

# U.S. Department of State

## Critical Language Scholarship (CLS) Program

# Terms and Conditions of Award

### Instructions:

A selected finalist will be considered a Critical Language Scholarship (CLS) participant once the following documents have been satisfactorily completed and submitted: 1) a signed copy of these Terms and Conditions of Award; 2) a signed copy of the required medical forms including Part I: Medical Form and Part II: Physician's Form and as required by the reviewing medical physician Part III: Mental Health Form and Part IV: Specialist Form, and 3) all other document submission requirements as outlined on the Accepted Student Portal. Documents must be submitted through the Accepted Student Portal or directly to American Councils for International Education (herein, "American Councils") according to the instructions provided on the Accepted Student Portal.

The following terms and conditions apply to all participants of the U.S. Department of State Critical Language Scholarship (CLS) Program. Individual CLS institutes may have additional policies specific to the program and/or country, which participants will be required to sign and adhere to as part of the CLS award.

- Purpose** – Part of a U.S. federal government effort to expand the number of U.S. citizens studying and mastering critical foreign languages, the U.S. Department of State's Critical Language Scholarship (CLS) Program provides funding for U.S. citizens to participate in beginning, advanced beginning, intermediate, or advanced level intensive summer language programs administered by American Councils. Participants will advance their language learning through formal classroom study, facilitated language learning opportunities, and structured cultural activities.
- Communication** – Information about the CLS Program will be communicated to CLS participants electronically through the Accepted Student Portal and through e-mail. It is the responsibility of participants to read all program information thoroughly, including all instructions regarding program deadlines and requirements. It is the responsibility of CLS participants to make arrangements in order to be able to receive communications from CLS program staff in the event that e-mail or Internet access is not available for a prolonged period of time, due to travel or other circumstances, in order to ensure completion of the program requirements by the stated deadlines. Institute-specific information about the CLS Program, program requirements, deadlines and formal decisions regarding CLS policies and program arrangements may be communicated to participants by e-mail.
- Accepting or Declining the Award** – Information submitted by participants through the Accepted Student Portal, including the decision to accept or decline the CLS award, is binding.
- Pre-Departure Information** – CLS participants are required to read thoroughly all provided pre-departure materials before the beginning of the CLS Program. Any questions regarding the materials or the CLS Program should be directed to CLS Program staff.
- Health Benefits** – All CLS participants are strongly encouraged to maintain their current healthcare coverage. Participants' primary medical insurance coverage will be supplemented by a limited emergency and accident medical benefits plan from the Accident and Sickness Program for Exchanges (ASPE). ASPE covers CLS participants only during the in-country portion of the grant period, beginning upon arrival in the host country, and ending on the final day of the CLS Program, or upon a participant's departure from the host country in the case of an early withdrawal. If a participant is removed from the program, all ASPE benefits cease. Please note that ASPE coverage is not provided during the Washington, D.C. pre-departure orientation. In addition, in the event that an accident or illness requires a return to the United States continued treatment in the U.S. may not be covered.

**Health Requirements** – All participants must complete the required CLS Medical Forms, have a licensed physician (M.D. or D.O.), licensed Physician's Assistant (P.A.) or licensed Nurse Practitioner (N.P.) review and complete the Medical Form (Part I) the Physician's Form (Part II), and upload the forms to American Councils online system by the stated deadlines in order to participate in the CLS Program. The Physician's Form may not be completed by a member of the participant's family. If the participant is seeing or has seen a mental health professional (counselor, psychiatrist, therapist, social worker, or other) within the last five years for a condition or for emotional wellness

treatment the participant will also need to complete Part III: Mental Health Form which requires an additional statement and signature from the participant's mental health professional. If the participant is seeing a specialist (i.e. cardiologist, oncologist, etc.) or has seen a specialist in the last five years for any other medical condition not being treated by the participant's primary care physician the participant will also need to complete Part IV: Specialist Form.

Upon submission of the required medical forms (including Part III and/or Part IV, as required), forms will be reviewed by a CLS contracted medical physician. If the contracted physician asks additional questions or requires more information about the participant's medical history it is the participant's responsibility to provide timely answers. Any and all requests for further information must be satisfied before the medical clearance process is complete. If any medication or treatment is cited as a condition for medical clearance to participate in the program, students must adhere to the treatment plan outlined as a condition for participation. In the case that a participant finds it necessary to adjust the medication or treatment plan, the participant must bring this to the attention of CLS Program staff and an additional evaluation may be required. The omission or falsification of pertinent medical information may result in revocation or termination of the CLS award.

Any participant who has experienced significant change in physical or mental health after the submission of the CLS Medical Form, Physician's Form, Mental Health Form or Specialist Form must inform American Councils immediately. Such changes in the participant's medical condition include but are not limited to a hospitalization or urgent outpatient treatment; a change of or initiation of regularly taken medications; or a need for regular, or frequent follow-up. Disclosure of an unreported significant medical condition or previous treatment for any conditions, disorders or symptoms may require medical confirmation of the participant's ability to participate, as determined by the CLS program. Failure to report on significant changes in physical or mental health may result in termination of the award.

In the event of a significant change in physical or mental health during the summer institute, the CLS Program may require an evaluation by a medical or mental health professional in order to confirm a participant's ability to continue on the CLS Program

6. **Payments** – CLS Program funding is intended to cover all program-approved costs, including program-provided housing, meals, incidentals, CLS institute activities, domestic travel to Washington, D.C. for a mandatory pre-departure orientation, international travel between the United States and the host country, visa fees, accident and emergency health benefits coverage, and tuition. The actual stipend amounts and distribution may vary by site and are determined by each CLS institute in consultation with the U.S. Department of State and American Councils. CLS Program stipends are not intended to cover passport fees or non-program related travel or to supplement outside interests. Participants are responsible for safe-guarding stipend funds and other CLS Program-provided equipment or property such as cell phones, textbooks, or housing keys. The CLS Program does not provide insurance for participants' personal property. Lost or stolen stipend funds, equipment, or property cannot be replaced by the CLS Program and must be re-paid or replaced by CLS participants as determined by individual institutes.
7. **Visas** – The CLS Program will work with participants to secure a visa for the CLS institute host country. **Participants holding dual citizenship with the CLS host country must notify American Councils immediately.**

The issuance of visas is entirely at the purview of the host country. Factors that may impact the issuance of a host country visa include dual citizenship, country of birth or parents' origin. **Any participant who has been previously denied entry, deported, or refused a visa to the CLS Program host country must notify CLS program staff immediately.**

The U.S. Department of State and American Councils cannot be held responsible for other countries' visa requirements, visa processing procedures, including changes of procedures and/or the denial of a participant's application for a visa. The U.S. Department of State and American Councils cannot be held responsible for other countries' interpretation of the terms of the visa status and activities that may constitute a violation to the terms of the visa issued by the host country.

- a. **Pre-Program**

Participation in the CLS Program is contingent upon receipt of the appropriate host- country visa according

to the deadline established for each program site. If the host- country visa has not been secured by the established deadline, the CLS award may be revoked. **All participants must meet deadlines provided by American Councils to submit required materials, forms, photos, and U.S. passports for visa processing. Failure to do so may result in revocation of the CLS award.** Participants will be required to submit a U.S. passport for visa processing before participation in the CLS Program. The CLS Program may not be able to accommodate individual travel schedules if a participant is planning any international travel during the months between selection and the beginning of the CLS institute due to the timeline for processing visas. It is the responsibility of the CLS participant to work with CLS staff and/or the host country consulate to secure a visa by the established deadline for each program site.

**b. Post-Program**

Participants are expected to return to the United States on the group flight provided at the end of the program. Participants may not extend their stay in the host country on the visa sponsored by the CLS host institution. It is the responsibility of the CLS participant to obtain the proper visa and/or registration required by local law if choosing to stay in the host country upon completion of the CLS Program. CLS Program staff and CLS host institution staff will not be able to provide assistance.

8. **Travel Benefits** – Round-trip travel from a participant's home city in the United States to the overseas CLS institute site will be provided. The CLS Program travel benefits cannot be used to travel from another country to the United States before the start of the CLS Program, or to travel to another country upon completion of the CLS Program. Travel will include a stopover in Washington, D.C. to attend the CLS Program's mandatory pre-departure orientation. International air travel will be coordinated as a group flight with the roundtrip based from Washington, D.C. Domestic travel arrangements to and from the participant's home city in the United States will be based on the roundtrip international group flight tickets. CLS participants are expected to return to the United States on the group flight provided for the program; group tickets cannot be converted to individual tickets. CLS Program staff, including host institution staff, will not be able to change tickets for CLS participants.
9. **Travel Policy** – All CLS Program-provided air travel must conform to the Fly America Act, which requires that all U.S. Government-funded travel be on American Flag Carriers where such service is available. CLS participants are also subject to the airline's group rate restrictions and policies. Participants are not allowed to leave the host country at any time during the CLS Program. Traveling outside the CLS Program city for day trips or for overnight stays without submission of an Independent Travel Form and prior permission from the CLS Program staff is prohibited. Please note that site-specific travel restrictions may apply to certain CLS institutes, and will be communicated in the site-specific policies. Any locations in the host country for which a U.S. Department of State Travel Warning is issued are off-limits to CLS participants. State Department warnings can be reviewed at <https://travel.state.gov/content/passports/en/alertswarnings.html> and <http://wwwnc.cdc.gov/travel/notices>. Unauthorized travel may result in the immediate revocation of the CLS award. Participants are advised to consult the online resources related to international travel available through the U.S. Department of State (<http://www.state.gov/travel/>) and the Center for Disease Control (<http://wwwnc.cdc.gov/travel/>) to review information related to health, safety and security while overseas.
10. **Orientation** – CLS participants are required to attend a mandatory pre-departure orientation in Washington, D.C. immediately before the group departs for the overseas CLS institute. Participants are also required to attend the in-country orientation. Program-related and approved expenses (hotel, ground transportation to/from the airport in Washington, D.C., airfare, and meals) incurred while participating in the orientation will be covered either directly or through the program stipend.
11. **Living Arrangements** – CLS participants are required to live in CLS Program-provided housing, which may consist of hotel rooms, dormitory rooms, apartments or homestays with local families. The pre-departure information provided in the Participant Handbook and on the Accepted Student Portal describes the living accommodations arranged by each specific CLS host institution. Living arrangements are subject to change if circumstances require. Participants are expected to follow all program rules or guidelines and conduct themselves appropriately. Double-occupancy rooms should be expected for the CLS pre-departure orientation, as well as during the summer institutes.

**Dependents and Companions** – No dependent(s) or companion(s) may accompany CLS participants during the program. Visitors may not participate in any CLS Program activities or live in program-arranged housing.

12. **Internet-based Media Guidelines** – Grantees who share their CLS experiences publicly via Internet-based media are responsible to acknowledge that theirs is not an official U.S. Department of State website, blog, or posting, and that the views and information presented are their own and do not represent the CLS Program or the U.S. Department of State. Participants must agree to adhere to the Internet-Based Media Guidelines on the Accepted Student Portal as a condition of participation in the CLS Program.

13. **Prohibited Activities:**

- a. Violation of local or U.S. law:
  - i. It is your responsibility to be aware of and to abide by the laws of the CLS Program host country. Any violation of local or U.S. law may result in the immediate termination of your CLS award. Any legal fees resulting from violation of local or U.S. laws will be your responsibility. Participants must be aware that many activities considered legal in the United States are illegal in other countries, including missionary activities or travel to restricted areas.
- b. Violent, abusive, disrespectful or disruptive behavior against others, including but not limited to faculty, staff, participants, language partners, host families, roommates, or host country nationals:
  - i. Any form of physical violence, including striking or doing any other physical harm to yourself or another person.
  - ii. Verbal abuse, including the use of profanity, derogatory comments, obscene gestures, or threats.
  - iii. Disorderly, disrespectful, disruptive, threatening, or intimidating conduct, including disruptive actions that interfere with the learning environment or impedes the ability to carry out any program-related activities.
- c. Theft, damage, or vandalism of any kind including, but not limited to, belongings of fellow participants or any other person; CLS institute property; property of host universities, dormitories, host family accommodations, apartments, program arranged transportation, or facilities used by the program.
- d. Inappropriate, offensive, or risky behavior:
  - i. Behavior, including online activity, that impairs current relations or could have an adverse impact on future relations between the U.S. Department of State and its CLS Program and the host institution, host families, host country, program staff, or other partner organizations.
  - ii. Engaging in any behavior that is considered culturally offensive to the host country and its population.
  - iii. Engaging in risky behavior or knowingly placing yourself or others in a dangerous situation.
- e. Alcohol or drug policy violations, including repeated intoxications (Please refer to Section 14: Alcohol and Drug Policy.)
- f. Failure to follow site-specific policies and staff direction:
  - i. Failure to follow the guidelines, directives, timetables, and instructions of CLS staff. Individual CLS institutes may provide guidelines for appropriate attire for all or part of a participant's stay in the CLS Program host country. Participants are expected to dress appropriately according to local customs.
  - ii. Violations of residential guidelines and/or rules established by your CLS institute or host family including, but not limited to, unauthorized overnight guests, curfews, excessive noise, rowdy conduct, or intoxication.

- g. Unauthorized entry to or use of CLS Program facilities or host institution facilities or technology.
- h. Unauthorized travel:
  - i. Any travel outside the program country during the program dates.
  - ii. Any travel outside the program city for day trips or overnight stays without obtaining prior permission from CLS Program staff.
  - iii. Unauthorized travel could result in the immediate termination of your CLS award.
- i. Engaging in any income-generating activities.

#### 14. Alcohol and Drug Policy:

- a. Participants must obey local and U.S. laws regarding alcohol consumption. The CLS Program prohibits the consumption of alcohol by or distribution of alcohol to participants who are not of U.S. legal drinking age. Participants who are of U.S. legal drinking age and choose to consume alcohol do so with the knowledge that they remain responsible for their actions at all times.
- b. Students who choose to consume alcohol are expected to do so responsibly. Further, excessive and irresponsible drinking leading to intoxication and behavior that interferes with the program or the rights of others and/or compromises the safety of participants is subject to immediate disciplinary action and may result in dismissal from the program. Participants are expected to be sensitive to local customs and norms when consuming alcohol. **NOTE: Any alcohol infraction is considered a grave violation of policy and may result in immediate disciplinary action, including possible dismissal from the CLS Program.**
- c. The CLS Program has a zero-tolerance policy towards illegal drugs. Participants are prohibited from selling, using, or possessing any drugs that are illegal under either U.S. or host country law. Participants are cautioned that the possession of drugs is often dealt with harshly by host country law enforcement. **NOTE: Any drug infraction is considered a grave violation of policy and may result in dismissal from the CLS Program.**

#### 15. Sexual Harassment Policy:

- a. You agree not to engage in sexual misconduct, including sexual harassment, which includes unwelcome sexual advances; requests for sexual favors; or other spoken, written, or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's participation in the program or creating an intimidating, hostile or offensive learning environment.

Reporting: CLS participants who are victims of sexual harassment, or who witness sexual harassment, are urged to inform CLS Program staff, the resident director or institute staff who can be reached 24-hours per day. CLS urges participants to report any instance of sexual harassment as soon as possible after the incident has occurred.

Depending on the severity of the incident, disciplinary actions for sexual harassment may include a verbal or written warning, or recommendation to the U.S. Department of State to terminate the CLS Award. Please refer to section 26, Revocation or Termination of the CLS Award for a discussion of disciplinary actions. For more on the CLS Program's Sexual Harassment Policy, click [here](#).

#### 16. CLS Program Institute Participation:

- a. The CLS Program is first and foremost an academic experience. Participants are expected to participate in their respective CLS Program to the fullest extent. Attendance at all scheduled classes and program activities/excursions is mandatory, unless excused by program staff for medical or other reasons. Full CLS Program participation includes, but is not limited to, complete attendance of all classes, completion of work assigned as part of the academic program, attendance of all mandatory cultural activities, and adherence to

a language policy specific to the host site. If a participant fails to participate fully, he/she may not be considered as completing the program successfully and may not receive a CLS Program completion certificate, academic transcript, ACTFL OPI certificate, or access to benefits and/or resources that are available to CLS alumni.

- b. Participants who have opted to receive academic credit for their participation in the CLS Program must achieve passing grades in their courses in order to earn academic credit issued by Bryn Mawr College.
- c. While the highest instructional standards are expected and applied, CLS participants should be aware that local teaching methods may differ from U.S. standards of instruction. If a participant would like to express concern regarding an instructor or instruction methods, comments should be directed to the institute's designated point of contact and not directly to instructors.
- d. Participants are expected to be respectful to all parties involved in the CLS Program including all CLS Program staff, language tutors or partners, host families, and fellow participants. Participants are expected to maintain the highest levels of cultural sensitivity, respect towards the host country and culture, and to maintain a standard of conduct and integrity that is in keeping with the spirit and intent of the CLS Program. If CLS Program staff determines that a participant is being disrespectful or not following program directives, that participant may be recommended for dismissal from the CLS Program.
- e. Participants are not allowed to conduct personal research (including coursework, thesis or dissertation writing), or other non-CLS Program academic work if it in any way detracts from full participation in CLS Program activities. Participants interested in conducting research during the CLS Program must submit proof of approval from the participant's home Institutional Review Board for any research involving human subjects, and receive approval from the CLS Program staff before initiating any research activities.

#### 17. Academic Honor Code:

- a. Participants are expected to approach their academic work with dedication and integrity, understanding that they are responsible for enhancing their own learning through personal effort. Participants agree to be fully prepared for each class session. Further, because the program is designed to integrate classroom work with excursions to local sites, attendance of all classes and cultural activities is mandatory. Participants who fail to attend program sessions without prior permission of CLS staff may be subject to immediate disciplinary action, and may be dismissed from the program.
- b. **University disciplinary action** – Any participant who is subject to disciplinary action by a university [or other academic institution] at any time following submission of the CLS application must report such incidents to American Councils immediately. Further documentation may be required in order to determine a finalist's eligibility to participate in the CLS Program. Failure to report on university disciplinary actions may result in termination of the award.
- c. The following behaviors are prohibited:
  - i. Plagiarism: Submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.
  - ii. Cheating: Using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for reevaluation; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors. Persons who assist cheating by sharing their work are also guilty of cheating.
  - iii. Obtaining an unfair advantage: (a) stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaboration on an academic assignment; (d) retaining, possessing, using, or circulating previously given examination materials, where those materials clearly indicate that they

are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another participant's academic work; or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other participants' academic work.

- iv. Fabrication: Falsifying or inventing any information, data, or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data, and failing to include an accurate account of the method by which the data were gathered or collected.
- v. Falsification of record and official documents: Altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document.
- vi. Conducting research activities that have not been certified by a recognized Institutional Review Board (IRB) process. IRB certifications are to be provided by the participant's home institution. IRB certified research activities are subject to regulation by the CLS Program and the local institute.
- vii. Unauthorized access to computerized academic or administrative records or systems: Viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

18. **Host Country and U.S. Laws** – Participants are subject to the same laws and regulations that govern the host country's citizens and any other laws that are applicable to a foreign citizen in the host country. It is the responsibility of CLS Program participants to be aware of local laws and to abide by them. Any violation of local laws may result in the immediate termination of the CLS Program award, and any resulting legal fees will be the responsibility of the participant. In addition, all award benefits will cease from the day of the violation, including costs for housing, meals, and travel, as well as the ASPE coverage, and participants may be required to return or reimburse funds previously provided. **Neither American Councils nor the U.S. Department of State can provide you any immunity from local laws or prosecution.** Participants are also expected to abide by U.S. law.
19. **Felonies and Misdemeanors:** Any participant who has been charged or convicted of a felony or misdemeanor since the time of application must notify American Councils immediately. Minor traffic violations do not need to be reported. Further documentation related to the felony or misdemeanor charges may be required in order to determine a finalist's eligibility to participate. Failure to report on felony and misdemeanor charges or convictions may result in termination of the award.
20. **Testing and Reporting Requirements** – Participants are required to complete testing and reporting requirements as outlined below. Testing for the program is conducted by Language Testing International (LTI), a division of the American Council on the Teaching of Foreign Languages (ACTFL). LTI will arrange for an Oral Proficiency Interview (OPI) examination to be conducted with an ACTFL-certified tester by telephone.

Test score data, surveys, and program evaluations will be shared with the U.S. Department of State, American Councils, and CLS in-country program staff for the purposes of placement, measuring program outcomes, assessing the effectiveness of the CLS Program, basic record keeping, and other needs that may be determined for program administration and/or evaluation. Aggregate test score data and program evaluation data will be shared with the U.S. Congress as measures of program effectiveness. By signing the Terms and Conditions of Award agreement, participants indicate that they understand how the test score data and program evaluation data will be used.

- a. **Program Requirements:** Prior to leaving for the CLS Program, participants must complete all required program forms, a pre-program survey and an ACTFL OPI language evaluation\* by the stated deadlines.
- b. **Mid-Program Requirement:** Participants are required to submit a short mid-program evaluation using the provided form.
- c. **Post-Program Requirements:** Upon returning to the U.S., all participants are required to complete a post-program survey and a post-program evaluation by September 15, 2017. In addition, participants are

required to take a post-program ACTFL OPI language evaluation\* by September 15, 2017, if one cannot be arranged on site before the end of the program.

- d. **Follow-Up Survey:** Participants are asked to complete a follow-up survey within one year upon the completion of their program. Please note that the CLS certificate requirements do not include completion of the follow-up survey, though completion is strongly encouraged.

Participants will receive an official certificate of completion from the U.S. Department of State and an official ACTFL OPI score certificate only after completing testing and post-program reporting requirements for the CLS Program by the stated deadlines.

\*A Note on the ACTFL OPI Requirements: Participants who fail to take their pre- or post-program language test at the scheduled time will be responsible for any fees incurred. The current penalty for a missed ACTFL OPI exam is \$55.

21. **Academic Credit** – Credit for work completed on the Critical Language Scholarship (CLS) Program is issued through Bryn Mawr College. Participants who have requested academic credit at the time they accepted their award and who have successfully completed the program will receive two units of undergraduate academic credit, equivalent to approximately four semester hours per unit. Successful completion of the academic program requires attendance for the duration of the CLS summer institute; situations that require an early return from the CLS Program site may not be eligible for academic credit. In the event that a student must leave the program site early, academic credit may be awarded provided that all of the following conditions have been met: The reason for the early return must be approved by CLS Program Staff and the U.S. Department of State; the student must have attended over 87% of the summer institute before departing the program site; required work for the program must be completed within three weeks of the final program date; the CLS instructors must have the ability and capacity to complete the assessment of the student's work.

Participants should be advised that not all institutions may accept academic credit from another institution. Participants should work with the study abroad office or office of the registrar at their home institutions to determine the procedures for transferring academic credit for the CLS Program. In many cases, it is important to do this before the start of the CLS Program.

At the end of the summer program, Institute Directors submit lists of grades from each institute to American Councils. These grades are converted from the grading scale used by the host institution to the Bryn Mawr College 4.0 scale.

Upon successful completion of the CLS Program, grades are forwarded to the Bryn Mawr College Registrar. Grades usually become available eight to twelve weeks after the conclusion of the program. One transcript will be issued to the address provided by the participant on the Academic Credit Form once all of the post-program requirements have been completed. Additional transcripts can be requested by following the instructions outlined on the Bryn Mawr College website: [www.brynmawr.edu/registrar/](http://www.brynmawr.edu/registrar/).

22. **Liability** – CLS participants agree to hold harmless and waive any and all claims against any one or more members of the U.S. Department of State, American Councils or the American Councils' Board of Trustees, and the CLS host institution or other host institutions or individuals providing services for the CLS Program, for illness, injury, accident, death, emotional distress, theft, loss or damage of personal property, legal issues, or other contingencies which may befall the participant during the program or in connection with the participant's activities while receiving support from this award. Insurance coverage for theft, loss or damage of personal property is not provided by the CLS Program.
23. **Claims** – CLS participants agree to release and waive any and all claims against the U.S. Department of State, American Councils or American Councils' Board of Trustees, or the CLS host institution, which may arise out of failure to enter upon or to complete the outlined program.
24. **Tax Responsibility** – Please be advised that some award monies are taxable, although there might be exemptions on certain items. The U.S. Department of State, American Councils or any of their affiliated partners cannot advise

participants on tax matters. As with most tax issues, it is essential that each taxpayer consult with the Internal Revenue Service (IRS) or a tax professional to determine liability. Please obtain a copy of IRS Publication 970, entitled Tax Benefits for Education from the IRS website ([www.irs.gov](http://www.irs.gov)) or call 1-800-TAX-FORM (1-800-829-3676).

25. **Withdrawal from the CLS Program** – If a participant withdraws from the CLS Program at any point after signing the Terms and Conditions of Award, for any reason other than a documented critical incident (e.g. medical or family emergency) approved by the U.S. Department of State, the participant may be responsible for the repayment of all award costs (including but not limited to the Washington, D.C. orientation, travel to and from the host country, any advance stipend issued for the program, and all housing and meals).
26. **Revocation or Termination of the CLS Award** – Decisions concerning revocation or termination of a CLS Program award will be made by the U.S. Department of State upon the recommendation of, and in consultation with, the CLS institute staff and American Councils. The CLS Program institute staff and American Councils have primary authority for recommending that the U.S. Department of State revoke or terminate a CLS award. Before acting on such recommendations, the U.S. Department of State shall fully evaluate all documented information.
- a. **Termination Grounds** – Grounds for possible termination of the CLS award include: (1) violations of the laws of the United States or of the host country; (2) acts likely to give offense to the host country; (3) failure to maintain satisfactory academic progress and observe appropriate professional standards; (4) failure to attend all classes and program activities for reasons other than approved absences; (5) physical or mental illness that prevents fulfillment of program obligations; (6) failure to disclose pertinent medical or mental health conditions which significantly impact participation on the program (7) engaging in any income-producing activity; (8) failure to comply with the CLS Program Terms and Conditions of Award; (9) material misrepresentation made by any participant in a grant application form or grant document; (10) conduct which may have the effect of bringing the U.S. Department of State, American Councils, CLS institute hosts, or the CLS Program into disrepute; and/or (11) violating terms of the host country visa.

A cumulative total of 20 hours, or four consecutive days, missed from the academic program for a medical issue (mental or physical) may result in a recommendation to the U.S. Department of State for revocation of the CLS award. In the event that a medical issue (physical or mental health) impacts a participant's ability to attend classes, program activities or excursions, or exceeds the level of care available in the host city, a Dismissal for Medical Concerns recommendation may be made to the U.S. Department of State to revoke the CLS award.

In the event that a physical or mental health condition impacts a participant's ability to attend classes, program activities or excursions and the student wants to stay on the CLS Program, the CLS Program in consultation with the U.S Department of State may require the participant to submit a medical reevaluation of their ability to complete the program. As part of this reevaluation process, a student may be required by CLS staff to seek additional treatment as a condition to staying on the CLS Program. Failure to comply with a medical or mental health reevaluation requirement may result in the recommendation to revoke the CLS award.

In addition, a recommendation may be made to the U.S. Department of State to revoke a CLS award under a Dismissal for Medical Concerns if (1) the participant has exhausted all ASPE benefits of health and accident medical coverage provided by the U.S. Department of State in connection with the award; (2) a definitive diagnosis cannot be reached after a second medical consultation; or (3) a medical issue (physical or mental health) poses a significant risk or threat to the well-being of participants on the CLS Program, including the individual him/ herself.

- b. **Warning and Termination Procedure** – In the case of minor policy infractions, after the first violation of CLS policies, a participant may receive a verbal warning, which is accompanied by a written confirmation to be signed by the participant. A second infraction of CLS policies may be documented in writing and requires a signature from the participant. If a participant refuses to sign documentation acknowledging that a verbal or written warning has been issued, a recommendation may be made to the U.S. Department of State to

terminate the CLS award. After three minor infractions of a CLS policy or policies, a recommendation may be made to the U.S. Department of State for termination of the award.

CLS Program staff may carry out appropriate disciplinary measures based on an assessment of the severity of the offense after consultation with the U.S. Department of State. In the case of a single incident comprised of multiple infractions, or if CLS Program representatives deem one violation of program policy to be of great significance or severity, a recommendation to issue a written warning upon a first offense, or for immediate termination of the award may be presented to the U.S. Department of State. All warnings will be provided to American Councils and the U.S. Department of State.

The procedure for terminating a CLS award is: (1) A CLS participant is recommended for dismissal by American Councils or a CLS Program institute. American Councils consults initially with the U.S. Department of State; (2) American Councils, or the CLS Program institute prepares a written statement of the reason for the recommendation and provides all relevant documents, along with a recommended action, to the U.S. Department of State. The written statement is submitted to the U.S. Department of State for review, evaluation and recommendation; (3) The student will have an opportunity to provide relevant information pertaining to the incident; (4) Upon receipt of the U.S. Department of State's recommended action, American Councils and the CLS Program institute will inform the participant in writing of the U.S. Department of State's decision and the reasons therefore.

The U.S. Department of State may terminate a participant's CLS award. Please see section 26 (a) for more information regarding termination of a CLS award.

- c. Result of CLS Program Termination – After termination of a CLS award for disciplinary reasons, the participant is considered as not having received the award and will not receive a certificate or academic credit or be considered an alumnus or alumna of the CLS Program. After a termination, unless otherwise stated, the award will be considered to have ended when the U.S. Department of State announces its decision to terminate and this decision is communicated to the participant.

After termination of a CLS award for medical reasons or family emergency, the participant will generally not receive a certificate or academic credit or be considered an alumnus or alumna of the CLS Program. After a termination, unless otherwise stated, the award will be considered to have ended when the U.S. Department of State announces its decision to terminate and this decision is communicated to the participant.

When a CLS Program award is revoked or terminated, disbursement of any allowances and benefits will cease, except for return travel including any medical benefits that may be authorized under the U.S. Department of State's Accident and Sickness Program for Exchanges; the participant will also be required to immediately repay any advances in allowances or benefits disbursed or intended for use in the period of time following the revocation or termination. Unless otherwise authorized by the U.S. Department of State, no further claim for disbursements of allowances or benefits will be honored.

27. **Congressional Notification, Photo and Media Release** – Participants agree to allow the U.S. Department of State, American Councils, and individual CLS host institutions to cite a participant's name, CLS language and language level, U.S. college or university, educational level (undergraduate or graduate), field of study, host institute and host country in all print, broadcast and online publications, as part of the promotion of the CLS Program. In addition, participants agree to allow mailing and email addresses to be provided in annual notification letters to the U.S. Congress. This information is sent to Congressional representatives should they wish to congratulate CLS participants.

Participants hereby grant permission to the U.S. Department of State, American Councils, and/or individual CLS institutes to photograph, film, reproduce, transcribe, or otherwise record and use (including release, publish quote or broadcast) their image and/or voice in connection with the U.S. Department of State's public information programs and activities connected with the CLS Program including, but not limited to, CLS Program promotion.

Participants hereby give consent that any and all photographs and any other audio/visual materials taken by CLS Program staff or provided by participants to CLS Program staff can be used in the promotion of the CLS Program or other exchange programs by the U.S. Department of State, American Councils, and/or individual CLS institutes through print, web, and/or social media platforms. All provided materials will become the property of the CLS Program and its administrators.

I understand that it is my responsibility to contact American Councils directly to discuss any circumstances that would interfere with my ability to adhere to the Terms and Conditions of Award, or meet the CLS Program requirements. Any special arrangements or requests to modify the Terms and Conditions of Award must be raised with American Councils before accepting to participate in the CLS Program.

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## **Sexual Harassment Policy**

You agree not to engage in sexual misconduct, including sexual harassment, which includes unwelcome sexual advances; requests for sexual favors; or other spoken, written, or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's participation in the program or creating an intimidating, hostile or offensive learning environment. Examples include: making sexual propositions or pressuring a program participant for sexual favors, touching of a sexual nature, writing graffiti of a sexual nature, displaying or distributing sexually explicit drawings, pictures, or written materials; performing sexual gestures or touching oneself sexually in front of others; telling sexual or dirty jokes; spreading sexual rumors or rating other students as to sexual activity or performance; or circulating or showing e-mails or web sites of a sexual nature.

Reporting: CLS participants who are victims of sexual harassment, or who witness sexual harassment, are urged to inform CLS Program staff, the resident director or institute staff who can be reached 24 hours per day. CLS urges participants to report any instance of sexual harassment as soon as possible after the incident has occurred. CLS acknowledges the limitations of reacting to reports that are made after the conclusion of the CLS Program.

Upon receiving reports of sexual harassment, CLS Program staff have a responsibility to report the incident to their supervisors; egregious cases may also be reported to the U.S. Department of State. All reports or complaints of sexual harassment will be handled discreetly; however, individuals with a legitimate need to know will be informed of the complaint in order for the CLS Program to respond effectively.

If participants request that their names be kept confidential and that the organization take no action on their report, participants will be advised that (1) confidential reporting will limit the organization's ability to fully respond to the matter, including pursuing disciplinary action against the respondent and (2) CLS Program staff are required to report the incident to their program supervisor.

Disciplinary actions: Depending on the severity of the incident, disciplinary actions for sexual harassment may include a verbal or written warning, or recommendation to the U.S. Department of State to terminate the CLS Award. Please refer to section 26, Revocation or Termination of the CLS Award for a discussion of disciplinary actions.