

# INTERNATIONAL SUMMER AT GW *Enrollment Form*

Student Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Student Cell \_\_\_\_\_ GW Email \_\_\_\_\_@gwmail.gwu.edu

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Sex  Female  Male

Home Address \_\_\_\_\_

Country \_\_\_\_\_ Telephone \_\_\_\_\_

## Housing:

- Yes, I will require on campus housing.
- No, I will not require on campus housing. I will arrange my own accommodations.

## DISABILITY SUPPORT SERVICES

GW is committed to providing an inclusive and welcoming environment that is accessible for everyone, including people with disabilities. If you have a disability and believe that you may qualify for reasonable accommodations, including housing, please check the appropriate block below and return this form at your earliest convenience, but no later than May 1, so that appropriate access to formal accommodations or auxiliary services can be arranged. Please also call GW Disability Support Services at (202) 994-8250, or contact them at [dss@gwu.edu](mailto:dss@gwu.edu) as soon as possible to discuss your needs and the documentation guidelines for establishing your eligibility for accommodations.

- Yes, I have a disability and believe that I qualify for reasonable accommodations
- Not applicable

If yes, please explain below and continue on the back if needed.

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## MEDICAL HISTORY

Are you receiving any kind of treatment for a medical condition such as asthma, diabetes, a heart condition, high blood pressure, emotional neurological, convulsions, other, etc.? If so, what is the medical condition?

List any medications that you currently take. \_\_\_\_\_

List all of your known allergies to drugs, food, and insects. Do you require an Epi-Pen?

Are there any other concerns, medical or otherwise, you wish to bring to our attention so we can better meet your needs during your stay at the George Washington University? If so, please attach a separate statement.

**EMERGENCY CONTACT INFORMATION** In the event of an emergency, we may need to call the contacts designated below. (Please be sure to inform the Summer & Non-Degree office if any of this information changes during the summer program.)

Emergency Contact 1 \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone Business/day (\_\_\_\_) \_\_\_\_\_ Evenings (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Primary Email Address \_\_\_\_\_

Emergency Contact 2 \_\_\_\_\_ Relationship \_\_\_\_\_

Phone Business/day (\_\_\_\_) \_\_\_\_\_ Evenings (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Primary Email Address \_\_\_\_\_

## MEDIA RELEASE

I, the undersigned, hereby agree to allow the George Washington University (the "university") and any authorized agent of the university to record my voice and photograph, statements and/or writings, or make a video recording of my likeness, and to use the same or portions thereof, including making and using derivative works thereof in any medium, including/ without limitation to, online broadcasts, for any university purpose.

I understand that the photograph, statement, writings, audio and/or video recording may be edited for time and clarity purposes, and that the entire photograph, statement, writings, audio or video recording may not be used. I further understand that the photograph, statement, writings, audio or video recording, and any portion thereof, may be transcribed, copied or adapted for use in other mediums and for other commercial and noncommercial purposes, including but not limited to university publications, web sites, articles, lectures, presentations, etc.

I authorize the use of my name in connection with the photograph, statement, writings, audio and/or video recording if the university so desires.

I understand that the photograph, statement, writing and the audio and video recordings belong to the university and that I will not receive any compensation in connection with them or derivative works made therefrom, either now or in future.

## GW POLICIES & CODES OF CONDUCT

Students participating in summer programs are subject to university policies including Academic Integrity and Codes of Conduct and are responsible for reviewing these codes prior to their arrival on campus. The International Summer at GW program seeks to establish an environment that promotes intellectual inquiry and personal growth for all program participants. We strive to create a

community that is conducive to allowing each participant to fulfill his or her individual goals, while respecting and upholding program and university standards that ensure personal success and safety for all. All students will be expected to act in accordance with these codes. A student who violates the codes included below and/or whose behavior is considered disruptive or detrimental to himself/herself or others will be subject to disciplinary measures up to and including dismissal from the program. They may further be subject to university judicial procedures, which may become part of a permanent record at the university. Students dismissed from the program for policy violations are not entitled to a refund and will be required to leave the campus within 24 hours of the violation.

### ACADEMIC INTEGRITY

Students are expected to exhibit honesty in all academic endeavors. All work must be the students own work. Failure to act in accordance with these guidelines will be considered academic dishonesty which includes cheating, fabrication, plagiarism and forgery.

Please review the full code here: <http://studentconduct.gwu.edu/code-academic-integrity>

### GUIDE TO STUDENT RIGHTS AND RESPONSIBILITIES

Students are expected to follow appropriate policies and rules establishing civil interaction among community members. These university codes protect the campus community and apply to all currently enrolled students.

Please review the full code here: <http://studentconduct.gwu.edu/guide-student-rights-responsibilities>

### RESIDENTIAL COMMUNITY CONDUCT GUIDELINES

Students living in residence are responsible for following residential community regulations and guidelines. Violations of these regulations may result in the imposition of an interim removal from university housing and/or suspension from the university.

Please review the full code here: <http://studentconduct.gwu.edu/residential-community-conduct-guidelines>

## **STUDENT AGREEMENT**

I have reviewed the university codes and understand that I am subject to program and university policies while enrolled in the program. I assume full responsibility for adhering to these codes while participating in the program and accept the consequences that may result from violations to these codes.

I have also reviewed the media release and agree to expressly release the university, its agents, licensees, contractors, and assigns, and waive any and all claims or demands that I may have against any of them to damages or remuneration in connection with the use of my likeness and voice for the foregoing purposes.

I have filled out this enrollment form to the best of my ability and certify that the above information is correct.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

To confirm your enrollment and registration, please mail this form with your non-refundable \$250 program fee by the date specified in your acceptance letter.

The George Washington University  
Summer and Non-Degree Programs  
1922 F Street, NW, Suite 304  
Washington, D.C. 20052

Note: Checks must be drawn on U.S. banks in U.S. dollars and made payable to The George Washington University. Wire transfer instructions are located in your enrollment documents.

# INTERNATIONAL SUMMER AT GW *Net ID Instructions*

Students attending International Summer at GW should obtain a GW Net ID and GW Email account prior to submitting their Enrollment Form and nonrefundable program fee. The Net ID is required to access GW systems, and the GW Email will be the address to which GW sends all official communications, including your electronic tuition bill; no paper statement will be sent. More information on billing processes can be found in your enrollment packet. Please include your GW Email on your Enrollment Form.

## How to Obtain your Net ID and GW Email:

1. Refer to your acceptance letter for your GW ID number
2. Go to <https://identity.gwu.edu/claim/>
3. Click on "Claim an Account"
4. Enter you GW ID number, name and date of birth
5. Read the GW Codes of Conduct and System Access Policies and check the box "I Accept the Policies"
6. Choose a Net ID and password based on the criteria outlined on this page
7. Select your security questions and provide an alternate email
8. Click "Submit"
9. You will be taken to a screen with your GW ID number, your GW Net ID and your GW Email address

## Logging into your GW Email:

1. Go to <https://my.gwu.edu>
2. On the upper left hand side click the "Email" link
3. Log in using your GW Net ID and password

## What to do if you lose your password:

1. Go to <https://identity.gwu.edu>
2. Click on the "Forgot Password" link
3. Enter your GWid number (ex. G12345678) and follow the instructions to receive your temporary password
4. Return to <https://identity.gwu.edu>
5. Click on the "Account Management" link
6. Log in with your GWid number and your temporary password
7. Change your password to something memorable

# INTERNATIONAL SUMMER AT GW *Payment Instructions*

## Program Fee

Upon receipt of your acceptance letter your nonrefundable \$250 program fee is due. Program fees can be paid by check (in USD), wire transfer or by credit card from the deposits tab in the e-bill system, by selecting the Summer 2017 semester and the International Summer Deposit. When sending a program fee by wire transfer, please compensate for bank fees and clearly write your GWID in the remitter's notes. Program fee payments made by check should be sent to:

Summer and Non-Degree Programs Office  
The George Washington University  
1922 F Street, NW, Suite 304  
Washington, DC 20052

## Remaining Balance

In accordance with the University billing schedule outstanding balances must be paid in full by Monday, May 16. An e-bill notification will be sent to your GWU email address. Interest fees of 1% are assessed on unpaid bills.

### Accessing your bill and checking your current balance

1. Go to <http://my.gwu.edu>
2. Click on the GWeb Info System link on the left side of the screen
3. Enter your GWid (this can be found in your acceptance letter and email and looks like: "G12345678") and PIN (Your default pin is your birth date in MMDDYY format)
4. Select the Student Records and Registration menu
5. Select the Student Accounts menu
6. Select Student Account eBill
7. Click "Make a payment" or select the "Payments" tab to be directed to your current balance

### Payment Methods

1. U.S. Bank Account: Using the online eBill system above, payments can be made electronically using checking account information for a U.S. bank account drawing on U.S. Dollars.
2. Wire Transfer: Payments can also be made by wire transfer. Wire transfers will incur fees so it is important to account for that when using that payment method. Wire transfer notes must include your name and GWID number.
3. Western Union GlobalPay: Allows students to obtain a payment quote in their own currency for use with their home bank account. Information can be found at [studentaccounts.gwu.edu/international-payments](http://studentaccounts.gwu.edu/international-payments).
4. Check: A check in U.S. Dollars made out to *The George Washington University* and sent to the address below. Checks must include the student's name and GWID number.

### Lock Box Address for paying by check

The George Washington University  
P.O. Box 822543  
Philadelphia, PA 19182-2543

## **WIRE TRANSFER INFORMATION**

**BANK'S NAME** PNC BANK N.A.  
**BANK'S ADDRESS** 800 Connecticut Avenue NW  
Washington, D.C. 20052  
**ACCOUNT NAME** GWU Deposit Account  
**ACCOUNT NUMBER** 5303553334  
**ABA/ROUTING NUMBER** 031000053  
**SWIFT #:** PNCCUS33

**SPECIAL INSTRUCTIONS:**

**STUDENT NAME** \_\_\_\_\_ **GWID** \_\_\_\_\_

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Should additional information be needed or further questions required please contact the office of the cashier's at 202-994-6200.