

## INTERNATIONAL EXCHANGE PARTICIPATION REQUEST

<b>SECTION A:</b> <b>HOME SCHOOL:</b> <u>University of West Florida</u>	<b>HOST SCHOOL:</b> _____ <b>LOCATION:</b> _____ <small style="text-align: center;">City and Country</small>
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<b>SECTION B:</b>		
1. _____ <small>UWF ID Number</small>	2. _____ <small>Last Name</small>	_____ <small>First Name</small>
3. E-mail Address: _____		4. Phone Number.: _____
5. Classification (Sr., Jr., etc.): _____		6. Major Program: _____
7. Credit Hours for Semester of Exchange: _____		8. Semester of Exchange (e.g., Spring 2010) : _____
9. Alternate Contact Information (i.e. for notification of important dates, tuition information, etc.):		
Contact Name: _____		Contact Phone Number: _____
Contact E-Mail Address: _____		

If tuition is paid to UWF, I understand that I will earn UWF credit for participation in this exchange program. I understand that I am responsible for notifying the UWF Registrar's Office of any course adjustments (drop/add) prior to the scheduled fee payment date as reflected on my Account Balance link in [MyUWF](#). I understand that if I drop a course or withdraw from a course without notifying the UWF Registrar's Office, I will be assigned a WF grade for that course and I will be responsible for filing a fee appeal with the UWF Fee Appeals Committee for a refund of fees. I understand that if I add a course without notifying the UWF Registrar's Office, I assume the full risk of course acceptance, and I will be responsible for filing an appeal for late add with the Registrar's Office, and if approved, paying tuition plus applicable late fees. I will provide a completed and signed [International Student Exchange Advising Agreement](#) to the Registrar's Office (as well as a copy of the applicable academic calendar for the host school) **prior to the semester of exchange**. I will provide an official transcript to the UWF Registrar's Office by the end of the semester following my semester of exchange. If the transcript is not received at UWF by this deadline, I understand that grades of "F" will be posted to my academic record. I also understand that the academic system and grading scale at my host institution may vary from the University of West Florida's grading scale and catalog requirements. The grades reported by my host institution will be used to calculate my final grades(s) for the course(s) taken at the host institution.

If tuition is paid to the host school (i.e. AusraLearn, Swansea University, all exchange programs that apply), I understand that I will be awarded transfer credit (rather than UWF credit) for my participation in this exchange program. I will provide a completed and signed [Study Abroad Enrollment Authorization Form](#) to the Registrar's Office **prior to the semester of exchange** outlining the courses to be taken at the host school. I will provide an official transcript to the UWF Office of Admissions by the end of the semester following my semester of exchange. Acceptability of University credit will be determined by the Office of Admissions.

It is my responsibility to confer with my academic advisor prior to the semester of exchange to ascertain whether courses taken on exchange will meet departmental and/or university requirements for completion of my academic program.

It is my responsibility to discuss financial aid policies and procedures with the UWF Financial Aid Office prior to the semester of exchange. I understand that the Financial Aid Office will require an official certification of enrollment from the host school prior to financial aid disbursement and I may need to make alternate arrangements to cover costs and expenses associated with my participation in this program until my financial aid package is disbursed.

<b>X</b> <b>Signature of Student</b>	  <small>Date</small>
<b>X</b> <b>Signature/Approval of Academic Advisor</b>	  <small>Date</small>
<b>X</b> <b>Signature/Approval of UWF International Programs</b>	  <small>Date</small>

<b>OFFICE OF THE REGISTRAR</b>
_____ <small>Processed by</small>
_____ <small>Date</small>