

Cross-Cultural College Statement of Understanding

As the organizer of the Cross-Cultural College program, Kwansei Gakuin University requires your consent to the items listed below as a condition of your acceptance into the program. Please read, sign, and submit the original to the International Office of your home university. If you do not understand any part of this document, or if you have questions, please do not hesitate to contact us (e-mail: ccc-office@kwansei.ac.jp).

I understand that the program in which I will participate is run by Kwansei Gakuin University for the Cross-Cultural College (CCC) – a collaborative educational project set up by a consortium of Mount Allison University, Queen's University, the University of Toronto, and King's University College at Western University in Canada and Kwansei Gakuin University in Japan.

I understand that neither the CCC nor any of its constituent universities accepts legal liability for actions performed by me outside the scope of organized CCC program activities. I also accept that the CCC has a legitimate concern for the health, safety and welfare of all participants in this program, and I therefore agree to the following:

1. I will respect and abide by the laws and regulations of the local and national governments of the country in which the program is being held, and the regulations of the host institution.
2. I realize that I am a representative of my home university and of the CCC, and will do nothing to bring them into disrepute. I will consult with CCC staff concerning the appropriateness of any activity that might reasonably be a cause for concern regarding my whereabouts, health or safety, or might impact the successful operation of the course in which I am engaged.
3. I have read, understood, and will observe the Code of Conduct for Students Participating in CCC Programs.
4. I acknowledge and agree to pay the program fee by the specified deadline.
5. I understand that, in principle, participation cannot be canceled once an acceptance letter has been issued, and that if I must cancel due to unavoidable circumstances, I will be responsible for paying any cancellation fees incurred at that time.
6. I will take my studies seriously. I will attend classes when they are held, and will not participate in any activities that may hinder my ability to participate fully in the program.
7. I pledge to actively participate in the program and cooperate with my team mate/assigned partner, even if the company/organization placement is not my preferred choice.
8. By completing the procedures laid down in the abovementioned Code of Conduct, I will ensure that the CCC Office staff are aware of my whereabouts at all times, so that my family or university may contact me if necessary. I will provide such information in writing at least 2 days before any change in my whereabouts.
9. I agree to the disclosure by the CCC Office of such personal information as may be necessary to ensure my health, safety and welfare.
10. I agree to the disclosure by the CCC office of my application form to the cooperated companies/organization as needed.
11. I will have adequate travel insurance before the commencement of the program, if my participation in the program requires me to travel overseas.
12. I will treat all the information which I obtain from the host company/organization with strict confidentiality, and will not disclose them to any third party.
13. I will not engage in any form of harassment, or conduct myself in a way that could be construed as such, for example, by using inappropriate language verbally or electronically, and/or making inappropriate physical contact.
14. I agree that neither the CCC nor any of its constituent universities is at fault if damage, injury, loss – or anything else unexpected – happens during or as a result of the participation in the program.

I understand that if I fail to fulfill the responsibilities outlined above, I may be immediately required to withdraw from the program, and where applicable be asked to return to my home university or country, whichever is most applicable at the time at my own expense. If I withdraw from the program for this or any other reason, I understand that I will be responsible for any expenses incurred by my withdrawal. I also understand that I will be required to return to Kwansei Gakuin University any scholarship I have received in connection with the program from which I am withdrawing.

Signature _____ Date (Month – Date – Year) _____

Name (*In block capital letters*) _____

Name of Home University _____