How to Apply

1. Student and parent(s) read through the entire Orientation Guide found online. It is also available on Proctor’s website: https://www.proctoracademy.org/page/off-campus

2. Student and parent(s) fill out the following Application Forms

3. Student write a grammatically correct, 250 word, 2x spaced essay indicating why you wish to spend a term studying in Segovia

4. Print, staple and submit your Student Information Form and essay to Patti Durkin (main office at Maxwell Savage) by Noon on Friday, December 13, 2019

5. All off-campus program lists are published Friday January 17, 2020

6. Parent/student portion of the application is due by Friday, February 21, 2020

*When these forms are received the student’s account will be charged a $200 non-refundable deposit.
Off-Campus Programs
Parent and Student Application Forms

Due Date: December 13, 2019

Name ______________________________________________________________

Advisor _____________________________________________________________

Advisor’s Signature ___________________________________________________

Learning Specialist ____________________________________________________

Current grade_______ Year entered Proctor _______ Housing (circle) Day  Board

In order of preference, list the program or programs and term(s) to which you are applying.
*Note to those applying for Winter Term: Dates of winter term in Segovia are distinctly different from those in Andover. Students have no school obligations (other than assigned readings for their program) between the end of the fall term and their departure in early January. They will arrive in Boston approximately a week after the rest of the school has begun its spring vacation.

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<thead>
<tr>
<th>Priority</th>
<th>Program (Costa Rica, European Art Classroom, Mountain Classroom, Ocean Classroom, Spain)</th>
<th>Term (F, W, S, Any)</th>
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<td>1st choice</td>
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<td>2nd choice</td>
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<td>3rd choice</td>
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List other Proctor off-campus programs in which you have participated.

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<tr>
<th>Program</th>
<th>Term / Year</th>
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All applicants must be in good academic, social, and wellness standing. To establish priority in sign-ups, the following criteria will be used: seniority, previous terms off-campus (not including Costa Rica or summer programs), years at Proctor, effort grades, and other factors such as gender balance, housing, language needs, and commitment to the arts.

For Office Use Only: Checklist of materials received and dates due:

Due December 13, 2019 (submitted to Patti Durkin):

_________ Student Information Sheet
_________ Essay
_________ Signature Sheet (For Spain have your Advisor Sign the bottom of this sheet)

Due February 21, 2020 (forms specific to program, submitted to Patti Durkin):

_________ Reservation agreement and authorization for billing deposit
_________ Acknowledgement of Rules
_________ Release
_________ Copy of passport
Due Friday, **February 21, 2020**

1. ____ Reservation agreement and authorization for billing $200 non-refundable deposit
2. ____ Acknowledgement of Rules
3. ____ Release
4. ____ Copy of your passport (For Fall term- due by end of Spring term/first of summer Winter due by beginning of Fall term and for Spring term- due by the beginning of winter term)
5. ____ Cloud Forest School Forms (Costa Rica only)

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**1- RESERVATION AGREEMENT FORM**

I understand that this form and fee is our commitment to Proctor, not Proctor’s commitment to send my son/daughter.

I understand that my child’s account will be charged a $200 non-refundable deposit upon acceptance into the Spain program and be responsible for the flight costs.

____________________________________________
Printed Name of Student

____________________________________________
Printed Name of Parent or Legal Guardian

____________________________________________
Signature of Parent or Legal Guardian

Date
Off-Campus Programs’ Expectations

Several students in recent terms have experienced the unfortunate dismissal from this enriching program due to their lack of adherence to the following rules. Please read over each expectation listed below carefully and determine whether you feel you can keep the standards of the program. Please sign below if you are willing to accept these rules and keep them throughout the term.

Points
The point system for tardiness and absence from class or any program obligation will be in effect. Friday or Saturday night restriction will occur with the accumulation of 4 points. See Proctor’s Green Book for additional details.

Failure to have your emergency pack with you at all times will also result in points.

Riding in Vehicles
1. Riding in a vehicle with anyone other than contracted drivers, taxis, Proctor teachers, host parents or the Overseas Directors will result in dismissal from the program.
2. No one may drive or ride on a motorcycle, scooter, moped or motorbike.

Travel Away from the Program
Students may not travel away from the program during Proctor’s term abroad. Students are allowed to travel away from the program with visiting adult family members (e.g., during our suggested weekend for family visits) provided that families have previously communicated to the directors.

Coming Home Late
Coming home more than 15 minutes late without permission from the Directors may result in a minor violation or even a major violation at the very least depending on the circumstances. Dismissal from the program is possible consequences depending on the circumstances. Only the Directors (not host families) are allowed to give extended curfews.

Leaving After Check In
Leaving the homestay or hotel/hostel/rented house without permission after curfew and checking in with the family or directors will result in at a major violation and will be processed by the Dean of Students office.

Communication Technology Policy
In order for students to be able to immerse themselves to as great an extent as possible in the host country, students are asked not to use their communication devices during inappropriate times, such as while on excursions or during a cultural activity or meal. If a student or the group in general is having difficulty managing appropriate use of communications technology, the directors will impose restrictive measures with regard to the use of devices as deemed necessary.
Thus, they may collect a phone, smartphone, iPad, or laptop from a student and make them accessible only at appropriate times as seen fit.

**Parietals**
Hosting a member of the opposite sex can occur before curfew and only with the permission and in the presence of the students’ host parents. (Some host parents will not allow parietals.) When we are staying together as a group in a hotel, hostel, rented house, etc. a student must check in with directors before allowing a member of the opposite sex into their room.

**Behavior Unbecoming of a Proctor Student**
Involvement in any activity which the school judges unbecoming of a Proctor student to the extent that either the school’s reputation is affected, the student’s conduct endangers him or herself or the property of others, or the student is disrupting the academic or social process of the school will result in social probation and may lead to dismissal from the program and possibly from Proctor.

**Andover Campus Visits**
There may be a few days Proctor’s Andover campus is in session prior to leaving or returning from Spain. During this time, please contact Ross Young to receive permission to come to campus.

**Drugs**
Any involvement with drugs-- active usage, possession of drugs or paraphernalia, or being “in the presence of” will result in immediate dismissal from the program at the very least and will be processed by the Dean of Students office.

**Tobacco**
Tobacco use or possession (including the use of electronic cigarettes) will result in a minor violation.

If a student is found using, possessing, or in the presence of a vaporizer, mechanical smoking device, e-cigarette, or cigarette he/she will receive the appropriate violation (Minor Violation for tobacco or Major Violation for marijuana or other illegal substances) will be processed through the Dean of Students’ office.

**Alcohol**
Proctor recognizes that part of an experience abroad is to observe and share the customs of the local people. Because families in Spain sometimes have a glass of wine or beer with their meal, students are allowed to drink a glass of wine or beer with meals in a culturally appropriate and limited way when:

- Under the supervision of their adult homestay family members, directors, or teachers
- Under the supervision of the directors or teachers in a social situation where it is deemed appropriate.

*At the request of parents or for reasons established as conditions for their participation in the program students may also be denied this privilege.*
*Failure to respect the spirit of this privilege may result in its temporary or permanent revocation for individual students.  
*A student with a No-Use Agreement Contract may not participate in this custom.  

Drinking in excess, or under circumstances other than those mentioned above, will result in dismissal from the program.

*Please Note: the preceding rules do not limit the Administration or Program Directors from responding to unique circumstances with unique consequences, including dismissal.*

**Dismissal from the Program**

If a student receives a Major Violation for substance or for any reason that compromises participation while on an off-campus program, they will be removed from the program and the associated additional costs will be assumed by your family. If a dismissal were to occur more than two weeks into the term, Proctor’s Administration will decide on a case-by-case basis if you are able to return Proctor’s Andover Campus to complete your trimester or if you need to complete it elsewhere.
Off-Campus Programs
Parent and Student Application Forms
Due Date: December 13, 2019

Student and Parent/Guardian Agreement of Rules for
Proctor en Segovia, Spain

Student Agreement

I (printed student name) _______________________________ have read all the rules of the Proctor en Segovia, Spain Program and agree to keep them all. I understand that my failure to do so may result in my dismissal from the program and, in some cases, dismissal from the school.

________________________________________________________________________
Signature of Student ___________________________ Date

Parent/Guardian Agreement

I have read all the rules of the Proctor en Segovia, Spain Program and know that my son/daughter’s failure to abide by them may result in his/her dismissal from the program and, in some cases, dismissal from school.

________________________________________________________________________
Printed Name of Parent or Legal Guardian ___________________________ Date

________________________________________________________________________
Signature of Parent or Legal Guardian ___________________________ Date
3- PROCTOR ACADEMY RELEASE

The parties to this Release are ____________________________________ (Student), ______________________________________________ (Student’s parents or legal guardian if student is under 18, all referred to hereafter jointly and severally as “Student”) and Proctor Academy.

The Student, with the consent of the Student’s parents or legal guardian, has chosen to participate in a Proctor Academy Off-Campus Program (hereafter “Program”) during the 2020-2021 school year.

Assumption of Risk
Student understands and agrees that foreign travel presents risks to Student and her/his property. These can include, among others: unfamiliar or different terrain, climate, food and drink, customs, laws, social and sexual mores, safety practices and regulations, communications, criminal and law enforcement activities, disability access, driving practices, disease risks, and health care. Student is responsible for researching and evaluating the risks she/he may face and is responsible for her/his actions. Any activities that Student may take part in, whether as a component of the Program or separate from it, will be considered to have been undertaken with Student’s approval and understanding of any and all risks involved. **This includes risks associated with the consumption of alcoholic beverages and the use of drugs, which could result in traffic accidents, assault, theft and ultimately the loss of limb, injury, or death.**

Adherence to Standards
Student understands and agrees to abide by all policies, rules, and regulations of Proctor Academy and all rules, regulations, and laws of the respective countries to be visited. Student further agrees to obey all rules, directions, and precautions issued by Proctor Academy or its representatives, by any associated individuals, institutions, or organizations, or by the United States Government.

Termination of Participation
Student shall not engage in inappropriate conduct, including the use of physical or verbal violence, open abuse of the customs or mores of the community, and unauthorized absences from classes or other activities. Student understands that, in its sole discretion Proctor Academy or its representative may terminate Student’s participation in the Program at any time, including before departure or during the Program. Reasons for termination may include, but are not limited to: inappropriate conduct or other behavior by Student deemed detrimental to the best interests of the Program, emergencies, health or safety considerations. Such termination shall not diminish or otherwise alter Student’s obligation to make any payment required for the Program, nor shall Proctor Academy be required to make any refund to Student.
Release of Claims
In consideration of Proctor Academy accepting Student into the Program, Student, her/his heirs, executors, administrators, employers, agents, representatives, insurers and attorneys, hereby release and discharge Proctor Academy, its officers, trustees, faculty, employees, agents and representatives (hereafter “Released Parties”) from any and all claims which may arise from any cause whatsoever, including any negligent act or omission by the released parties. Student further releases and discharges the Released Parties from responsibility for any accident, illness, injury or any other consequences arising or resulting directly or indirectly from Student’s participation in the Program. The Student recognizes and agrees that the Released Parties assume no responsibility for any liability, damage or injury that may be caused by Student’s negligence or willful acts committed prior to, during or after participation in the Program, or for any liability, damage or injury caused by the intentional or negligent acts or omissions of any other participant in the Program or caused by any other person.

Indemnification and Hold Harmless
Student hereby agrees to indemnify and hold harmless the Released Parties from any loss or liability whatsoever, including reasonable attorneys’ fees, caused by any act or omission of Student resulting from direct or indirect participation in the Program.

Program Participation
Student understands and agrees to attend and participate in all activities that are part of the Program. Student understands that failure to do so may result in the reduction of grade, including the possibility of course failure, termination from the Program, or both.

Activities Outside Program
Should Student choose to remain overseas at the Program location or elsewhere after participation in the Program, Proctor Academy will cease to act as a sponsor for Student. Should Student drop out of the Program voluntarily or involuntarily, Proctor Academy will cease to act as a sponsor to Student thereafter. In either of the foregoing events, this release shall remain in full force and effect.

Program Modification and Cancellation
Proctor Academy reserves the right to cancel or modify the Program before or during its operation due to circumstances including emergencies, low enrollment, unavailability of one or more facilities or personnel, or other reasons.

Severability
It is understood and agreed that if any provision of this release or the application thereof is held invalid, the invalidity shall not affect other provisions or applications of this release which can be given effect without the invalid provisions or applications. To this end, the provisions of this release are declared severable.
Governing Law
This release shall be construed in accordance with, and governed by the laws of the State of New Hampshire.

Construction and Scope of Agreement
The language of all parts of this release shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any party. This release is the only, sole, entire, and complete agreement of the parties relating in any way to the subject matter hereof. No statements, promises or representations have been made by any party to any other, or relied upon, and no consideration has been offered or promised, other than as may be expressly provided herein. This release supersedes any earlier written or oral understandings or agreements between the parties.

Student and parent acknowledge that they have read this release and that they understand its meaning and effect.

______________________________________________
Printed Name of Student

______________________________________________
Printed Name of Parent or Legal Guardian

______________________________________________ Date
Signature of Student

______________________________________________ Date
Signature of Parent or Legal Guardian