



## Study Abroad Agriculture in Costa Rica Application Checklist

### The following items constitute a complete application:

This checklist

Application and unofficial transcript

Statement with reasons for participating in the study abroad program, including expectations and how the program relates to personal and/or career goals. (300 word minimum.)

One recommendation form to be completed by faculty member who have had the applicant in class. You may choose to include additional letters from college staff, employers, and/or family friends. Recommendation forms are in a separate document for ease of sending electronically.

A \$500 deposit/application fee paid to Parkland College must be submitted at the time of the application. The fee will be applied to the program cost after acceptance.

\_\_\_\_\_ Signed copy of Release Agreement.

### Withdrawals and Refunds

Please understand that, if you change your plans for any reason, your right to a refund is limited.

- Notification of withdrawal and claims for refunds must be made in writing/email to Charlie Mitsdarfer or Jody Littleton.
- The \$500 deposit is non-refundable unless the applicant is not accepted into the program.
- Withdrawal requests received 30 or more days prior to departure will receive full refund less \$500 deposit.
- Withdrawals less than 30 days prior to departure may be assessed for the full amount of trip cost.
- Day of departure/after. Full amount due.
- No refunds will be made for included portions of the program in which participants do not take part.
- No substitutions may be made in the program.

All payments including the \$500 deposit will be made to the student's home college and then transferred to Parkland College.

### Eligibility Requirements

The program is open to applicant age 18 or older by the program start date. Applicants may be required to complete a personal interview to determine seriousness and ability to benefit from the program.

College students and all those who intend to apply for college credit through the program must provide proof of a 2.50 GPA as well as having completed 12 credit hours of college level work.

Applicants should understand that this program requires extensive walking, use of stairs and ability to carry one's own luggage.



**Study Abroad in Costa Rica  
with Professor Mitsdarfer  
Application for Admission**

*Please print neatly or type your personal information:*

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Last name (Please print)	First name	Middle initial
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Permanent Street address	City	State	ZIP
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School email address	Personal Email address
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Your phone number	Your college name
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College address

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Date of Birth	School Identification Number
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Citizenship	Passport number
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Name of Emergency Contact #1	Relationship to you	Phone
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Street address	City	State	ZIP
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Name of Emergency Contact #2	Relationship to you	Phone
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Street address	City	State	ZIP
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## Release Agreement

### **Parkland College Study Abroad Application Terms of the Program Release Agreement**

I, the undersigned, having applied to the **Study Abroad Agriculture program in Costa Rica, December 2025**, do covenant and agree as follows:

I release PARKLAND COLLEGE and the host institution from any liability or damage or loss of property, injury, illness, or death during the period of the program. I understand and agree that neither the Parkland College, its agents, officers, or employees, nor any educational institution associated in this endeavor shall assume any liability for damages or loss of property or for any financial or other obligations incurred by participants either in the United States or elsewhere.

I further understand and agree that while participating in the Program, I shall be subject to the supervision and authority of PARKLAND COLLEGE, its agents, officers and employees, including the sole decision-making responsibility with respect to any participants whose conduct or academic standing may warrant expulsion or withdrawal from the Program.

I understand that participants are expected to attend classes regularly unless otherwise indicated by illness or unavoidable circumstances and to conduct themselves in a mature and responsible way as representatives of their colleges and their country.

I further understand and agree that when I travel independently from travel arrangements and fieldtrips organized by the host college and/or by PARKLAND COLLEGE for participants in the Program I do so at my own risk. I assume responsibility for my own health, safety, and responsibility for all of my luggage and valuables as a result of this decision. I hold the host college, PARKLAND COLLEGE harmless for this decision and was advised as to my personal responsibility for this decision.

I hereby acknowledge and agree that if I should be required to withdraw from the program for failure to maintain appropriate standards of study or behavior, that my rights to a refund of any program fees may be limited and that I would no longer have access to any of the facilities of the Program. I agree that, should there be any dispute concerning my participation in the Program that would require the adjudication of a court of law, such adjudication will occur in the McLean County Illinois Circuit Court and be determined by the laws of the State of Illinois.

I represent that I am at least eighteen years of age or, if not, that I have secured below the signature of my parent or guardian as well as my own.

I further represent that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this agreement, I have the right to consult with any advisers, counselors, or attorneys of my choice.

I agree that, should any provision or aspect of this agreement be found to be unenforceable, that all remaining provisions of the agreement will remain in full force and effect.

### **Medical Agreement and Release/Permission for Emergency Treatment**

On rare occasions, an emergency will develop which requires medical care, hospitalization, or surgery for a participant. So that such treatment can be administered without delay, we ask that each applicant sign the following statement authorizing PARKLAND COLLEGE representatives abroad to secure any necessary treatment. In the event of injury or illness, I hereby authorize any representative abroad of PARKLAND COLLEGE to secure any necessary treatment, including the administration of an anesthetic and surgery.

### **PARKLAND COLLEGE Study Abroad Application Student Code of Conduct and Agreement**

Participation in PARKLAND COLLEGE study abroad programs are conditional upon the understanding and following of specific behaviors, rules of the host country and your home institution, and accountability for one's actions while participating in the program.

Therefore, and PARKLAND COLLEGE representatives, as well as those in charge of PARKLAND COLLEGE programs on site, have full authority to enforce agreed upon standards. Further, they have full authority to take necessary steps to provide for the safety and full participation of all students, while participating in on-campus activities, off-campus field trips, and other travel as decided upon by the student.

This may include, but not be limited to: advising the student's PARKLAND COLLEGE representative, advising the student's family, giving a warning of possible future dismissal from the program, and finally, sending the student home at the student's expense, with no reimbursement of payments. The student agrees to the following:

#### **PERSONAL CONDUCT**

As a guest in another country students are responsible and must conform to all laws of that country and rules, customs, and standards of the host institution. Be aware that you are also under any code of conduct determined by your home institution. Students must conduct themselves in an appropriate manner at all times. Inappropriate behavior is cause for dismissal from the program.

#### **PROGRAM PARTICIPATION and CLASS ATTENDANCE**

Students are expected to attend classes, maintain a full time course load as defined by the program, and attend all field trips. Attendance is mandatory unless specific arrangements have been made with the on-site program directors. Unauthorized absences are grounds for disciplinary action and possible dismissal from the program.

#### **INDEPENDENT TRAVEL**

While it is assumed that students may wish to participate in additional travel unrelated to the program, students must understand that commitment to their educational program at the overseas institution is primary and takes precedence over all other recreational travel. Students must understand and acknowledge that they accept full responsibility for personal travel. Students must inform their host family, as well as Parkland College or other representatives of the program, of overnight absences, and provide their itinerary so that in case of emergency they may be contacted.

**LEGAL PROBLEMS**

The student is responsible for all legal problems with any foreign nationals or government jurisdictions of the host country. PARKLAND COLLEGE cannot be held responsible for the well-being, health or safety of the student when he/she is absent from the program. The student accepts liability and is financially responsible for any damage or injury he/she may cause. The host institution, PARKLAND COLLEGE, or the student’s Host College does not guarantee what, if any, assistance can be provided.

**DISMISSAL POLICY**

The In-Country Program Directors reserve the right to dismiss any student at any time for any of the following infractions: • violation of any rules mentioned above, • disruptive behavior, • excessive absences from the academic program including field trips, • use of illegal drugs, • excessive use of alcohol, • any conduct that appears in the In-Country Program Director’s judgment to be disruptive to the student or incompatible with the interest or welfare of others or the reputation of the program. Students dismissed from the program will remain responsible for all program costs incurred on their behalf, and will be sent home at their own expense. Full loss of academic credit may also result.

**DISMISSAL PROCEDURE**

1. The In-Country Program Directors, the host institution, or the host family identifies violation of any program rules.
2. In-Country Program Directors discuss the violation with the student and a course of action is agreed upon and documented. This is faxed to the Parkland College Study Abroad Coordinator.
3. If remediation does not occur within the agreed-upon time frame, and if the student continues to break the rules of the agreement, he or she will be contacted by the In-Country Program Directors for immediate dismissal. All students participating in a or PARKLAND COLLEGE program must sign this agreement. Any student who refuses to sign will not be allowed to participate in a PARKLAND COLLEGE program.

I acknowledge that I have read and understood:

- The Release Agreement
- The Medical Agreement and Release/Permission for Emergency Treatment
- The Participant Information including Cancellation and Refund Policy
- The Student Conduct Agreement including expectations and dismissal policy

As an applicant to the program, I agree to such terms.

\_\_\_\_\_  
Signature of Student Applicant

\_\_\_\_\_  
Date

## Essay

Please write statement (**minimum** 300 words) in which you describe why you want to participate in Professor Mitsdarfer's Costa Rica Study abroad. How does this experience relate to your personal and/or career goals? How will you benefit from participating? What are your expectations for the experience?