirement. If my enrollment status changes to less than full-time during my program, I agree to *immediately* notify the ISA Program Director of my change in status. I understand that the definition of "full-time", as it applies to me, will be based on my U.S. home institution's definitions of full-time status. It is my responsibility to find out how my university defines full-time. In addition, I understand that if I stop attending class ISA reserves the right to dismiss me from the program. I understand that serious financial and academic repercussions may result if I do not follow these requirements and that I may be dismissed from the program.

TRAVEL RESTRICTIONS

In order to maintain the highest level of safety possible on all programs, ISA restricts travel to some areas of the world that are beyond the ability of ISA staff to reasonably assure participant wellbeing. This list is primarily comprised of countries to which there is a reasonable ease of access while participating in an ISA program. The purpose of listing these sites is to provide vital safety information regarding the regions in which participants may consider traveling. A complete list of restricted locations is available on the ISA website and is continually updated based on ISA direct observation, US Department of State recommendation, Overseas Security Advisory Council, WHO reports, and expert consultation.

While participating on an ISA program, you agree to abide by all travel restrictions established by ISA. Violation of any ISA travel restriction is cause for dismissal from the ISA program, and participants will be required to return to the U.S. immediately. Participants are also required to inform ISA anytime they leave their host country.

COMPLIANCE WITH THE LAW OUTSIDE THE UNITED STATES

ISA strongly discourages any employment by you during your participation in the program, unless you possess proper legal documentation to seek employment in the foreign country and provide ISA with written proof of such authorization. Further, ISA strongly discourages you from owning or operating vehicles while participating in the program. Traffic congestion and different laws and regulations, civil and criminal, can make driving motor vehicles in foreign countries extremely hazardous. Insurance requirements, or other financial responsibility laws, vary from country to country. If, however, you are determined to engage in employment or operate a motor vehicle while abroad, you recognize that ISA assumes no responsibility for your decision, and shall not be liable for insurance, legal aid, or assistance in connection with any issues arising out of your employment or operation of motor vehicle.

You are aware that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. In particular, political activities or use of illegal drugs may subject you to significant civil or criminal penalties. You agree to become informed of and will abide by all such laws and standards for each country to or through which you may travel during the program. You understand

that ISA is not advising you on any legal matters whatsoever. If you violate the law or standards of acceptable conduct and are arrested, you understand ISA cannot obtain your release from jail.

You acknowledge and understand that should you have or develop legal problems with foreign nationals or foreign governments, you have the sole responsibility to attend to the matter at your expense and with your own personal funds. ISA may refer you to legal counsel and may provide temporary translation services, each at your expense. ISA assumes no responsibility to assist you in legal matters under any circumstances.

PROHIBITED BEHAVIOR

Violation of the alcohol and drug policy; Criminal behavior or violation of local laws; Violation of residential guidelines and/or rules; Excessive absences; Behavior that is detrimental to your health, welfare or safety or of others; Self-endangerment, including involvement in activities or behavior that could result in personal harm, including, but not limited to frequenting dangerous places, association with criminals, repeated intoxication, etc.... ; Abusive language towards ISA staff, host university faculty, host family, housing staff or participants; Sexual harassment or misconduct; Disruptive behavior; Disorderly, indecent or obscene conduct, gestures or actions; Violent behavior against others; Theft or vandalism; Participation in strikes, demonstrations or other political gatherings; Property damage to any of the following: ISA facilities, the host university, the housing, or hotels; Unauthorized use of or entry to any ISA or host university facilities or equipment; Unauthorized access to, viewing, copying or distribution of ISA records; Use of ISA equipment for any illegal purpose; Forgery or alteration of legal, government, or ISA-issued documents with the intent or purpose to defraud; Plagiarism, cheating, use of unauthorized materials or engaging in accessing or distributing confidential academic materials; Dishonesty; Falsification of personal records, including, but not limited to any alteration of transcripts or grade reports, participant medical or other records, the application for admission, financial aid documents, or other official documents required for participation in the ISA program; Conduct unbecoming an ISA participant including but not limited to violation of any ISA policies. Failure to notify ISA of any disciplinary or criminal matters, pending or otherwise, will result in immediate dismissal from the ISA program.

FINANCIAL RESPONSIBILITY

I agree to be personally responsible for all financial obligations associated with the program in which I am enrolled. I understand that if I have not paid in full, by the program deadline or by the other date agreed upon in writing with ISA, the balance due is subject to a 1.5% monthly surcharge until paid in full. If I receive Financial Aid, I agree to a 1.5% monthly surcharge on any balance due and not paid in full within 10 days after I receive my Financial Aid disbursement from my home university. I understand the monthly surcharge is distinct from any late fee that ISA may assess for any balance not paid by the deadline.

If you pay your home university directly for the Program Fee, you are subject to the Home university financial deadlines and policies.

Participants are responsible for payment to isa or it's agents (i.e. hotels, transportation vehicles, cell phone partners, etc.) For any and all damage caused by them or charges incurred by them while on the program.

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PROCEDURES IN THE EVENT OF A VIOLATION OF THE PARTICIPANT CODE OF CONDUCT AND/OR OTHER ISA POLICIES

In the event of a violation of the Code of Conduct or any other ISA policies, there will be an investigation of the circumstances and the participant(s) involved shall provide information to facilitate the investigation. The procedures are:

INCIDENT REPORT

Program participants will be notified verbally by an ISA staff member of any alleged violation(s) of this Code brought against them. An incident report will be completed by the ISA Resident Director(s), the program participant(s), and any other involved parties. Participants will provide pertinent information, including any written statements from witnesses, regarding the incident. In the event that an incident report is not completed, the Code of Conduct remains in effect and is not modified in any way. The incident report will include the participant's statement in response to the charged violation(s). Upon completion the incident report will be sent via fax to the ISA Office in Austin and will be added to the participant(s) file. ISA, at its discretion, may send the incident report to the participant's home university.

ADMINISTRATIVE REVIEW PROCESS

The Resident Director and ISA's US-based management, based on the available information, will make a decision regarding the consequences for violation of the Code of Conduct, if any. Disciplinary action to be taken will be determined during this process. Program participants will be notified in writing, as soon as practicable, of ISA's decision. Any disciplinary actions for violation of this Code are effective once the participant has been notified of the disciplinary action either verbally or in writing. In the case of serious misconduct or for the sake of health and/or safety the ISA Resident Director(s) has the sole discretion and authority to immediately dismiss any participant from their residence and/or the program. ISA, at its discretion, may notify the home university of any serious misconduct or for the sake of a health and/or safety issue.

DISCIPLINARY ACTIONS

Disciplinary actions can take a variety of forms, and can be issued in combination, depending on the violation in question. ISA at its sole discretion will determine what action, if any, to take for violation of the Code of Conduct. You will not receive a refund or credit for missed activities or events as a result of any disciplinary actions. Such actions include but are not limited to the following:

Restitution: Payment of the cost to repair or replace any damage of personal property because of damage or theft.

Loss of Privileges: Your privileges to use facilities or to participate in activities or events may be restricted for a designated period of time or completely withdrawn.

Housing Termination: You may be required to leave the ISA-arranged housing and obtain housing accommodations on your own and at your own expense.

Disciplinary Probation: You will be provided written notification of the terms and condition of the probationary restrictions imposed for violating the Code of Conduct. Failure to comply with such restrictions or further violations during the remainder of your ISA program will result in your immediate dismissal from the program.

Dismissal: Permanent removal from the ISA program.

DISMISSAL POLICY

The Resident Director (RD) will warn participants who are abusing the rules and are in danger of disciplinary actions; however, when the offense is serious enough to warrant dismissal, no warning shall be necessary. The Resident Director may place a program participant on probation for one week while ISA makes its final decision. The probation may restrict you to in-house, or you may be required to find alternative housing at your own expense. During this probationary period, you will be prohibited from participating in all ISA group activities. Dismissal from your ISA program shall not diminish or otherwise affect your obligation to make any and all payments to ISA. A program participant who is removed from the ISA program will receive a Dismissal Notification Form. As long as the form is signed by the participant he/she may appeal the decision within 48 hours. A program participant who is removed from the ISA program will receive no grades for course work in progress. In addition, the dismissed participant will not be entitled to a refund or credit for any fees paid, may be required to reimburse the home university for all financial aid received, and is responsible for all non-recoverable costs incurred by the host university or ISA, as well as personal financial obligations, including but not limited to utility bills and rent. A dismissed participant's registration at the home university may be barred until all such financial obligations have been met. The participant's home university may, at its discretion, take further disciplinary actions, including but not limited to suspension or dismissal, against a participant sanctioned by ISA.

If you are dismissed from the ISA program, you are responsible for changing your flight or purchasing a one-way ticket home on the next available flight and all associated ground transportation costs.

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ASSUMPTION OF THE RISK, RELEASE AND INDEMNIFICATION

The Participant and Undersigned (if participant is not at least 18 years old) understand that there are certain dangers, hazards, and risks involved in international travel and in the activities included in the Program, that could include serious or even mortal injuries and property damage. With knowledge of these dangers, hazards, and risks of such activities, and in consideration of being permitted to participate in the Program and all associated activities, including but not limited to, those described above, Participant, the Undersigned, on behalf of Participant, Participant's family, spouse, estate, heirs, executor, administrator and personal representative(s), agree to assume all the risks and responsibilities arising out of Participant's participation in the Program, the transportation to and from the Foreign Country, and in any independent research or activities undertaken as an adjunct thereto. Participant and the Undersigned release and hold harmless ISA, its governing board, officers, employees, agents, and interns ("Releasees"), from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature whatsoever which Participant may have or which may hereafter accrue to the Participant or Undersigned, that may be sustained by Participant, the Undersigned or by any property belonging to Participant, even if caused by any negligence or carelessness of the Releasees (a) while Participant is in, or in transit to or from the Foreign Country where the Program or any adjunct to the Program occurs or is being conducted; (b) during any independent travel or activities undertaken by the Participant; and (c) arising out of or relating to Participant's participation in the Program.

It is the Undersigned's express intent that this release and hold harmless agreement shall bind the members of the Undersigned's family and spouse, if Participant is alive, and Participant's family, estate, heirs, administrators, personal representatives, or assigns, if Participant is deceased, and shall be deemed as a "Release," Waiver, Discharge, and Covenant not to sue the above-named "Releasees." Participant and the Undersigned (if different) agree to indemnify, defend and hold harmless Releasees from all liabilities, damages, losses, expenses and attorneys fees arising out of any claim, cause of action or demand made by any person or legal entity arising out of Participant's travel to and from the Foreign Country, participation in the Academic Program and independent travel, even if such claims, causes of action and demand are based in whole or in part on any negligence of the Releasees.

In signing this Release, the Undersigned acknowledge and represent that they have become fully informed of the content of this assumption of risks and hold harmless agreement by reading it before signing it, that they have been afforded ample time within which to consult with an advisor of their choice, and, by signing this document as the Undersigned's own free act and deed, confirm that no oral representations, statements, or inducements, apart from the foregoing written statement, have been made.

The Undersigned execute this release for full, adequate, and complete consideration fully intending to be bound by the same.

THIS IS A RELEASE OF LEGAL RIGHTS. READ AND UNDERSTAND BEFORE SIGNING.

Participant Signature

Parent/Guardian Signature
(If Participant Is Under 18)

RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act of 1974, as amended, (the Act) prohibits releasing participant data to anyone without express written permission from the participant. If a situation occurs where ISA deems the participant's well-being is at risk, I authorize ISA to contact my parent/guardian. By initialing this section, I give ISA express permission to disclose information about me to my parent/guardian as ISA determines to be necessary to protect my well-being and waive all rights under the Act for such disclosure.

THIS IS A RELEASE OF LEGAL RIGHTS. READ AND UNDERSTAND BEFORE SIGNING.

Participant Signature

Parent/Guardian Signature
(If Participant Is Under 18)

GOVERNING LAW; FORUM

This Agreement shall be construed in accordance with the laws of the State of Texas without regard to any choice of law provisions thereof. Each party to this agreement irrevocably consents to personal jurisdiction in the state and federal courts located in Austin, Travis County, Texas, and agree that Travis County is the only proper venue, and the exclusive venue, for any suit, action or arbitration proceeding pertaining to, arising out of, or related to this agreement or the Academic Program. The terms and provisions of this Agreement shall be severable, such that if a court of competent jurisdiction holds any term to be illegal, unenforceable, or in conflict with any law governing this Agreement the validity of the remaining portions shall not be affected thereby.

BY SIGNING BELOW I CERTIFY THAT I HAVE CAREFULLY READ AND FULLY UNDERSTAND THE CODE OF CONDUCT AND GUIDELINES ABOVE, AND AGREE TO ABIDE BY THEM. I UNDERSTAND NON-COMPLIANCE WITH ANY OF THE AFOREMENTIONED POLICY(IES) WILL RESULT IN DISMISSAL FROM THE ISA PROGRAM WITHOUT REFUND OR REIMBURSEMENT FROM ISA.

Printed Name

Participant Signature

Date

Parent/Guardian Printed Name
(If Participant Is Under 18)

Parent/Guardian Signature

Date