



Conditions and Application Form of the Summer Study Abroad Programme, Carlow College, St. Patrick's

By submitting an application to the Summer Study Abroad Programme (hereafter Programme) at Carlow College, St. Patrick's (hereafter Carlow College), applicants agree to be bound by the conditions outlined in this document. Non-adherence to the conditions may result in termination of learners' participation in the Programme. Learners who withdraw early or are dismissed from the Programme will remain responsible for all Programme costs incurred on their behalf (e.g. no refunds will be given for academic tuition and accommodation). Full loss of academic credit for the Programme may also result.

1. Immigration

As the Programme is only four weeks in duration, there is no student visa required to participate in this programme. Learners will enter Ireland on the standard 90-day tourist visa.

2. Course of Study

At Carlow College, the Programme learners are registered on the B.A. (Hons) in Arts and Humanities Programme. Learners should consult with their home institution or study abroad provider to ensure that the Irish Experience and Introduction to Irish Literature courses, as detailed on Section 3 of their application form, will transfer back to their academic programme of study in the United States.

Learners are expected to attend classes and all field trips. Attendance is mandatory unless specified arrangements have been made with the International Officer of Carlow College.

Carlow College study abroad learners are governed by the same academic regulations as every other learner registered on the B.A. (Hons) in Arts and Humanities Programme.

3. Independent Travel

While it is assumed that Programme learners may wish to participate in additional travel unrelated to the Programme, learners must understand that commitment to their educational programme at Carlow College is primary and takes precedence over all other travel. Learners must understand and acknowledge that they accept full responsibility for personal travel. It is strongly encouraged that learners provide the International Officer of Carlow College with details of any extended travel away from Carlow College so that in case of emergency the appropriate individuals can be contacted.

4. Housing

Learners are expected to live in on-campus accommodation at Lennon House, Carlow College and to abide by the Terms and Conditions of Housing provided by Carlow College. As Lennon House is shared accommodation, learners are expected to be mindful and respectful of their fellow residents.

5. Personal Conduct

As a guest in Ireland, Programme learners are responsible for conforming to all applicable Irish laws, and rules and policies of Carlow College. The home institution and Carlow College shall have the right to impose any sanction deemed appropriate up to and including termination of the learners' participation in the program(me).

6. Fees

The cost to participate in the Programme is €3,100 and will be processed through your home institution or study abroad provider. A non-refundable booking deposit of €500, taken off the total programme cost, is due with the completed application form by 1 March 2023. The balance of the fee is due 14 April 2023, the invoice will be sent to the home institution or study abroad provider. In the unlikely event that the programme is cancelled, a full refund is provided (including the booking fee). Please note that applications received after the final deadline will not be considered.

7. Withdrawal from the Programme

Learners who wish to withdraw from the Programme at Carlow College should immediately seek advice from the International Officer at Carlow College and the study abroad representative at their home institution or study abroad provider.

8. Institutional Information Exchange

Programme learners are studying at CCSP as part of an affiliated agreement with their home institution or study abroad provider. To enable the partnership, it is necessary for CCSP to share certain information about applicants and registered learners with the home institution or study abroad provider. Data shared between CCSP and your home institution or study abroad provider may include but is not limited to:

- Learner Application Forms and associated documents (shared when studying at both Host Institutions in Carlow);
- Learner Registration (i.e. course selection, academic schedules, pre-requisites, etc.);
- Information about supports that are offered, or are in place, for learners regarding medical issues, learning differences or disabilities;
- Academic Results (i.e. academic transcripts);
- Notifications, updates and reports arising from non-adherence to rules and policies, misconduct and investigations involving the learners. This includes academic and general disciplinary issues; and

- Information regarding emergency situations, including medical emergencies, accidents and other circumstances of a grave nature.

CCSP process learner data in accordance with data protection laws and its Learner Privacy Notice, which is available at the following link: <https://carlowcollege.ie/media/PrivacyNoticeLearners.pdf>. Privacy Notices explain what personal data is processed and how learners may exercise their data protection rights.

FOR OFFICE USE

Application number: _____


**CARLOW
COLLEGE**
 ST. PATRICK'S
 Third Level Education

Summer Study Abroad Application Form

Section 1 – Personal Details

Title (Mr/Ms/Mrs etc):	Date of Birth: __/__/____ (DD-MM-YYYY)
Family Name (<i>as on passport</i>):	
First Name (<i>as on passport</i>):	
Home (Permanent) Address:	
Male/Female (<i>please circle</i>)	Nationality:
E-mail Address to be Used for Correspondence:	
Contact Phone Number:	
Emergency contact (<i>Please detail the contact details of the person who should be contacted in the event of an emergency. Please tell the designated person that their details have been provided.</i>)	
Name:	
Relationship to You:	
Contact Phone Number:	
E-Mail Address to be Used for Correspondence:	

Section 2 – Undergraduate Institution(s)

Certified copies of your third-level academic transcripts should be attached to application

Name of Institution:	
Stage of Studies:	Major:
Name of Institution:	
Stage of Studies:	Major:

Section 3 – Programme Information and Course Selection

Academic Year:	20__ / __ (e.g. 2017/2018)	
Semester:	__ Summer	
<p>At Carlow College, St. Patrick's, all Summer Study Abroad learners are registered on the B.A. (Hons) in Arts and Humanities Programme. Learners should consult with their home institution or study abroad provider to ensure their chosen courses will transfer back to their academic programme of study in the United States.</p>		
Carlow College Course Title	Articulation Code at Home Institution or Provider	
Irish Experience (Mandatory)		
Contemporary Irish Writing (Mandatory)		

Section 4 – Home Institution or Provider Details

Name of Home Institution or Provider:	
Name and Postal Address of Officer or Coordinator to whom transcripts should be sent to upon completion of your studies at Carlow College, St. Patrick's:	
E-Mail Address of Officer or Coordinator to whom electronic transcripts should be sent to upon completion of your studies at Carlow College, St. Patrick's:	

Personal Disclosures

Section 1 – Supports for a Learning Difference, Disability or Long-Term Health Condition Disclosure

Do you have a disability or any learning difference(s) you wish to seek learning supports for?

Yes / No

If you answer ‘yes’, please provide a letter from your home institutions’ Disability Office outlining your needs as part of this application process.

Section 2 – Medical Condition Disclosure (On-Campus Accommodation)

Do you have any medical condition(s) you wish to seek supports for?

Yes / No

If ‘Yes’, please describe the condition(s) and indicate the types of supports which you typically require. This will help us to plan supports for your condition(s) prior to your arrival:

Consent for Processing Personal Data

If you have provided us with information about a medical condition, learning difference or disability, we must have your explicit consent before we can use it. Please indicate your consent by ticking the relevant box(es).

I consent to the processing of my medical information.

I consent to the processing of my disability / learning difference information.

You may grant, refuse or withdraw your consent at any time. Withdrawal of consent does not affect the lawfulness of processing before its withdrawal. If you wish to withdraw any consent you have given, please send an email to the following email address at CCSP: intloffic@carlowcollege.ie.

Application Declaration

I certify that the details given in this application and the associated documents are true to the best of my knowledge and belief.

I have read and understand the *Summer Study Abroad Terms and Conditions* provided by my home institution or study abroad provider and agree to be bound by them. I understand that non-adherence to the conditions may result in the termination of my participation in the Study Abroad Programme.

Completed forms should be processed through the International Office at your home institution or study abroad provider.

FOR OFFICE USE

YEAR OF ENTRY: _____

SIGNED: _____

International Officer

DATE: __/__/____