Please carefully read each statement and initial on the lines provided

____ I understand that only approved learning abroad courses will be posted to my UH transcript and that the grades earned will count toward my UH GPA as letter grades.

____ I understand it is **MY SOLE RESPONSIBILITY** to have my courses approved prior to departure for my program. If I make changes to my courses while abroad, I am responsible for creating a new *Course Equivalency Form*, obtaining all required signatures, and submitting the form to Learning Abroad immediately. *Course Equivalency Forms* that do not have the proper signatures will not be accepted. If the UH session start date has already passed, I may incur a $20 late registration fee when changing these courses.

____ I understand it is my responsibility to ensure my transcript is delivered directly to the Learning Abroad office and **not** to the Office of the University Registrar or to Admissions.

____ Learning Abroad must receive an official transcript from an accredited institution that shows a letter or number grade for my course(s) abroad. Failure to provide a transcript will result in forfeiture of my ability to have my courses abroad count for credit at UH. I understand that, should I have questions regarding validity of transcripts, I must contact Learning Abroad in advance of my program abroad.

____ I understand foreign transcripts can take up to 90 or more days to be received and processed by UH. I understand my grades may temporarily change to “F” if my transcript is not received and processed by UH within 90 days of the end of the UH term/session* for which I am registered. In this case, my grades will be re-evaluated once my transcript is received and processed by Learning Abroad.

____ I understand I will not be able to graduate unless all outstanding tuition, fees, and program costs are paid to the learning abroad provider, university, and/or school. I understand Learning Abroad will place an enrollment hold on my student account for failure to make full payment to my program provider.

____ I understand Learning Abroad will assess one of the two following fees for my program: $75 for Reciprocal Exchange programs or $100 for all Affiliated and non-Affiliated programs taken for UH credit. This fee will be applied to my PeopleSoft account prior to or during the term I am abroad and is **non-refundable**.

____ I understand if I am on a fixed tuition plan or in UHin4 that I must disclose to Learning Abroad and discuss the academic and financial implications with an advisor.

____ I understand it is my responsibility to complete all required paperwork with Learning Abroad and to check that my account does not have any holds; if my file is incomplete or if there is a hold on my account, the Learning Abroad office is unable to enroll me in courses in time for the session start date. If I am enrolled on or after the session start date, I will incur a $20 late registration fee.

PeopleSoft ID: _____________________ Signature: _________________________ Date: ____________

*Please note that some sessions have start and end dates that differ from the overall term. Please contact Learning Abroad if you have questions regarding your particular session dates.*

Updated July 2017