



VERITAS  
CHRISTIAN STUDY ABROAD

**While enrolled in a Veritas program, you are an ambassador for the US and Veritas at all times. You agree to abide by the Code of Conduct. You understand and agree that engaging in conduct that violates this code shall be subject to disciplinary actions.**

**You acknowledge and accept Veritas has the authority at all times to establish rules of conduct necessary for the operation of the program, which includes your free time. You assure Veritas that you shall comply with any rules of conduct by Veritas or the Host Institution and act in an appropriate manner at all times.**

**You understand that continued eligibility for participation in the program is conditioned upon attendance of such orientation sessions as may be required by Veritas, attendance at classes and scheduled activities, and maintenance of an adequate standard of academic work in the Program.**

## **PROGRAM DATES**

Deviation from Veritas program dates is not permissible during any Veritas Summer program. Deviation from Veritas program dates for Semester/Year programs are handled on a case by case basis and must be approved by your Veritas Program Manager prior to acceptance. **I agree to comply with this requirement.**

## **ON-SITE ORIENTATION MEETINGS**

Orientation meetings on-site are mandatory. **I understand that any absence from the on-site orientation meeting, without advance permission from may result in disciplinary probation.**

## **REQUIRED FULL-TIME STUDENT STATUS**

Veritas participants are required to be enrolled as full-time students during the Veritas program. If enrollment status changes to less than full-time during my program, the Veritas participant must immediately notify the Veritas Program Director of my change in status. The definition of "full-time", as it applies to Veritas participants, will be based on the participant's U.S. home institution's definitions of full-time status. I understand it is my responsibility to find out how my university defines full-time. In addition, **I understand that if I stop attending class Veritas reserves the right to dismiss me from the program. I understand that serious financial and academic repercussions may result if I do not follow these requirements and that I may be dismissed from the program. I agree to comply with this requirement.**

## **EXPULSION OR REMOVAL BY HOME OR HOST INSTITUTION/UNIVERSITY**

Expulsion or removal by home or host institution/university at any time after acceptance to the Veritas program constitutes violation of the Code of Conduct. **I understand that this violation may result in dismissal from the Veritas program.**



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## EMOTIONAL AND PHYSICAL STRESS

Living and studying in a foreign environment may create unexpected physical and emotional stress, which may exacerbate otherwise mild disorders. It is important that Veritas participants be able to adjust to potentially dramatic changes in climate, diet, living conditions, and studying conditions that may be seriously disruptive to accustomed patterns of behavior. One should never assume that going abroad to study would provide an antidote to health problems experienced at home. **I understand that if I fail to inform Veritas about medication or medical treatment that I have received/am receiving and there are related problems during the program, it may result in me being dismissed from the program.**

## FINANCIAL RESPONSIBILITY

Veritas participants are responsible for payment to Veritas or its agents (i.e., hotels, transportation vehicles, cell phone partners, or others) for all financial obligations associated with the program. This includes any and all damage caused by them or charges incurred by them while on the program. If the Veritas participant pays his/her home university directly for the Program Fee, he/she is subject to the Home university financial deadlines and policies. **I agree to be personally responsible for all financial obligations associated with the program in which I am enrolled. I understand that if I have not paid in full by the program deadline or by the other date agreed upon with Veritas in writing, the balance due is subject to a 1.5% monthly surcharge until paid in full. If I receive Financial Aid, I agree to a 1.5% monthly surcharge on any balance due and not paid in full within 10 days after I receive my Financial Aid disbursement. I understand the monthly surcharge is distinct from any late fee that Veritas may assess for any balance not paid by the deadline.**

## HOUSING

Veritas participants may decide to not live in Veritas arranged housing without penalty only if they notify Veritas before the Veritas payment deadline. If you notify Veritas that you only need Veritas arranged housing temporarily, Veritas will send a pre-arrangement contract that you must sign and return to Veritas before the payment deadline. At any time, if there are irreconcilable differences between you and your host family, Veritas will relocate you to another host family. **I understand that Veritas will not reimburse me for housing expenses if I leave the program early or if I voluntarily move into my own housing during the program. I understand that failure to notify my host family of plans not to return to the homestay overnight will be grounds for probation that could lead to dismissal from the program. I understand that I am required to keep Veritas informed of my address in the host city during the Veritas program dates.**

## EXCURSIONS AND CULTURAL ACTIVITIES

In order to take advantage of the excursions or cultural activities, Veritas participants must participate with the rest of the group as scheduled by Veritas. **I understand and acknowledge that under no circumstance am I entitled to any reimbursement or credit for any excursion or cultural activity included in your program in which I do not participate. In addition, I understand that if I choose to participate in any optional excursion(s), I agree to pay in full any additional charges before the departure date for such excursion(s).**

If, for any reason, I miss the return transportation for an excursion, **I understand that I am responsible**



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**for all expenses related to my return trip. I agree to assume all responsibility and risks associated with my return trip and fully and completely release Veritas from any and all liability for events that may happen during my return trip.**

Veritas participants of the opposite sex are not permitted to stay the night in another Veritas participant's hotel room. In addition, Veritas participants are not permitted to invite non-Veritas participants to the excursion hotel. **I understand and agree to this requirement.**

## INDEPENDENT TRAVEL & TRAVEL RESTRICTIONS

In order to maintain the highest level of safety possible on all programs, Veritas restricts travel to areas of the world that are beyond Veritas staff's ability to reasonably assure participant well-being. A complete list of restricted locations is available on the Veritas website and is continually updated based on Veritas direct observation and recommendations by the US Department of State, Overseas Security Advisory Council, WHO reports, and expert consultation.

While participating on a Veritas program, I agree to abide by all travel restrictions established by Veritas. Violation of any Veritas travel restriction is cause for dismissal from the Veritas program, and I will be required to return to the U.S. immediately. **I understand that I am responsible for researching any region or country I plan on visiting outside of my host city prior to departure, this includes safety, security, and health concerns in that location. I understand that even though a country or region does not appear on the travel restrictions list, this does not mean that the location is free of risk.**

Veritas participants are also required to inform Veritas anytime they leave the host country, or travel outside of the program city. Veritas participants must provide emergency contact information and must also update the program staff should your travel plans change. This is a precaution that is required as it could be necessary in the event of an emergency. **I understand and agree to this requirement.**

## CRIME VICTIM ASSISTANCE

If you are a victim of any crime while on the program, you should immediately contact local law enforcement and the Veritas Resident Director. Upon being notified of the incident, the Resident Director will accompany you to the hospital, if necessary, help you file a police report with the local authorities, and refer you to counseling services available in the city.

## SEXUAL HARASSMENT

Veritas participants who become aware of sexual harassment or who believe they have been subjected to such treatment should report such actions to the on-site Resident Director, to the Director of Student Relations, or to the Executive Director. Any employee who is told by participants of a sexual harassment situation should inform the Director of Student Relations or the Executive Director immediately. If a participant feels he/she has been sexually harassed by a member of the host family, he/she will be removed and given alternative housing immediately. Non-employee violators of this policy are subject to dismissal from the Veritas facilities or programs when harassment occurs while on Veritas premises or while the violator is participating in a Veritas program.



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## ALCOHOL AND DRUG POLICY

Veritas participants who are of legal age and choose to drink alcohol are responsible for their actions at all times. If a Veritas participant is not of legal age, he/she is prohibited from drinking alcohol. Distribution of alcohol to other participants, who are not of legal drinking age or otherwise restricted, is strictly prohibited. Veritas prohibits consumption of alcohol or illegal drugs in any of its facilities. At the beginning of a Veritas excursion or any program-related activity, participants who are perceived to be under the influence of alcohol or drugs or demonstrate disruptive or inappropriate behavior will not be allowed to continue on the current activity or future activities and will not receive a refund or credit of any kind. Consumption of alcohol or illegal drugs is not permitted on any Veritas sponsored transportation vehicle or in any Veritas sponsored hotel or accommodation. Alcohol or open containers found in Veritas sponsored lodging will be the responsibility of all parties present, regardless of actual consumption. Open containers of alcohol are not permitted in Veritas participants' private quarters at their residence in the host country. **I understand that any infraction or violation of this policy is considered serious and may, at Veritas' discretion, result in my dismissal from the program.**

Veritas participants are not allowed to buy, sell, use, or possess illegal drugs. "Illegal drugs" refers to drugs that are prohibited by law in either the U.S. or the program's host country. **I understand that any infraction or violation of this policy is considered serious and may result in my immediate dismissal from the program. I agree not to abuse or misuse (e.g., combine with alcohol or use in violation of a physician's instructions) any drug for which I may have a prescription. I understand and agree that the abuse of alcohol and drugs is detrimental to my health and well-being.**

Veritas encourages participants to get necessary help from appropriate mental health professionals if either of these behaviors is present. Should you need treatment, your request for assistance should be made in writing to the Veritas Resident Director(s).

Excessive alcohol consumption or violating drug laws abroad may have very serious consequences. While abroad, Veritas participants are subject to the foreign country's laws and regulations, which may differ significantly from those of the United States and may not afford the protections available under U.S. laws. Veritas may refer participants to legal counsel and may provide temporary translation services, each at the participant's expense. *I understand that Veritas assumes no responsibility in assisting me in legal matters under any circumstances.* **I understand that the risk of accident and injury abroad is increased by the use and abuse of alcohol or drugs. I understand that if I am convicted of violating alcohol or drug laws while abroad, I can expect a lengthy jail sentence and significant fines. In addition to the criminal penalties I may face, the purchase or sell of illegal drugs greatly increases my risk of personal harm.**

## COMPLIANCE WITH THE LAW OUTSIDE THE UNITED STATES

Veritas strongly discourages Veritas participants to engage in any employment or conduct any business in the foreign country during the program, unless the participant possesses proper legal documentation and provides Veritas with written proof of such authorization.

Further, Veritas strongly discourages Veritas participants from owning or operating vehicles while



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participating in the program. Traffic congestion and different laws and regulations, civil and criminal, can make driving motor vehicles in foreign countries extremely hazardous. Insurance requirements, or other financial responsibility laws, vary from country to country. If I engage in employment or operate a motor vehicle while abroad, **I understand that Veritas assumes no responsibility for my decision and shall not be liable for insurance, legal aid, or assistance in connection with any issues arising out of or related to my employment or motor vehicle operation.**

Each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use, and behavior. In particular, involvement with political activities or use of illegal drugs may subject a Veritas participant to significant civil or criminal penalties. **I agree to become informed of and will abide by all such laws and standards for each country to or through which I may travel during the program. I understand that Veritas will not advise me on any legal matters whatsoever, and that if I violate the law or standards of acceptable conduct and are arrested, Veritas cannot obtain my release.**

I acknowledge and understand that should I have or develop legal problems with foreign nationals or foreign governments, it is my sole responsibility to attend to the matter at my expense and with my own personal funds. Veritas may refer legal counsel to me and may provide temporary translation services, each at my expense. **I understand that Veritas assumes no responsibility to assist me in legal matters under any circumstances.**

## PROHIBITED BEHAVIOR

Veritas participants are prohibited from the following: Violation of the alcohol and drug policy; Criminal behavior or violation of local laws; Bribery of Veritas staff or other officials; Violation of residential guidelines or rules; Excessive absences; Behavior that is detrimental to your health, welfare, or safety or of others; Self-endangerment, including involvement in activities or behavior that could result in personal harm, including, but not limited to, frequenting dangerous places, association with criminals, repeated intoxication; Sexual harassment or misconduct; Disruptive behavior; Disorderly, indecent, or obscene conduct, gestures, or actions; Abusive or threatening language towards Veritas staff, host university faculty, host family, housing staff, or participants; Violent or threatening behavior against others; Unauthorized or illegal possession or use of a firearm or other dangerous weapon; Theft or vandalism; Participation in strikes, demonstrations, or other political gatherings; Property damage to Veritas facilities, host university, housing, or hotels; Unauthorized use of or entry to any Veritas or host university facilities or equipment; Unauthorized access to, viewing, copying, or distribution of Veritas records; Use of Veritas equipment for any illegal purpose; Forgery or alteration of legal, government, or Veritas-issued documents with the intent or purpose to defraud; Plagiarism, cheating, use of unauthorized materials, or engaging in access or distribution of confidential academic materials; Dishonesty; Falsification of personal records, including, but not limited to, any alteration of transcripts or grade reports, participant medical or other records, the application for admission, financial aid documents, or other documents required for participation in the Veritas program; Conduct unbecoming an Veritas participant including but not limited to violation of any Veritas policies. Failure to notify Veritas of any disciplinary or criminal matters, pending or otherwise.



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**I understand that the above prohibited behavior may result in my immediate dismissal from the Veritas program.**

## **WI-FI ACCEPTABLE USE POLICY**

All Veritas participants must comply with Veritas' Wi-Fi Acceptable Use Policy (AUP). Veritas makes no guarantee that wireless or wired Internet service at Veritas facilities and arranged housing (host family, dormitory, residencia, other) will be error-free or without defect. **I understand and agree that I will not use Veritas wireless Internet for illegal or improper purposes. This includes, but is not limited to, the unlicensed and illegal copying or distribution of software and the generation of threatening, harassing, abusive, obscene, or fraudulent messages.**

## **PROCEDURES IN THE EVENT OF A VIOLATION OF THE PARTICIPANT CODE OF CONDUCT AND/OR OTHER VERITAS POLICIES**

In the event of a violation of the Code of Conduct or any other Veritas policies, there will be an investigation of the circumstances and the participant(s) involved shall provide information to facilitate the investigation. The procedures are as follows:

### **INCIDENT REPORT**

Veritas participants will be notified verbally by a Veritas staff member of any alleged violation(s) of this Code brought against them. An incident report will be completed by the Veritas Resident Director(s), the program participant(s), and any other involved parties. Participants will provide pertinent information, including any written statements from witnesses, regarding the incident. In the event that an incident report is not completed, the Code of Conduct remains in effect and is not modified in any way. The incident report will include the participant's statement in response to the charged violation(s). Upon completion, the incident report will be sent via fax to the Veritas Office in Austin and will be added to the Veritas participant's file. Veritas, at its discretion, may send the incident report to the participant's home university.

### **ADMINISTRATIVE REVIEW PROCESS**

The Resident Director and Veritas' US-based management, based on the available information, will make a decision regarding the consequences for violation of the Code of Conduct, if any. Disciplinary action to be taken will be determined during this process. Veritas participants will be notified in writing, as soon as practicable, of Veritas' decision. Any disciplinary actions for violation of this Code are effective once the participant has been notified of the disciplinary action either verbally or in writing. In the case of serious misconduct or for the sake of health or safety, the Veritas Resident Director has the sole discretion and authority to immediately dismiss any participant from their residence or the program. Veritas, at its discretion, may notify the home university of any serious misconduct or for the sake of a health and/or safety issue.



## DISCIPLINARY ACTIONS

Disciplinary actions can take a variety of forms, and can be issued in combination, depending on the violation in question. Veritas at its sole discretion will determine what action, if any, to take for violation of the Code of Conduct. Veritas participants will not receive a refund or credit for missed activities or events as a result of any disciplinary actions. Such actions include but are not limited to the following:

**Restitution:** Payment of the cost to repair or replace any damage of personal property because of damage or theft.

**Suspension or Loss of Privileges:** Veritas participant's privileges to use facilities or to participate in activities or events may be restricted for a designated period of time or completely withdrawn.

**Housing Termination:** Veritas participant may be required to leave the Veritas-arranged housing and obtain housing accommodations on his/her own and at his/her own expense.

**Disciplinary Probation:** Veritas participant will be provided written notification of the terms and condition of the probationary restrictions imposed for violating the Code of Conduct. Failure to comply with such restrictions or further violations during the remainder of the participant's Veritas program may result in immediate dismissal from the program.

**Dismissal:** Permanent removal of the Veritas participant from the Veritas program.

## DISMISSAL POLICY

The Resident Director will warn Veritas participants who are abusing the rules and are in danger of disciplinary actions; however, when the offense is serious enough to warrant dismissal, no warning shall be necessary. The Resident Director may place a Veritas participant on probation for one week while Veritas makes its final decision. The probation may require the Veritas participant to find alternative housing at his/her own expense. During this probationary period, the Veritas participant will be prohibited from participating in all Veritas group activities. Dismissal from the Veritas program shall not diminish or otherwise affect the Veritas participant's obligation to make any and all payments to Veritas. A Veritas participant who is removed from the Veritas program will receive a Dismissal Notification Form. As long as the form is signed by the participant he/she may appeal the decision within 48 hours. A Veritas participant who is removed from the Veritas program will receive no grades for course work in progress. In addition, the dismissed participant will not be entitled to a refund or credit for any fees paid, may be required to reimburse the home university for all financial aid received and is responsible for all non-recoverable costs incurred by the host university or Veritas, as well as personal financial obligations, including but not limited to utility bills and rent. A dismissed participant's registration at the home university may be barred until all such financial obligations have been met. The Veritas participant's home university may, at its discretion, take further disciplinary actions against a participant sanctioned by Veritas, including, but not limited to, suspension or dismissal.