



National Student Exchange

SKIDMORE COLLEGE
Off-Campus Study & Exchanges
Starbuck Center 202
Tel: 518-580-5355 Fax: 518 580-5359
Email: ocse@skidmore.edu

PARENT/GUARDIAN INFORMATION AND RELEASE

Please provide contact information for the person(s) with whom we should communicate regarding your participation in the program. This (These) person(s) will serve as our contact for financial issues as well as in cases of emergency.

1.) Name: _____

2.) Name: _____

Relationship to you: _____

Relationship to you: _____

Address: _____

Address: _____

(city) (state) (zip)

(city) (state) (zip)

Home Phone: (_____) _____

Home Phone: (_____) _____

Work Phone: (_____) _____

Work Phone: (_____) _____

E-mail address: _____

E-mail address: _____

Dear Student:

By signing your name below, you permit Skidmore College's Off-Campus Study & Exchanges to release information to the contacts you have listed above. This information will include, but is not limited to, information regarding the program, billing statements and other financial information, and information regarding your whereabouts/contact information while you are at Skidmore.

If you choose not to sign below, we will NOT be allowed to release any type of information to your guardian/parent while you are at Skidmore, **except in the case of an emergency.**

I, _____ permit Skidmore College's Off-Campus Study & Exchanges to release information to the contacts I have indicated above.

Student's Signature

Date

SPECIAL NEEDS OR CIRCUMSTANCES

If you have a physical condition for which accessible, on-campus housing or classroom accommodation might be needed; a documented disability which may require academic accommodation (e.g., notetakers, taped texts); a medical condition which might require immediate attention while at Skidmore College; or a condition which might affect emotional or mental well-being while at Skidmore College, you are encouraged to identify your needs by attaching a separate page indicating the nature and extent of your circumstances and arrangements which are currently being made for you at your home campus. OCSE does not discriminate on the basis of special needs. Rather, your disclosure at this stage of the application process is invited in order to assist you in determining what reasonable accommodation of your needs can be provided. Please be aware that you may be required to submit written, current, and professionally documented information.

RELEASE OF INFORMATION

The collection, retention, and dissemination of your records and information about you are subject to federal regulation under the Family Education Rights and Privacy Act (FERPA) of 1974. You are responsible for specifying the persons or agents who have access to your records. Therefore, it is necessary that we obtain your permission to request and release information pertinent to your exchange. Please read the following statements and sign below:

By signing your name below, you authorize Skidmore College's Off-Campus Study & Exchanges to have access to information regarding your academic, social, and financial standing. You also authorize Skidmore's Off-Campus Study & Exchanges to share any pertinent information with college administrators as needed. The existence of a disciplinary record does not preclude admission, but will be considered in the overall evaluation of the application.

The National Student Exchange program is a privilege that is available to students who have demonstrated the ability to adjust academically and emotionally to college, and who are ready to benefit from the challenges of off-campus study. Only students in good academic, social, and financial standing are eligible to study abroad. I further understand that submitting an application is not a guarantee of application acceptance. Failure to maintain (prior to and during the exchange) all of the eligibility requirements of the program and those of Skidmore College will result in cancellation of participation. Failure to pay all financial obligations to Skidmore College will also result in cancellation of participation. I also understand that until financial obligations are met, Skidmore College will not report grades or release transcripts.

I have read and fully understand Skidmore's information on eligibility, policy, and procedures presented on the OCSE web site.

Please be aware that the stress of travel and adjusting to a new culture can exacerbate physical or psychological conditions that may be under control at your home institution. Physical or psychological disorders can become serious under the stresses of a new environment. Therefore, if you have a physical or psychological condition it is important that you meet with your physician or counselor to discuss how studying off campus could affect your medical condition. Addressing your health issues prior to studying off campus will help you to identify those resources that will and will not be available at Skidmore College.

If accepted for participation in the NSE program, I agree to adhere to all the rules and regulations at Skidmore College. Failure to do so may result in the cancellation of my exchange.

I affirm that all information is complete, accurate, and true to the best of my knowledge. I acknowledge that I am signing freely, voluntarily, and under no compulsion.

I, _____, **have read and understand the above statements.**
(print name)

Student's Signature

Date