

Northwest University College of Business
Application for Undergraduate International Business Study Tour

May 7 to 18, 2018 Travel course fee: \$3,300

Student Name: _____ DOB: ___/___/___ Age: _____ Gender: M / F

Email: _____ Phone: _____ Student ID #: _____

Class (circle one): Sr / Jr / Soph. Major: _____

Emergency contact: Name _____ **Cell:** _____

Travel Destination Preference: _____ **CHINA** _____ **JAPAN**

CHINA: Beijing and Zhengzhou. See the Great Wall, Forbidden City and the Emperor's Summer Palace. Compare management, marketing and manufacturing styles to USA. Visit Microsoft in Beijing. Attend a Chinese church. Try calligraphy and Tai Chi. Sample food from regions in China. Meet Chinese students in several cultural exchanges. Led by Professor Nelson

JAPAN: Tokyo and Kyoto. See Sumo wrestling, take a river cruise and ride the bullet train. Attend a Tea Ceremony. Compare management, marketing and manufacturing styles to USA. Visit Nintendo in Tokyo. Attend a Japanese church. Sample food from regions in Japan. Meet Japanese students in several cultural exchanges. Led by Professor Sill

Course fees for both destinations include ALL meals, transportation, lodging, and cultural events.

Students will be assigned to either the China or Japan study tour based upon their preference and when their complete application is received, until each tour is full. The earlier you turn in your application, the better chance for your travel destination preference. The course fee for both trips is the same. **NO DEPOSIT IS REQUIRED.**

Sign up for International Business (BUSM 3123). You can also take Purposeful Business Strategies (BUSM/ BMGT 3883) as a Business or Management elective. Both courses meet weekly in the spring.

Seniors and Juniors have priority. Sophomore students will be placed on a waiting list.

The International Business study tour is now a junior level course. If you are a junior, you must take the course this year. For this transition year, seniors this will also be able to take the course, but after 2018, seniors must have special permission to go on the study tour. By going on the trip as a junior, you will gain a better understanding of business and will build close friendships with other NU business students.

You must have a current passport. Your application is complete when you bring your passport and your Driver's License for copying with this application. (A Driver's License is required for a tourist Visa to China).

Passport #: _____ Exp. Date: _____

If you do not have a current passport you will need to have one by January 12, 2018. Failure to obtain a valid passport will result in an automatic withdrawal from the course. You may not graduate on time if you are dropped from the course. Start the application process for your passport immediately. Acquiring a passport can take several months. Passports must be valid for 6 months after the International Study Tour. Renew your passport if it will expire before November 15, 2018.

Do you have any known health concerns or dietary restrictions? Yes / No

If yes, please explain: _____

Are you taking any medication? Yes / No

If yes, please list the medication and what it is for: _____

Depending on the nature of your restrictions or medication, you may be asked to submit a doctor's note.

Note that the primary mode of transportation in the cities we are visiting is either **public transportation and/or walking**. You will be walking a lot.

By signing this document, I certify that the information that I have filled out is true to the best of my knowledge and that I have read the notices regarding passports, health, and physical activity on the study tour.

Signature: _____ **Date:** _____

Are you an international student? Yes / No

If yes, you may have to get a visa for the countries we are visiting. Please contact Li Lowry in the International Student Office for assistance, although you are responsible for getting your visa. Each country has different requirements and timelines for getting a visa. Your instructor will give you a due date for your Visa

NOTE: If you are a DACA student (“Deferred Action for Childhood Arrivals”), hold a green card, or are otherwise not eligible for a passport, please meet with Professor Sill or Dean Gillespie.

Procedures and Policy Information for the International Study Tour 2018

1. The application for the International Study Tour is to be completed and turned in by **October 20** to Dori Titterness in the College of Business, 209 Barton building. Bring your passport and Driver's License for copying.
2. You will be assigned to either the China or Japan study tour based upon your preference and when your complete application is received, until each tour is full. The earlier you turn in your application, the better chance for your travel destination preference. We will let you know your destination on or before November 1.
3. The cost of the tour will be charged to your student account (along with Spring tuition). You may pay for the tour through loans, scholarships, grants, tuition management, etc. No Deposit is required.
4. You must have a valid passport by January 12, 2018 or you will be dropped from the courses and the tour. Please bring your passport and Driver's License to be copied to Dori Titterness in the Barton building. Your passport must be valid for 6 months after the completion of the International Study Tour. Since the International Business course is required for most business majors, you may not graduate on time if you are dropped from the course.
5. International Students who need a visa are responsible for acquiring their visa. Contact the International Student office for assistance.
6. The add/drop deadline for the tour is January 12, 2018. If you drop the tour after January 12th you will not receive a refund for the tour's cost and course fee.
7. Register for *International Business (BUSM 3123)* for spring semester. The elective course, *Purposeful Business Strategies (BUSM/ BMGT 3883)* is optional. Both meet weekly throughout the Spring semester.
8. The International Business study tour is now a junior level course. If you are a junior, you must take the course this year. For this transition year, seniors this will also be able to take the course, but after 2018, seniors must have special permission to go on the study tour. By going on the trip as a junior, you will gain a better understanding of business and will build close friendships with other business students. This will enrich your senior-year experience.
9. All group tour costs are included in the course fee: airfare, Visa applications, accommodations, all meals, group museum visits, tours, group activities, ground transportation, travel insurance and medical insurance. **Bring personal funds for souvenirs.**
10. I understand that alcohol, tobacco and recreational drugs are not allowed in any form and that if I violate this provision I may be sent home early at my own expense and that I may also receive a failing grade in the course(s).
11. I agree to abide by Northwest University's Community Handbook standards throughout the duration of the trip including, but not limited to, the Life Style Standards as outlined in the handbook (The Community Handbook is available at <http://www.northwestu.edu/handbook/>). I understand that if I violate this provision I may be sent home early at my own expense and that I may also receive a failing grade in the course(s).

By signing this document, I certify that I have read, understood, and agree to follow all of the policies and procedures listed. (Sign and submit with application)

Signature: _____ **Date:** _____

Print Name: _____

Release of Liability and
Assumption of Risk
For the International Business Study
Tour May 2018

In order to participate in Northwest University's undergraduate International Business Study Tour, I agree to the following:

1. I agree that Northwest University and its personnel are not liable in the event of personal injury, illness, or death, loss and/or damage of personal property, and arrests by law enforcement.
2. I understand that there is the possibility of personal injury, illness, and /or death incurred as a result of transportation (i.e. airplane, bus, metro, local coach), natural disasters, war, disease, local cuisine, and/or negligence not directly attributable to Northwest University or its personnel.
4. I understand that Northwest University is not responsible for the loss, damage, or theft of personal property (including passports and airline tickets) during the study tour. Furthermore, I understand I am responsible for obtaining any official documents required in order to participate in the tour. I also understand that I am financially responsible for the replacements of any documents lost during the tour including passports, airline and train tickets.
5. I agree to assume responsibility for my personal conduct and behavior. If my behavior and conduct becomes disruptive or inappropriate during the study tour, I understand that I may be sent home at my own financial expense at the discretion of the faculty leading the tour.
6. I agree that Northwest University may use photographs of students, including me, on the study tour as promotional material for future tours.
7. I understand that Northwest University and its personnel are not responsible for any injury, illness, death, loss, or any other consequences as a result of my own negligence, carelessness, and/or failure to follow instruction given by appropriate authority (including University personnel and law enforcement).
8. I understand the Northwest University and its personnel reserve the right to cancel or postpone the tour due to any reason including national and international crisis or circumstances as well as severe weather conditions that require the tour to be canceled or postponed.
9. I agree that Northwest University and its personnel are not liable for any injury, illness, death, and/or loss or damage of personal property as a result of any action by contracted third parties including tour agencies and tour guides.

I have carefully read this document, I understand, and I agree to its statements.

Signature: _____ **Date:** _____