

Frontiers Abroad Policies and Student Contract

Frontiers Abroad policies and regulations come into effect as soon as you arrive in New Zealand and extend until you finish the semester programme. We have instituted these policies to ensure that you have the safest study abroad experience as possible. By signing our Frontiers Abroad Policies Contract you agree that you have read, understand, and will abide by our policies. Violation of these policies can include penalties ranging from written warnings up to and including and expulsion from our programme.

Frontiers Abroad policies work to create an environment free of harassment based upon race, gender, religion, sexual orientation or economic status.

COVID 19 Policy

In order to study in New Zealand you must comply with entry requirements that include being fully vaccinated to COVID 19. While at the University of Canterbury you are subject to the Universities COVID policy which can be found here: <https://www.canterbury.ac.nz/covid-19/>. Please ensure you read and understand the University of Canterbury's COVID 19 policies. All courses at the University of Canterbury and Frontiers Abroad (including field camp) can be delivered both in person and remote. In the case that the University of Canterbury ends in person instruction due to COVID 19 then the courses will be delivered remotely. Refunds will not be given due to COVID 19. If you choose to return to your home country due to COVID then you will need to complete the coursework remotely.

Personal Behavior Policy

During your experience in New Zealand you are a guest in New Zealand. We expect you to act accordingly. We will be working with indigenous Maori communities and on contentious environmental issues. We expect you to act in a courteous and professional behavior.

No one may jeopardize the safety of themselves or others, or jeopardize Frontiers Abroad property. Fighting and physical contact amongst fellow study aboard students, staff, or other people will not be tolerated.

During the campus component of the programme at the University of Canterbury we require you to attend all classes. We will be in contact with your instructors to ensure you are in class and in good academic standing.

In case of an emergency including natural disasters all students must abide by Frontiers Abroad's rules, policies and decisions made to ensure the well-being of the group. Failure to do so may result in immediate expulsion from programme. No refund will be provided for expelled students.

Alcohol Policy

The drinking age for alcohol in New Zealand is 18. For many students this will be the first time that you will be able to legally drink. If you choose to drink we expect you drink in a responsible manner. Students will not misuse alcohol and miss classes due to alcohol abuse while at the University of Canterbury.

During the semester programme we will be in contact to ensure you are attending **all of your classes**. If you are missing classes due to excessive alcohol misuse then disciplinary action will be taken. One written warning will be given. If this behavior continues we will send the students to an alcohol counselor to determine if the student has a drinking problem and needs help. If help cannot be given in New Zealand then the student will be sent home.

What is "excessive alcohol misuse?"

- A student misses any scheduled event because of the effects of alcohol consumption;
- A student becomes ill due to the effects of alcohol consumption;
- A student is disrespectful of others sharing the same housing, and congregates with loud groups for social purposes;
- A student engages in inappropriate behavior toward other individuals that is the result of alcohol consumption;
- A student engages in destructive behavior toward property that is the result of alcohol consumption;
- A student does not abide by the laws of the country in which he or she is staying;
- A student engages in behavior that causes embarrassment to the other members of the group, the faculty member(s) or the in-country host(s) as a result of alcohol consumption;
- Students in a group facilitate/encourage or ignore a fellow student who is

misusing or abusing alcohol.

Drug Policy

The use of illegal drugs, defined by US and New Zealand law are strictly prohibited. We adhere to a zero tolerance policy and will expel any student if caught with the possession, use, manufacture, production, sale, exchange, or distribution of illegal drugs. Frontiers Abroad reserves the right to place students on probation if drug offences deemed to be minor by the University of Canterbury.

Motor Vehicle Policy

The purchase and/or use of a motorcycle is strictly prohibited. The purchase of a vehicle is strictly prohibited. Any student caught using a motorcycle will be expelled from our programme. Students who rent a car must attend New Zealand driver safety courses at their own expense. You must understand that New Zealand drivers drive on the left side of the road and driving laws are different than the USA.

Sexual Harassment Policy

Frontiers Abroad is committed to providing equal employment and educational opportunities to staff, students and applicants.

Frontiers Abroad is a New Zealand organisation and must comply with New Zealand Employment law. Per The Human Rights Act 1993 (HRA) and the Employment Relations Act 2000 (ERA), In New Zealand, it is unlawful to discriminate against someone because of their, sex or sexual orientation, race or skin colour, age, marital status, physical or mental disability, family or carer's responsibility, pregnancy, religion or political opinion, national extraction or social origin Furthermore, Frontiers Abroad strictly prohibits discrimination and harassment because of race, colour, creed, religion, sex, sexual orientation, national origin, age, physical or mental disability, genetic predisposition to diseases or carrier status, marital status, criminal arrests and conviction status, military status, domestic violence victim status, familial status and any other category protected by applicable federal, state, or local law.

Frontiers Abroad also prohibits retaliation in any form against any individual who opposes a discriminatory practice, makes a good faith complaint of harassment, and/or furnishes information or otherwise participates in any investigation of any such allegations, regardless of the outcome.

Per HRA 1993, Sexual Harassment is illegal in New Zealand. The HRA 1993 defines sexual harassment as 'any unwelcome or offensive sexual behaviour that is repeated, or is serious enough to have a harmful effect. Frontiers Abroad is committed to ensure all staff and students work, live, and study in an environment free from sexual harassment. All staff and students are responsible for ensuring that their conduct does not sexually harass any other staff or student. Staff and students will be made aware of how to report sexual assault or harassment during work or programme orientation. Frontiers Abroad, in partnership with the University of Canterbury and potentially local will investigate and support the students or staff members making said complaint. New Zealand confidentiality laws can be invoked by victims of sexual harassment or assault.

If a student believes that they are being sexually harassed then they should notify the Frontiers Abroad staff member that they are most comfortable with. It is often helpful to write the situation down and present that to the staff member as well. The staff member will confront the accused to ensure the situation is not repeated.

The student may file a written official complaint. This complaint will be given to the Director of Frontiers Abroad who will instigate an official investigation into the situation. The Director will determine if the incident is indeed sexual harassment. If so, Frontiers Abroad reserves the right to administer disciplinary actions including expulsion from the programme.

REFUND POLICY:

Housing fee: Your housing fee is non-refundable once your semester fee has been paid. Frontiers Abroad will work in earnest efforts to get a refund from UniLodge (managers of the housing at the University of Canterbury). However, as this is a third party, we cannot guarantee that UniLodge will provide a refund once we have onpaid the housing fee.

Tuition Fee: If you withdraw from a Frontiers Abroad programme after having paid your tuition fee and before 1 January 2023, you will receive a tuition refund minus a withdrawal fee of \$1,000 USD. If you withdraw between 1 Jan 2023 close out date to the alteration to enrolment period (this period is typically the first two

weeks of the semester) at the University you have enrolled at, you will receive a refund equivalent to the semester tuition paid to the University of Canterbury. This amount for 2023 is \$13,500 NZD. Please note that exchange rates may fluctuate and may affect the refund amount. No refund is payable if you withdraw once the close out date to the alteration to enrolment period has passed.

All courses at the University of Canterbury and Frontiers Abroad (including field camp) can be delivered both in person and remotely. In the case that the University ends in person courses due to COVID 19 then the courses will be delivered remotely. **Refunds will not be given due to COVID 19.** If you choose to return to your home country due to COVID then you will need to complete the coursework remotely. A housing refund will not be given if you return to your home country.

Frontiers Abroad Contract of Responsibility, And Waiver, Release And Indemnification Agreement

I, _____, have been accepted to participate in the Frontiers Abroad Study Abroad Programme in New Zealand ("Programme"). I accept my admission to the Programme and promise to abide by the following Contract of Responsibility, and Waiver, Release and Indemnification Agreement ("Agreement"). I understand and hereby acknowledge that my participation in the Programme is wholly voluntary. In consideration of being allowed to participate in the Programme, I hereby agree as follows:

1. HEALTH INSURANCE/COVERAGE:

I hereby certify, represent and warrant that I am and will be covered throughout the Programme by a policy of comprehensive health and accident insurance which provides coverage for injuries and illnesses I sustain or experience overseas (valid outside of the United States) and, more specifically, in any country in which I will be living and traveling while on the Programme. Frontiers Abroad provides Student Safe insurance. Should you not accept this insurance, I certify that my health insurance policy is sufficient to cover medical expenses during my participation in the Programme and will adequately cover me while outside the United States. I, on behalf of myself, my agents, heirs and next of kin hereby release Frontiers Abroad from all responsibility and liability for costs associated with any injuries (including death), illnesses, claims of damages, charges, bills and/or expenses I may incur while I am abroad, including medical evacuation and repatriation. I agree to report to Frontiers Abroad any physical or mental condition I have which may require special medical attention or accommodation during the Programme at least thirty (30) days prior to departure.

In the event of serious illness, accident or emergency while abroad, I will immediately notify and inform a supervisor, officer or official of the Programme.

2. ASSUMPTION OF RISKS/MEDICAL TREATMENT AND EMOTIONAL SUPPORT:

A) I understand and acknowledge that there are inherent health risks associated with traveling abroad. I acknowledge that earthquakes continue to occur in and near the city of Christchurch. I acknowledge that this program may be relocated or canceled due if unsafe conditions arise. I agree that I am

personally responsible for obtaining all health information, instruction, medical procedures, immunizations, medications and emotional support (i.e. counselling or phycologist) appropriate to my intended travel. I recognize that Frontiers Abroad is not responsible for any of my medical or medication needs and I assume all risk and responsibility therefore. I further agree that if I become incapacitated, Frontiers Abroad, through its agents and employees, may take whatever action is deemed necessary with respect to my health and safety. I authorize Frontiers Abroad, its agents and employees to place me, at their discretion and without further consent, in a hospital or in the care of a local doctor or other appropriate health care provider for medical services and treatment, if necessary or desirable. I also authorize Frontiers Abroad to transport me back to the United States by commercial airline or otherwise for medical treatment. I agree that I am fully responsible for any and all expenses, including transportation costs, associated with or in any way related to my medical care.

B) I further understand that participation in the Programme involves risks that are beyond the control of Frontiers Abroad. I understand that the social, cultural, political, religious, governmental, health care, legal (both civil and criminal) and other systems, as well as the geophysical characteristics of foreign countries may be different, in subtle and/or significant ways, from those in the United States. For example, behavior that might be illegally, socially, or culturally unacceptable or offensive in the United States may not be illegal and may be normal or acceptable in certain foreign countries; or behavior that is considered normal or acceptable in the United States may be illegal, offensive, or socially or culturally unacceptable outside the United States. In some countries political unrest and/or upheaval may be anticipated; police, fire, and other governmental systems may be inadequate in certain countries; the quality and availability of health care may be very different than what is typically available in the United States; and different parts of the world are susceptible to different geophysical forces: hurricanes, earthquakes, floods, tidal waves, tornadoes, volcanoes, and other natural disasters. I acknowledge that I have fully considered these and other risks of participation to my satisfaction. I also acknowledge that participation in this program is optional and that participation would not have been permitted without this Agreement and release.

3. WAIVER:

In the case of an emergency in which I cannot be reached, I authorize any U.S. embassy and/or consulate to release information concerning my welfare and whereabouts to my immediate family and/or home university. In authorizing this

release of information, I hereby waive my rights under 5 U.S.C. section 522(b)(8). I further understand and agree that Frontiers Abroad may disclose information about me that may be classified as confidential or private to my parents, or others I have named as emergency contacts, as they deem appropriate or necessary for Programme purposes while I am abroad.

4. INDEPENDENT TRAVEL:

Although Frontiers Abroad is sponsoring the Programme, I understand that Frontiers Abroad's faculty, representatives and agents may not be supervising me at all times. I may have the opportunity to travel independently, subject to the faculty director's requirements for participation in and attendance at classes and other activities that are a required part of the Programme. I understand that if I decide to travel independently during my free time, such travel will not be supervised by Frontiers Abroad, its agents, or employees. I understand that if I travel to other countries that Frontiers Abroad will not be able to provide any support while outside of New Zealand. I understand and agree that I am responsible for my own safety and that Frontiers Abroad, its agents and employees shall have no responsibility or liability for any injury, damage, or loss (to my person or property) suffered by me during such periods of independent travel.

5. TERMINATION OF PARTICIPATION IN THE PROGRAMME:

A) Frontiers Abroad reserves the right to decline to accept or retain me in the Programme at any time should my actions or general behavior impede the operation of the Programme or the rights or welfare of any person. Further, if at any time the Programme director, course leader, trip leader or any agent or representative of Frontiers Abroad determines that I have failed to comply with this Agreement or my conduct violates a law of New Zealand or any policy or procedure of Frontiers Abroad, I understand that I may be dismissed from the Programme and that I may be sent home at my personal expense. [This may be accomplished by changing the return date of my airline ticket or by purchasing a new ticket for me. In either case, I assume responsibility for the costs required to return to the departure city in the United States. Furthermore, if I am sent home, I will receive no refund of fees.] I further understand and agree that I may be referred to the appropriate Programme officials for further disciplinary action and I may be required to leave the Programme in the sole discretion of Frontiers Abroad's employees, agents and representatives.

B) If I decide to leave the Programme voluntarily for any reason before completing the course of study, I will provide Frontiers Abroad with advance written notice of my intention to leave the Programme. If I leave the Programme prior to its completion, Frontiers Abroad has no obligation or liability to provide or arrange for transportation, housing, dining or other services to me in connection with my early departure. Finally, I agree that I, along with my parents or legal guardian, will be responsible for any and all costs and expenses associated with my return home.

6. REFUND POLICY:

Housing fee: Your housing fee is non-refundable once your semester fee has been paid. Frontiers Abroad will work in earnest efforts to get a refund from UniLodge (managers of the housing at the University of Canterbury). However, as this is a third party, we cannot guarantee that UniLodge will provide a refund.

Tuition Fee: If you withdraw from a Frontiers Abroad programme after having paid your tuition fee and before 1 January 2023, you will receive a tuition refund minus a withdrawal fee of \$1,000 USD. If you withdraw between 1 Jan 2023 close out date to the alteration to enrolment period (this period is typically the first two weeks of the semester) at the University you have enrolled at, you will receive a refund equivalent to the semester tuition paid to the University of Canterbury. This amount for 2023 is \$13,500 NZD. Please note that exchange rates may fluctuate and may affect the refund amount. No refund is payable if you withdraw once the close out date to the alteration to enrolment period has passed.

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7. PROGRAMME CANCELLATION: I understand that Frontiers Abroad reserves the right to make cancellations, changes, or substitutions in the Programme at any time because of emergency, changed conditions, or Frontiers Abroad's determination that such changes or substitutions are in the best interest of the Programme or its participants.

8. STUDENT CONDUCT:

I will comply with the student conduct regulations and requirements of the host institution and the Programme throughout the duration of my participation in the Programme. I further will comply with the rules and procedures established by Frontiers Abroad, my course leader and trip leader. I understand that I represent Frontiers Abroad, and I pledge to conduct myself in a manner that respects the culture of the country (or countries) in which I will travel. I agree that Frontiers Abroad, the Programme director and/or course leader and/or trip leader shall have the right to enforce appropriate standards of behavior.

9. ALCOHOL AND DRUGS:

I understand that Frontiers Abroad has a zero-tolerance policy with respect to the possession, use, manufacture, production, sale, exchange or distribution of illegal substances, drugs and/or alcohol. I understand and agree that as a participant in the Programme, I must abide by the host country's laws and local institutional regulations with respect to alcohol and other legal drugs. I certify and promise that the use of legal alcohol and/or drugs will in no way interfere with my participation in the Programme.

10. LAWS AND CUSTOMS OF NEW ZEALAND AND OTHER FOREIGN COUNTRIES:

I understand that as a U.S. citizen in a foreign country, I will be subject to the laws of that country. I am responsible for knowing and obeying the laws and regulations of the host country, as well as local institutional regulations (including those related to alcohol and drugs). I agree to comply with those laws, as well as the Programme's Conduct Code, including refraining from using, possessing or selling any illegal drugs. I understand that being charged with any infraction of the laws of the foreign country, including possession of any illegal drugs, is grounds for immediate expulsion from the Programme without refund. In addition, I understand that should I have any legal problems in the host country, I am responsible for any legal costs incurred as a result. Frontiers Abroad will not provide legal counsel in such circumstances.

11. RELEASE FROM LIABILITY:

I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby release and forever discharge Frontiers Abroad, its officers, employees, agents, trustees and representatives (in their official and individual capacities) from any and all claims, liability and causes of action for any and all damages, losses or injuries (including death), including, but not limited to,

for loss of or damage to property, bodily or personal injury, loss of companionship or support or death, sustained by me or third parties arising out of any activity or travel conducted by or under the control of Frontiers Abroad, except for any injury or damage as may be caused by the gross negligence and/or wanton misconduct of the agents or employees of Frontiers Abroad.

12. INDEMNIFICATION:

I, individually, and on behalf of my heirs, successors, assigns and personal representatives (in their official and individuals capacities) hereby agree to indemnify, defend and hold harmless Frontiers Abroad, its officers, employees, agents, and representatives from any and all claims, liability, demands, loss, damage, causes of action and all expenses incidental thereto (including reasonable attorney's fees), which arise out of, occur during, or are in any way connected with my participation in the Programme, any actions or conduct taken by me, or any related independent travel, any activities or field trips regardless of whether they are sponsored, supervised or controlled by Frontiers Abroad, except for any injury or damage as may be caused to myself or a third party by the wanton misconduct of the agents or employees of Frontiers Abroad.

13. CONTROLLING LAW AND VENUE:

A) This Agreement shall be governed by and construed under the laws of New Zealand. Any dispute or lawsuit arising out of or related to this Agreement shall be filed in New Zealand (in the appropriate venue) and shall be determined by New Zealand law. To the extent not prohibited by applicable New Zealand law, any controversy, dispute, or claim arising out of or relating to the interpretation, performance or breach of this Agreement shall be finally determined, at the request of any party, by binding arbitration conducted in New Zealand.

B) I understand and agree that if any portion or sentence of this Agreement is held invalid, the balance thereof shall continue in full legal force and effect.

14. VOLUNTARY AND KNOWING:

In signing this document I hereby acknowledge that I am at least eighteen (18) years of age, and that I have read, understand and will abide by each of the terms and conditions of this Agreement. I further acknowledge that I have had the opportunity to consult with legal counsel, have read this entire document and understand its terms. I further acknowledge that by signing this Agreement I am giving up substantial legal rights I might otherwise have, and that I am signing it knowingly and voluntarily. This Agreement represents my complete

understanding concerning my responsibilities and liabilities and the responsibility and liability of Frontiers Abroad for my participation in the Programme, and it supercedes any previous or contemporaneous understandings I may have had with Frontiers Abroad or its representatives on this subject, whether written or oral, and cannot be changed or amended without the parties' mutual written consent. My signature represents my voluntary agreement.

Print Name of Participant

Signature of Participant

Dated:_____