SIMON FRASER UNIVERSITY ("SFU")

Field School Student Acknowledgment (2020)

To: International Services for Students
Simon Fraser University
8888 University Drive
Burnaby, B.C. V5A 1S6

I understand and acknowledge that the following provisions will apply during my field school, and I agree to the following:

1. **Field School 101.** I will be required to complete a mandatory online Canvas pre-departure program through International Services for Students. As critical information is relayed to students during the program, if I do not complete the program I will not be allowed to participate in the field school.

2. **Tuition and Fees.**
   
   a) Enrollment in the field school courses will not make me eligible for the UPass BC Program for the term of my field school. I will pay all tuition and supplementary fees (at the off-campus rate) to SFU as follows:

   - Undergraduate students: tuition will be based on the number of units included in my field school at either the domestic or international rate as applicable, charged at either the basic or premium rate depending on the academic subject.
   - SFU Graduate students in Per Unit Fee Programs: tuition will be based on the number of units included in my field school, charged at the graduate basic rate or the rate for my degree program, if higher.
   - SFU Graduate students in Per Term Fee Programs: tuition will be charged as the standard full-time fee or continuing fee for my degree program, depending on my degree progression status.
   - Graduate students studying at SFU through Western Deans Agreement: tuition is paid to my home institution.
   - Graduate students studying at SFU through CAGS: tuition will be based on the number of units included in my field school, charged at the graduate basic rate or the rate for the subject area, if higher. Tuition may also be paid to my home institution.
   - Graduate non-degree students: tuition will be based on the number of units included in my field school, charged at the graduate basic rate or the rate for the subject area, if higher. (Graduate non-degree applicants will also, as part of their application to SFU through the Graduate student application portal, need to pay an application fee to SFU if accepted into field school.)

   b) I will pay an International Field School Program fee to SFU for my participation in this field school. The Program Fee Refund Policy for my field school (available on the SFU Study Abroad website) outlines the terms of this fee.

Please retain a copy of this document for your reference.
c) I will be personally responsible for all costs associated with my participation in the field school, including but not limited to, costs for: medical insurance, travel insurance, property insurance, books and supplies, immunizations/vaccinations, meals, international and/or domestic transportation (if applicable), all personal expenses, and costs incurred during any optional period of independent travel.

3. Academic Issues.

a) International Services for Students will enrol me in the course(s) affiliated with my field school for the term of my field school. If I have outstanding fees or enrolment blocks with SFU by the start of the enrolment period for my field school term (e.g. a block due to not completing Foundations of Academic Literacy/Foundations of Academic Numeracy requirements on time), I will not be eligible for enrolment in the field school course(s). This will impact my eligibility for financial aid and other related matters.

b) While on my field school I will be subject to all SFU Policies, rules, regulations and procedures.

c) The course(s) I take during my field school count as regular SFU units and regular SFU grades, and will appear as such on my SFU transcript.

d) (For students with “visiting student” status at SFU) It is my responsibility to organize transfer credit of my field school course(s) to my home institution.

4. Insurance.

a) It is my responsibility to purchase sufficient primary medical insurance (e.g. through British Columbia’s Medical Services Plan or another provincial health plan) and secondary medical insurance, including travel medical coverage, to cover medical contingencies for the duration of my field school program.

b) It is also my responsibility to purchase appropriate levels of travel insurance, liability insurance and property insurance.

c) The Simon Fraser Student Society Undergraduate Health/Dental Plan or the Graduate Student Society Benefit Plan provides secondary medical coverage and travel coverage for the field school program (provided I am a degree-seeking undergraduate student or degree-seeking graduate student, respectively, at SFU and have not previously opted out of the plan during the current academic year). If I choose to rely on the Simon Fraser Student Society plan for either my secondary medical insurance and/or my travel insurance, it is my responsibility to ensure that such a plan provides adequate coverage for my personal insurance needs.

5. Financial Aid and Awards. I will be responsible for obtaining advice and information from the SFU Financial Aid and Awards Office for SFU students (loans, bursaries, scholarships, awards, etc.) prior to, during, and following my field school. (For students with “visiting student” status at SFU: I understand I am not eligible for SFU bursaries, scholarships or awards.)

6. Post-Field School Promotional Expectations. Within three terms of my return to SFU, I will participate in a minimum of one activity of field school program promotion (e.g. write an article for The Peak, staff a table at the annual “Study Abroad Fair”, etc.).

7. Disclosure of Personal Information.

a) I hereby give my consent to International Services for Students to:
i) disclose my name and email address to fellow student participants of my field school and to those in future iterations of the field school (new participants will then have the option of contacting me to discuss my field school experience). To withdraw consent, I must notify ISS in writing by emailing fieldschools@sfu.ca;

ii) disclose my name, email and likeness in the form of photography, video and sound recordings, for publicity and/or orientation purposes in publications, in audio-visual presentations, on SFU’s website, and in other related media. To withdraw consent, I must notify ISS in writing by emailing fieldschools@sfu.ca;

iii) disclose my full name, citizenship, date of birth, passport number, passport expiry date, and field school location details, to the Canadian Government and through the Registration of Canadians Abroad to the Canadian Representative Abroad office (e.g. Embassy or Consulate) in each country/region in which this field school program takes place (this information may be used by Canadian authorities in the event that government assistance is required during the field school program);

iv) disclose my full name, citizenship, date of birth, academic program(s) and level of study, gender, photograph, passport copy and PR card information (if applicable), travel document, and flight information to institutions, individuals and/or organizations both inside and outside of Canada who are affiliated with, or used by, the field school program (this information will be used for reasons directly related to the field school program such as booking hotels/tours, printing transit passes when applicable, etc);

v) disclose my name, citizenship, contact details, emergency contact details and program details to SFU Safety and Risk Services for inclusion in the SFU International Travel Registry;

vi) disclose my name and program details to SFU Procurement and Direct Travel for the purpose of gaining access to the SFU TravelSmart program; and

vii) release my name and contact information within SFU to any department with which I have a declared program and/or for the purpose of being invited to SFU Alumni or Ceremonies events in my host country.

b) I understand that freedom of information and protection of privacy laws may be different in the field school location(s) and that as a result of my participation in the field school program, my personal information will be subject to the laws and practices of the host country(ies)/region(s). SFU is not responsible for the use of my relevant personal information by institutions, individuals and/or organizations both inside and outside of Canada who are affiliated with, or used by, the field school program.

c) International Services for Students will not disclose any of my personal information to any additional third parties without my consent.


a) While on the field school the cultural expectations will be different and behavioural expectations will be higher than they may be on a Canadian campus. The laws and legal system as well as modes of behaviour, dress, cuisine, habits, expectations and styles of interpersonal communication are all likely to be markedly different from the Canadian experience. I understand that I will be held to a very high behavioural standard while on the field school and I will conduct myself accordingly, recognizing...
that I will be seen as a representative of SFU. I will become informed of cultural and behavioural expectations through self-research, Field Schools 101, pre-departure orientation, and meetings.

b) I must not: contravene the laws of the host country/region; jeopardize the safety of others; seriously disrupt the delivery of the field school; detract in a substantial way from the learning environment; or, contravene the rules and regulations established by the accompanying SFU Field School Director.

c) I will not rent or operate a motor vehicle, or be a passenger on an open motorized vehicle (e.g. tuk-tuks, scooters, motorcycles, etc.) or accept employment in the foreign jurisdiction, or participate in extreme activities (including but not limited to, bungee catapulting, ice climbing, and parapenting) during the field school.

d) I am responsible for maintaining the cleanliness of my accommodations and will leave the accommodations in the same condition in which it was when I arrived. I am responsible for any associated costs incurred due to damage to my accommodation during the field school.


a) SFU may remove me from the field school for cause (e.g. if I fail to pay tuition or have other fees in arrears to SFU, if I am required to withdraw from SFU, if I fail to maintain enrolment as an active SFU degree student, if I do not behave in accordance with the behavioural expectations listed in Section 8 of this Acknowledgment, if I fail to obtain the necessary documents to participate in international travel, if I provide false information to SFU, if I have a record of academic dishonesty, if a required Criminal Record Check results in a determination of risk, etc.) and SFU has no obligation upon removal to include me in any other field school program.

b) The Field School Director will be responsible for all determinations relating to student conduct and has the authority, with reasonable grounds and without recourse to parties at SFU in Canada, to remove me from the field school.

c) If I am removed from the field school I must leave the group immediately and I will be personally responsible for organizing return travel to Canada and all associated costs.

d) If I am removed from the field school I have a right of appeal, and such right must be exercised within three calendar months of my date of departure from the field school.

10. Withdrawal from Field School.

a) I may withdraw from the field school at any time prior to departure, and the effect to my SFU student status will be the same as a withdrawal from a regular SFU term as stated in the SFU Calendar (provided that I notify International Services for Students in writing prior to such withdrawal).

b) Withdrawal from the field school after the program has begun is governed by the withdrawal policies as stated in the SFU Calendar.

c) If I withdraw from the field school I must leave the group immediately and I will be personally responsible for organizing return travel to Canada and all associated costs.

11. Termination of Field School

a) I understand that the Field School Program could be curtailed or cancelled if safety or security issues arise such as: political or labour disputes; the Government of Canada issues a Travel Advisory of “Avoid all travel” or “Avoid non-essential travel”; health events such as an outbreak of infectious
disease; an extreme weather or natural disaster; or other unforeseeable circumstances. It may also be curtailed or cancelled should circumstances arise whereby the SFU faculty/staff or third parties are no longer able to deliver the program. In such an occurrence I understand that SFU would endeavour to deliver an alternative that would meet the program’s academic objectives, but would be under no obligation to do so. I understand SFU would attempt to issue a partial refund as described in section 10 of the Field School Program Fee Refund Policy.

12. **Refunds.** In all cases of withdrawal or removal from the field school program, the “Field School Program Fee Refund Policy” that I have signed at the time of application to the field school will determine if I am eligible to receive a refund of my program fees, and the amount of such refund. My signed Field School Program Fee Refund Policy will be submitted upon application and can be accessed from my Field School Application. Except as specified explicitly in my signed “Field School Program Fee Refund Policy” SFU is not responsible for any costs for which I am liable in connection with the field school from which I withdrew or have been removed (including but not limited to travel, immigration, insurance, or medical costs).

13. **Disability Accommodation, Health and Wellness**

   a) If I wish to receive accommodation for a disability (physical or mental) during the field school, International Services for Students strongly recommends that I register with the SFU Centre for Accessible Learning and inform them of my plans to participate in the field school as soon as possible, and in any event at least 3 months in advance of the start of the field school. This will provide the parties sufficient time to make arrangements, although I acknowledge that the nature and availability of accommodations may be different from those available at SFU.

   b) It may be beneficial for me to disclose to the Field School Director, International Services for Students, and/or fellow participants, any medical conditions (physical or mental) that I may have, but doing so would not make him/her/them, or SFU, responsible for my health and wellness.

   c) I am solely responsible for my own personal health and wellness while participating in the field school program. This includes, but is not limited to, obtaining all necessary inoculations/vaccinations in advance of departure and bringing sufficient personal medical supplies (including prescription medication and certification when necessary) and ensuring that all medications can be legally brought into the field school program location(s), and if necessary replenished in the country(ies)/region(s).

14. **Accompanying Partner Dependents and/or Family**

Due to field school programs being group programs, I understand that it is generally not possible for accompanying partners or dependents to join me on the field school. If I wish for partner or family dependents to accompany me at the field school, I may enquire with the Field School Director of the program as to this feasibility, and should do so as early as possible. In the unlikely event that the Field School Director approves my request to be accompanied by my partner/family members on the field school, I will be personally responsible for all arrangements and costs relating to their accompaniment of me. I understand that they are not participating in the field school program and would not be permitted to partake in activities, services, accommodation or transportation that has been arranged for the field school participants. I understand that they would not be covered by SFU liability insurance coverage and that SFU will not assume any liability for any costs, expenses or liabilities (including but not limited to any costs related to medical, legal or emergency expenses) associated with accompanying individuals.

15. **Foreign Immigration.**

   a) I am responsible for researching and obtaining (and paying for) the proper immigration documents to the country(ies)/region(s) in which this field school is located, based on my citizenship. If I fail to
secure proper immigration documents to enter or remain in the country, I may be removed from the field school as outlined in section 9. (a).

b) (For students with non-Canadian citizenship only) I also understand that while my full name, citizenship and passport number will be disclosed to Canadian Representatives Abroad (as per section 7(a)(iii) of this Acknowledgment), that I am also strongly encouraged to register my travel plans for the field school program and any additional travel with the government of my citizenship. Based on my citizenship, I am also responsible for ensuring that I obtain the proper immigration or visa documents and/or that I comply with any requirements in my existing immigration or visa documents (including any costs that are incurred), in each case that are required to return to Canada and to resume my studies in Canada following the field school, if applicable.

I confirm that I have read and understood this Acknowledgment and accept its terms.

__________________________________
Print Name (full name, as per passport)  

__________________________________  Date: ________________________
Student Signature (must be hand-written)  

While all field school participants must be nineteen years of age or older by the date of departure, if you are currently younger than nineteen years of age (but will have turned nineteen by the date of departure for the field school), your parent or guardian must also sign below.

I consent to my child participating in this field school, and I confirm that I have read and understood this Acknowledgment and accept its terms.

__________________________________  Date: ________________________
Parent/Guardian Signature (must be hand-written)  

Relationship to child ____________________

The information on this form is collected under the authority of the University Act (R.S.B.C. 1996, c.468, s. 27(4)(a)). It is related directly to and needed by the University to administer and operate the Field School Program. The information will be used to obtain and record a Field School student’s acknowledgement of applicable provisions including consent to disclose personal information. If you have any questions about the collection, use and disclosure of this information please contact the Director, International Services for Students, MBC 1200, SFU, 8888 University Drive, Burnaby, BC V5A 1S6, 778-782-4232.