



STUDENT HANDBOOK & PARTICIPANT AGREEMENT

This Student Handbook and Participant Agreement (the "Agreement") sets forth the terms and conditions governing participation in programs offered by the Anthropocene Research Center ("ARC"). Each participant is required to read and agree to the terms of this Agreement as a condition of participation in a voluntary, non-required field research program (the "Program") in connection with ARC.

1. STUDENT CONDUCT

a. **COMPLIANCE WITH ARC STUDENT CONDUCT POLICIES:**

I agree that, throughout the duration of the Program, I will conduct myself in accordance with all applicable ARC policies, including, but not limited to, the ARC Student Code of Conduct and all student conduct rules established by ARC.

b. **PROHIBITED ACTIVITIES:**

I understand and agree that, during my participation in the Program, the use or possession of firearms, explosives, narcotics, or any other illegal substances, as well as the abuse of alcoholic beverages, while participating in or traveling to or from the Program, is strictly prohibited.

c. **COMPLIANCE WITH PROGRAM RULES AND LAWS OF FOREIGN COUNTRIES:**

I further understand and agree to comply with all Program rules, regulations, policies, and directions of ARC personnel responsible for the Program, as well as the laws and regulations of all governmental authorities in the country/countries in which the program will take place.

d. **DISMISSAL AND INDEMNIFICATION FOR FAILURE TO COMPLY WITH PROGRAM RULES:**

I understand and agree that violation of any of the above Student Conduct provisions (a-c) may result in my immediate dismissal from the Program. In the event of such dismissal, I agree to indemnify and hold harmless ARC and its directors, officers, employees, and agents ARC from and against any and all liability, claims, damages, fines, penalties, losses, expenses, judgments, or demands arising out of or in any way connected with such violation(s), to the extent permitted by law. I further agree that ARC's supervisory personnel have the sole right, in their reasonable discretion, to determine if I violated the Student Code of Conduct and to terminate my participation in the Program. If my participation is terminated, I agree to leave the ARC facilities as soon as practicable, and at the latest within 24 hours of such termination, at my sole expense. I understand that violation of any rules or regulations may be reported to my home institution and may be grounds for suspension or expulsion from my home institution. In the event I

am returned home, I agree that no monies paid for or in connection with the Program will be refunded.

2. RESPONSIBILITY FOR PERSONAL SAFETY AND HEALTH CARE

I acknowledge that I have had the opportunity to consult with a medical doctor with regard to my personal medical needs. I certify that, to the best of my knowledge, I have no health-related reasons or problems that would preclude or contraindicate my participation in the Program. I acknowledge that I am responsible for my own health, safety, and personal needs while participating in the Program and any related activities, and that ARC is not responsible for my health, safety, or personal needs. I further acknowledge that I am responsible for obtaining all vaccinations and passport documentation required for travel in foreign countries. I acknowledge that I am responsible for having available sufficient quantities of all daily or periodic medications that I may require and for providing information regarding any medical condition – including physical & mental conditions, etc. – that may be required for my treatment in the event of a medical emergency. I further acknowledge that failure to disclose relevant medical information may result in serious health and safety risks.

3. MEDICAL CONSENT

In the event I am injured, become incapacitated or ill (physically or mentally) during my participation in the Program and I am unable to make medical decisions for myself, I designate ARC, its authorized representatives (including, but not limited to, Field School Director or Field School senior staff members) as my healthcare agent for the sole purpose of authorizing and consenting to medical, surgical, and dental care, including emergency procedures, hospitalization, and the administration of medications, as deemed necessary by qualified medical professionals for the preservation of my life, limb, or overall health. This authority shall commence upon a determination by a licensed physician that I am unable to make my own healthcare decisions and shall terminate upon my recovery, return to my home country or the conclusion of the Program, whichever occurs first. I understand that ARC will endeavor to contact my emergency contacts (as provided by me) prior to making any significant medical decisions, but that in situations requiring immediate action, they may proceed without prior contact if it is not reasonably feasible. I further authorize ARC to disclose my relevant medical information to healthcare providers as necessary to facilitate my care. I agree to be solely responsible for all costs associated with such medical treatment. I acknowledge that ARC and its representatives are not medical professionals and are acting solely as my agent in facilitating necessary medical care, and that they shall not be held liable for any medical outcomes resulting from decisions made in good faith under this authorization.

In the event I am returned to my home country, I agree I shall not recover any money paid for and in connection with the Program. Should the need arise, I also acknowledge that medical care abroad may be of varying quality and may not be in accordance with standards for medical care in the United States.

4. HEALTH INSURANCE COVERAGE

a. MY RESPONSIBILITY REGARDING MEDICAL COVERAGE

I understand and agree that **ARC assumes no liability for payment for any medical expenses incurred by me while on the Program or during breaks, including medical expenses authorized by ARC if I am unable to give consent to treatment.**

b. NO MEDICAL COVERAGE PROVIDED FOR UNITED STATES PROGRAMS

ARC does not provide medical coverage for students participating in Programs within the United States. Participants in those programs are solely responsible for procuring their own insurance coverage. ARC requires that all participants in United States programs provide proof of medical coverage at the time of enrollment.

c. LIMITED MEDICAL COVERAGE PROVIDED FOR INTERNATIONAL PROGRAMS

I understand and agree that, as a condition for participation in an International Program, I will receive through the period of my participation in the Program a traveler's insurance plan – unless I am a citizen of the host country, in which case I will be covered under the local national health insurance scheme – which includes a limited emergency health, evacuation and repatriation insurance policy. I understand that such insurance is limited and may not cover all medical expenses. I understand that medical facilities in foreign countries may require full payment for services prior to allowing a patient to be discharged from care. I understand that if I desire more comprehensive health care coverage than is provided, it is my responsibility to obtain and maintain such voluntary comprehensive coverage.

Although the traveler's insurance plan provided to all international Program participants provides limited coverage for emergency medical treatment in certain limited instances, it does not provide, nor is it intended to provide, comprehensive health care coverage while traveling in foreign countries. I acknowledge that ARC does not provide any additional type of insurance coverage for any loss I may incur or medical treatment I may require during or arising out of my participation in the Program, including, but not limited to, any injury, accident, death or property damage, even when I use transportation provided by ARC or arranged by ARC to, from or during the Program. I further understand that no insurance is provided by ARC in the event that I use my own private transportation to, from, or during the Program.

5. STUDENT RESPONSIBILITY FOR USE OF TRANSPORTATION

I further acknowledge that in the event of accident, injury or loss arising out of or connected with my use of my personal motor vehicle, or a vehicle that I rent or lease for transportation to, from or during the Program, including off-hours and breaks, that I am solely responsible for any and all claims resulting therefrom, and that ARC shall have no liability for such claims. I agree to defend, indemnify and hold ARC harmless from and against any and all liability, claims, losses, and expenses, including but not limited to reasonable attorneys' fees, investigation and claim administration costs, and court and expert witness fees, judgments, or demands for damages for bodily injury or death, and damage to or loss of use of property, resulting from my use of vehicles that I own, lease or hire.

6. ADDITIONAL CONDITIONS OF PROGRAM PARTICIPATION

a. FULL TUITION PAYMENT MUST BE PAID PRIOR TO DEPARTURE:

I understand that all tuition payment must be made by the published deadline, as stated on the ARC Program website. A \$100.00 Late fee will be assessed on any payments made after the payment deadline. No students will be allowed to participate in any Program activities until the full tuition is paid.

b. CONSENT TO WITHHOLD GRADES FOR FINANCIAL OBLIGATIONS:

I understand that if I incur and fail to pay any financial obligations in connection with the Program, and/or pursuant to the terms of this Agreement, including damages to living or educational accommodations, unpaid fees for travel, contractor services, etc., such failure may cause my grades and records to be withheld until I satisfy such financial obligations. I hereby grant my consent for ARC to withhold my academic transcripts and records until all such financial obligations are satisfied.

c. NOTICE OF INJURIES INCURRED DURING THE PROGRAM:

I agree to advise ARC immediately of any incident which involves or causes any harm to me or anyone else. If I decide to leave the Program, I shall advise ARC's representative in advance in writing.

d. INDEPENDENT TRAVEL:

I understand that travel before or after the Program is of an independent nature and is not sponsored by ARC nor is it part of this Program. I acknowledge that any such travel is my sole responsibility.

e. COST AND TRAVEL CHANGES:

In the unlikely event that changes to the Program are necessary, I acknowledge that ARC reserves the right at any time, prior to or during the Program, without prior notice, to make cancellations, changes or substitutions in emergencies or changed conditions, or in the interest of the group. Prior to departure, ARC further reserves the right to alter the costs in order to meet unexpected changes in air, bus, or train fares, hotels, or other living accommodations and the like (as the amount of fees is based on tariff rates and expenses that are subject to change). I acknowledge that such cancellations, changes or substitutions may create greater risks than the original plans.

7. STUDENT CODE OF CONDUCT

a. THE POLICY:

I understand that my participation in an ARC Program makes me a representative of ARC and that I am required to adhere to the ARC's Student Code of Conduct. I agree that I may be subject to disciplinary action for engaging in misconduct or attempted misconduct. Misconduct includes but is not limited to:

- i. Disruption of teaching, research, administration, or other ARC activities.
- ii. Physical abuse, threats of violence, rape or other forms of sexual assault, or conduct that threatens the health or safety of any person on ARC Program or in connection with official ARC functions, including those activities taking place in the field.

- iii.** Disorderly conduct, disturbing the peace, or failure to comply with the directions of an ARC employee or field school staff member acting in his/her/their official capacity.
- iv.** Unlawful use, possession, sale, distribution, or manufacture of controlled substances as identified in federal, state, and local laws or regulations, on ARC properties or at official ARC field activities and functions.
- v.** Trading, exchanging, selling or buying of archaeological artifacts or endangered species, animals, plants, or their parts at any time. Archaeological and Environmental heritage, features, and ecofacts are the property of the people and nation in which students are working. Trading, selling or otherwise removing material culture, fossils, fauna or flora from sites without authorization from the project director is a violation of the Student Code of Conduct and likely a violation of the law. In many parts of the world, trading in antiquities, fossils or endangered fauna or flora is considered a criminal offense, subject to prosecution and jail time.
- vi.** Uncontrolled excavation is considered looting and may be subject to prosecution. Follow your project director(s) and staff excavation and/or survey instructions carefully and do not initiate excavations or any other type of removal of archaeological artifacts, features or ecofacts on your own.
- vii.** Bio-prospecting or geo-prospecting requires permits and is otherwise illegal in most countries across the world. Follow your project director(s) and staff instructions carefully and do not initiate any bio- or geo-prospecting or any other type of removal of fauna, flora, fossils or mineral deposits on your own.
- viii.** Dishonesty, such as cheating, multiple submission, plagiarism, or knowingly furnishing false information to the ARC.
- ix.** Forgery, alteration, or misuse of ARC documents, data, or identification.
- x.** Theft of, damage to, or destruction of any property of the ARC or property of others while on ARC premises and/or during a Program, or on the premises of any property associated with the Program.
- xi.** Failure to pay bills for services or incidentals associated with the Program.
- xii.** Unauthorized entry to or use of ARC properties, equipment, resources or imagery anywhere in the world.
- xiii.** Programs are deeply embedded within local communities. Programs strongly rely on local communities and government authorities for the ability to conduct research and obtain both official permits and community consent to work in the area. Student behavior that will endanger the reputation of the Program may impact this balance, will not be tolerated, and may be cause for immediate removal.
- xiv.** Any behavior that endangers the student or others – staff members, members of the local community or other students – may result in immediate removal from the Program.

- xv. Violation of the laws of any country, state, local, or other jurisdiction during the Program may be a violation of the Code of Conduct.

b. ALCOHOL:

Drinking alcohol while socializing is common in many parts of the world. The attitude in some countries toward alcohol may be much different than in the United States. Drinking in some countries is part of the social experience, but not the focus of it. Excessive drinking or drunken behavior is not acceptable. Public drunkenness is illegal in many countries. If your consumption of alcohol becomes disruptive to your Program, it is cause for immediate expulsion. If you choose to drink, please be responsible.

c. EXPULSION:

Students violating the Code of Conduct may be expelled from the program at the instructor's sole discretion. In the event a student is expelled, the student is not eligible to receive a refund of any of the fees paid to the ARC. Expelled students will not be permitted to participate in any Program activity or be entitled to any Program benefits including, but not limited to, travel, meals, and housing. Furthermore, the student will be responsible for any additional costs incurred for lodging and transportation once expelled.

8. AVOIDING LEGAL DIFFICULTIES ABROAD

When you are in a foreign country, you are subject to its laws and are under its jurisdiction, NOT the protection of the United States laws or Constitution. You can be arrested overseas for actions that may be legal or considered minor infractions in the United States. Be aware of what is considered criminal in the country where you are.

If you are arrested on a drug or criminal charge, it is important that you know what can and cannot be done. Always use your one phone call to contact the nearest United States or home country embassy or consulate.

A U.S. Consular Officer CAN:

- Visit you in jail after being notified of your arrest.
- Give you a list of local attorneys.
- Intercede with local authorities to make sure your rights under local law are fully observed and that you are treated humanely.
- Protest mistreatment or abuse to the appropriate authorities.

A U.S. Consular Officer CANNOT:

- Demand your immediate release or get you out of jail.
- Represent you at trial or give legal counsel.
- Pay legal fees or fines with U.S. government funds.

9. TUITION, WITHDRAWAL AND CANCELLATION POLICY

a. DEPOSIT PAYMENT POLICY

All deposit payments, set at \$300 per program, are nonrefundable. The only exception is if the ARC cancels a program, in which case, a full refund of the deposit will be made to the student. See below for more information about ARC cancellation of a field school.

b. TUITION PAYMENT POLICY

- i. **Before Tuition Payment Deadline:** Tuition payment deadline dates are posted on the top of each field school page on the ARC website. Tuition payments are fully refundable if requested on or before the Payment Deadline Date.
- ii. **After Tuition Payment Deadline:** Tuition payment deadline dates are posted on the top of each field school page on the ARC website. Tuition payments are nonrefundable after the payment deadline has passed.

c. WITHDRAWAL POLICY

Pay close attention to tuition payment deadline, posted on the top of each field school page on the ARC website.

- i. **Who needs to withdraw:** Students who paid a deposit to ARC are subject to this policy. Students who were accepted to a program but made no payment are NOT subject to this policy.
- ii. **How to Withdraw:** Students who wishes to withdraw must notify ARC by sending a withdrawal email admin@anthrocnt.org. The ARC will then reply, within two business days, to confirm withdrawal request. A withdrawal is incomplete without the confirmation email from ARC.
- iii. **Withdrawal before Tuition Payment Deadline:** If a student withdraws before the tuition payment deadline, there will be no further financial obligation. However, any deposit payment made will remain nonrefundable.
- iv. **Withdrawal after Tuition Payment Deadline:** ARC works to keep each field school to limited number of students. If a student withdraws after the tuition payment deadline, the student is responsible for the full tuition amount due to limited enrollment capacity.
- v. If a student who withdraws after the payment deadline does not pay the balance of any tuition amount, an interest on the balance owed – APR plus 2.5% – calculated on daily basis will be charged. Calculation of interest rate will begin on the designated first day of the field school, as listed on the program syllabus and on the ARC website.
- vi. Students who are admitted and pay the deposit after the tuition payment deadline are immediately subject to the withdrawal Policy.
- vii. **Failure to comply with the withdrawal Policy:** Failure to comply with this Withdrawal policy may result in legal action by ARC. If legal action is taken, the student may be responsible for the cost of full tuition, legal costs; attorney fees and other fees to the extent permitted by law.

d. LATE FEE POLICY

- i. Students are responsible for completing all payments by the Tuition Payment Deadline. If any balance remains after that date or students begin enrollment past the tuition payment deadline, a \$100 Late Fee will be assessed for the student account.

e. PROGRAM CANCELTION BY ARC

- i. The ARC is constantly monitoring conditions at field school locations across the world – including pandemic and epidemic outbreaks. A program may be cancelled if the ARC deems a field school location to be insufficiently safe for students. For legal purposes, a location is deemed unsafe if the US State Department issues a Level 4 (Do Not Travel) Travel Advisory. ARC may also cancel a program at its own discretion or due to a Force Majeure event, which includes circumstances beyond ARC’s control such as acts of God, war, pandemic or an industrial or labor dispute.
- ii. If ARC cancels a program, students get priority enrolling in any other available ARC program. If the cost of the new program is less than the cancelled field school, students will get a refund for the differences. If the cost is higher, students will be asked to pay the difference.

f. TRIP & TRAVEL CANCELLATION INSURANCE

- i. The ARC is NOT providing trip cancellation insurance. Such policies have changed due to Covid 19. If you wish to purchase an insurance policy that covers pandemic contingencies – including the cost of airfare and cost of tuition – explore Cancel for Any Reason (CFAR) plans. [Insuremytrip](#), [Travel Guard](#) or [SquareMouth](#) are websites where you may search for different insurance policies. Insurance information is provided for information purposes only. ARC does not make any endorsement of any company or insurance provider.

10. NON-DISCRIMINATION AND SEXUAL HARASSMENT POLICY

a. NON-DISCRIMINATION POLICY

The ARC is committed to providing an environment that is free from discrimination or harassment. Harassment based upon an individual’s race, color, religion, sex, gender, race, ethnicity, national origin, or age will not be tolerated in any of our field schools or in the workplace and may subject you to expulsion from the Program. All affiliates are expected and required to abide by this policy.

b. SEXUAL HARASSMENT POLICY

The ARC is committed to promoting a learning and working environment in which all people are treated with dignity and respect. Harassing, coercive, or disruptive acts can be forms of misconduct that undermine the effectiveness of ARC programs and harm individuals to whom such conduct is directed. The ARC expects that all relationships among individuals involved in a field school will be professional. Therefore, ARC expects Program directors, their affiliated faculty, staff, and volunteers, as well as Program students and visitors to refrain from and discourage harassment of any type. As with other forms of discrimination and harassment, sexual harassment is not tolerated in ARC field schools and programs and may result in your expulsion.

i. Definition of Sexual Harassment

Sexual harassment is a repeated, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person’s employment or education, unreasonably interferes with a person’s

work or educational performance, or creates an intimidating, hostile or offensive working or learning environment.

- ii. Harassment that is not sexual in nature but is based on gender, sex-stereotyping, or sexual orientation is prohibited under the ARC's non-discrimination policy and may contribute to the creation of a hostile work or academic environment. Therefore, in determining whether a hostile environment due to sexual harassment exists, the ARC may take into account acts of discrimination based on gender, sex-stereotyping, or sexual orientation.

iii. Sexual and Gender Harassment Outside the USA

A definition of sexual harassment abroad must take into account the norms of the culture within which the Program is taking place. ARC recognizes, and students are forewarned, that ARC Programs operate in diverse locales, where cultural norms, environmental conditions, and logistical constraints may create situations that are unfamiliar and uncomfortable. Participants must be mindful of the cultural norms of the host society, which may allow, or even require, conduct that is considered objectionable in the United States. All participants are encouraged to become culturally aware and educated about the norms of the culture in which they are working.

Being culturally sensitive does not include relaxing personal boundaries. Every participant must trust his, her or their judgment and intuition. If a situation makes a participant uncomfortable, the situation must be addressed and must not be ignored. Additionally, participants must conform to the spirit as well as the letter of all laws and regulations of the jurisdiction in which the Program operates. ARC expects all participants to personally strive toward creating an inclusive and safe learning and working environment.

iv. Reporting an Incident of Harassment

The ARC encourages participants to report all perceived incidents of harassment regardless of the offender's identity or position. Participants who believe that they have been the victim of such conduct are encouraged—if practicable—to first advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. If a participant is uncomfortable confronting the offender, or if the conduct or similar conduct continues, the participant should report his or her concerns to the field director or another faculty member. If the participant is uncomfortable addressing the conduct with the offender or reporting the conduct to the field director or faculty, or if a previous report has not resulted in a satisfactory resolution, participants should make a report directly to ARC administration:

ARC hotline (24/7): +1 (323) 740-1805

ARC Email: admin@anthroctr.org

v. Intentional False Reports

Because sexual harassment frequently involves interactions between persons that are not witnessed by others, reports of sexual harassment cannot always be substantiated by additional evidence. Lack of corroborating evidence or “proof” should not discourage individuals from reporting sexual harassment under this policy. However, individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action and are in no way indemnified from third party legal action.

vi. Resolution

ARC will respond to all reports of harassment, including those brought anonymously or by third parties not directly involved in the harassment. ARC will take any action that it deems appropriate in response to a report. Many cases can be resolved at an early stage. Where early resolution is inappropriate (such as when the facts are in dispute in a report of serious misconduct), or in cases where early resolution is unsuccessful, the ARC may conduct an investigation. At the conclusion of such an investigation, the ARC may take any action that it deems necessary or prudent, in its sole discretion, including requiring a participant to leave a field school and notification of authorities.

11. ANTI-RETALIATION POLICY

a. The Policy

ARC strictly prohibits any form of retaliation against any field school participant – student or staff member – who in good faith makes a complaint, raises a concern, provides information or otherwise assists in an investigation or proceeding regarding any conduct that he or she reasonably believes to be in violation of the Student Code of Conduct, other ARC policies, or applicable laws, rules or regulations.

This policy is designed to ensure that all field school participants feel comfortable speaking up when they see or suspect illegal or unethical conduct without fear of retaliation. It is also intended to encourage all field school participants to cooperate with the Anthropocene Research Center in the internal investigation of any matter by providing honest, truthful and complete information without fear of retaliation.

No field school participants will be discharged, demoted, suspended, threatened, harassed, intimidated, coerced, or retaliated against in any other manner as a result of his or her making a good faith complaint or assisting in the handling or investigation of a good faith complaint, that an ARC policy, the Student Code of Conduct, or an applicable law, rule or regulation has been violated. Field School participants who in good faith make a complaint or participate in an investigation or proceeding under this policy, however, remain subject to the same standards of performance and conduct as other participants.

The ARC prohibits field school participants from being retaliated against even if their complaints are proven unfounded by an investigation, unless the participant knowingly made a false allegation, provided false or misleading information in the course of an investigation, or otherwise acted in bad faith. Field School participants

have an obligation to participate in good faith in any internal investigation of retaliation.

The ARC takes all complaints of retaliation very seriously. All such complaints will be reviewed promptly and, where appropriate, investigated.

b. Reporting a Violation of this Policy

If you believe you have been retaliated against or that any other violation of this policy has occurred, or if you have questions concerning this policy, you must immediately notify ARC and/or your field school director. You may also call the Anthropocene Research Center Hotline, a 24-hour per day, 7-day per week, phone line at +1 (323) 740-1805 or email the Anthropocene Research Center at admin@anthroctr.org.

c. Violation of Policy

Any field school participant – student or staff member – who violates this policy is subject to disciplinary action, up to and including termination of participation and employment.

12. ENTITY STATUS

ARC is not an educational entity as defined by California law. Although ARC helps its participants with developing skills for field work in both academic and professional settings, no representation is made that ARC is a school providing credit for a degree of any form or subject to accreditation standards of any sort. I acknowledge and affirm that I understand the above and that ARC is not an educational entity as defined under law.

13. PHOTO AND VIDEO RELEASE

By signing this Agreement and participating in the Program, I grant the ARC permission to record and reproduce my name, likeness, voice, and statements, through means including, but not limited to, photography, videography, audio recording, and transcription, whether analog or digital. I further grant the ARC the right to edit, alter, copy, exhibit, publish, and distribute my name, likeness, voice, and statements for any lawful purpose, in any publication, including, but not limited to, film presentation, cable or broadcast media, printed publications, webpages and web-based publications, for ARC's research, education, promotion, and fund-raising or other related use. I acknowledge that I will receive no money or other consideration from ARC or any other party in exchange for such use. By signing this Agreement, I waive and release the ARC from any claim or liability relating to the use of my name, likeness, voice, and statements, however recorded or published.

14. AUTHORITY:

I represent and warrant that I am eighteen (18) years of age or older, have the authority to execute this Agreement and am not under guardianship, conservatorship, or other legal authority.

15. SEVERABILITY:

I expressly agree that if any portion of this Agreement is held invalid, the remainder of the Agreement shall continue in full legal force and effect.

16. MISCELLANEOUS:

- a.** I acknowledge that prior to the signing of this Agreement and the Assumption of Risk, Release of Liability, and Indemnity Agreement regarding the Program, I have the right to consult with the adviser, counselor, or attorney of my choice, and I acknowledge by reading and signing this document that I have been advised to seek the advice of an attorney.
- b.** The ARC Cancellation Policy and this Agreement shall be read and construed as one agreement. If there is any conflict between this Agreement and the Cancellation Policy, the Cancellation Policy shall control.
- c.** This Agreement shall be governed by, interpreted and construed in accordance with the laws of the State of California, and any dispute relating to this Agreement shall be brought in state or federal court in Los Angeles County, California, in which I agree to submit to personal jurisdiction.

INTENDING TO BE LEGALLY BOUND, I have knowingly, voluntarily and willingly executed this Agreement.

Student Signature

Date