



Student Policy

This document is for prospective students and parents to review our general policies during the application process. The contracts, handbooks, and materials for specific programs and/or cohorts will be delivered to fellows electronically after they are admitted to the program.

Pre-Departure

Enrollment Forms

Following submission of the non-refundable deposit, fellows must complete the necessary paperwork by the given deadlines as a condition of their participation in any Year On program. Only by completing the below documents on time can we fully review and assess whether a participant is fit to attend one of our programs:

- Program Contract
- Waiver & Release of Liability
- Medical History Form
- Background Check

If we do not receive the required documents before the given deadlines, it may delay or prohibit the start of your participation in a Year On program.

Disqualification

Year On reserves the right to disqualify any fellow from joining the program due to medical conditions or other circumstances that would cause them to be unfit for the program. Should this occur, we will work closely with you throughout this decision-making process. Our primary concern is for the safety of each fellow throughout the duration of the program. Program fit will be assessed without discrimination and in accordance with our [EEC](#).

Academic Policy

Year On guides students through its curriculum using a variety of experiential activities: service learning, coaching, workshops, work sprints, peer learning, and independent projects, etc. At the start of each phase, we will set the minimal expectations for each activity in terms of the schedule, due dates, and rate of completion. Year On does not



deliver grades. The degree of your participation, effort, and attitude are what will ensure your positive completion of the program.

If we find that you are slipping below the threshold for minimal expectations, the program staff will schedule a meeting with you to discuss the circumstances and ask for a recommitment to the program. This program, after all, is for you. If your commitment to this program and your growth is repeatedly in question, it can be grounds for removal.

Behavioral Policy

Standards of Conduct

Year On and its agents have the right to enforce appropriate standards of conduct and may at any time terminate your participation in the program for failure to maintain these standards, or for any conduct which may be incompatible with the interest, harmony, comfort and welfare of other students or Year On and its agents.

If at any point before or during the program we feel you are not abiding by the expectations set forth in these terms and conditions and/or are not acting legally, we reserve the right to remove you from our programs immediately and without refund. Any fellows removed from the program are responsible for all costs and fees associated with early dismissal, including return airfare.

Without compiling an exhaustive list, the following are some examples of expected behavior during the program phases:

- Adhere to the laws of the country where you are living
- Obey all U.S. laws and laws of the country where you are living regarding the possession, use, transfer, or consumption of drugs, as well as any other illegal behavior
- Treat others with respect, kindness, and a willingness to be open, listen, and learn
- Be self-aware and mindful of your surroundings and act in a respectful and conscious way
- Follow through on the tasks, appointments, and commitments you make
- Be responsible, professional, helpful, and respectful at your volunteer placement, to your peers, and to Year On staff, partners, and community
- Be friendly, honest, positive, and practice good social skills when building relationships
- Communicate your needs effectively and advocate for yourself
- Do not engage in any behavior that may harm the health and safety of yourself or others

Drug & Alcohol Policy

The use or possession of alcohol is banned from all Year On residential and learning facilities. The use or possession of illegal drugs is strictly prohibited at all times.

Harassment Policy

Year On is committed to providing an educational environment that proactively discourages harassment and oppressive behaviors. This includes not only sexual harassment, but also harassment or discrimination based on race, religious creed, color, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, sex stereotypes, gender, gender identity, gender expression, age, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, military status, veteran status, or any other basis prohibited under applicable federal, state or local laws (referred to collectively as “Protected Characteristics”).

Harassment may include unwelcome conduct based on a Protected Characteristic when (1) submission to the conduct is made either an explicit or implicit condition of participation in activities; (2) the conduct is sufficiently severe or pervasive as to interfere with a fellow’s educational performance or create an intimidating, hostile, or oppressive educational environment.

Without compiling an exhaustive list, the following are some examples of prohibited conduct:

- Non-consensual touching, such as rubbing or massaging someone’s neck or shoulders or stroking someone’s hair
- Brushing against another’s body
- Sexually suggestive touching
- Suggestive whistling
- Violating someone’s “personal space”
- Foul or obscene language
- Leering, staring, stalking
- Posters, calendars, photographs, cartoons, etc., that are oppressive to, or that make derogatory references concerning any Protected Characteristic
- Comments, jokes or epithets that are oppressive of, or that make derogatory references concerning any Protected Characteristic
- Internet websites, e-mail, voice-mail messages, or any electronic communications that are oppressive of, or that make derogatory references concerning any Protected Characteristic



- Participating in functions, including but not limited to formal or informal gatherings, with or without other fellows at off-site locations, that are oppressive to others on the basis of any Protected Characteristic

If you or another participant of a Year On program or staff believes that this policy has been violated, the situation will be evaluated with Year On staff and management.

Disciplinary Process

For serious, but not catastrophic failures to adhere to the rules, fellows will first receive a verbal warning from a staff member. This verbal warning will be documented in an email, copied to Year On Management with the subject line “Verbal Warning Given.” If the problem persists, a written warning will be issued indicating that further infraction of this offense and/or of other offenses will be grounds for expulsion from the program. Once this written warning is issued, a fellow should expect to be asked to leave barring a showing of consistently exemplary performance. Fellows who are expelled from Year On will not receive any reimbursement of tuition.

Catastrophic failures to adhere to the rules include but are not limited to:

- Sexual harassment of anyone in the program, on staff, or neither
- Sexual assault on anyone in the program, on staff, or neither
- The making or dealing of drugs anywhere
- Making threats of violence to anyone in the program, on staff, or neither
- Any attempt of violence on another person in the program, on staff, or neither
- Any bullying, harassment, or prejudiced language or actions towards another person in the program, on staff, or neither
- Any discriminatory actions, behaviors, or communications that results in a hostile living or learning environment for anyone in the program, on staff, or neither

Safety Policy

Medical Policy

Prior to the start of the program, fellows must complete and sign the Medical History Form. Instructions are to review the form with a parent in consultation with your healthcare provider (and healthcare specialist, if applicable). This is part of the enrollment process so that we can fully review and assess whether a participant is fit to attend one of our programs in accordance with our [EEC](#).



- If at any point the student discloses that they are currently taking prescription medication, we will send you our Medication Policy, which includes the following important policies:
 - **Prescription Titration:** Removal or titration from prescription medication is strongly discouraged throughout the duration of the program. If you intend to titrate your medication, you must have written consent from a doctor prior to the start of the program.
 - **Administering Medication:** Fellows are responsible for self-administering all medications throughout the program. Year On staff are not medical professionals and therefore cannot dispense medication nor assist in the acquisition of prescription medicine *unless* in an emergency situation or with prior consultation by and approval from a physician.
- If at any point the student discloses that they have seen a counselor or therapist within the past 12 months, we will request that your counselor or therapist complete our Counselor Form

It is important to note that neither of these circumstances preclude a student from participating in a Year On program. These safeguards are in place to best inform and prepare Year On staff to support the student and their health and safety during the program.

Failure to disclose full and honest information in the admissions or enrollment process by a student or parent can be grounds for dismissal from the program — particularly if the omission is deliberate.

Motorcycle Policy

Use of motorcycles including ATVs, quads, and similar vehicles by students are prohibited during the Explore and Focus phases of Year On programs.

Safety Recommendations

While we do not prohibit the following activities *as long as* you are acting within the law of the country you're in and with the proper licenses and insurance (if applicable), we do strongly discourage them because it puts you at unnecessary risk. If you choose to participate in any of the following activities, you agree to do so at your own risk.

- **Year On strongly discourages the consumption of alcohol.** Alcohol can be a catalyst for many problems, especially when people are far from home. If you choose to drink alcohol, do so in moderation and remember you bear all



responsibility for your actions. If you do choose to drink alcohol, do so at your own risk and only if it is legal, in moderation, and you know how alcohol affects you.

Reminder: Alcohol is banned from all Year On residential and learning facilities.

- **Year On strongly discourages the operation of motor vehicles.** Different traffic laws and regulations, civil and criminal, can make driving motor vehicles abroad extremely hazardous. Insurance requirements and other financial responsibilities also vary from country to country. If you choose to drive, do so at your own risk and only with the proper training, license, and insurance. **Reminder:** Year On prohibits the operation of motorcycles, ATVs, quads, and similar vehicles during the Explore and Focus phases of the program.
- **Year On strongly discourages the participation in adventure sports.** This includes activities such as bungee jumping, paragliding, rock climbing, river rafting, etc. Simply put, they are dangerous. The safety standards may also be a lot lower than what you're used to in your home country. If you choose to participate in an adventure sport, do so at your own risk and only after ensuring the provider is operating legally and to the top safety standards.

Other Expectations

Communication

Year On uses email for official communication with fellows and parents. We also use the communication app Slack for daily communication with fellows before and during Year On programs. We expect both fellows to regularly check their email and Slack for important messages regarding the program.

Fellow Communication

Year On programs are designed to support students as they transition from high school to college. While we provide structure, support, and guidance, we also work with fellows as the young adults that they are. We empower them with the skills and resources to advocate for themselves and expect them to take responsibility for their actions and decisions, including communicating their needs to our staff. The more notice we have, the better we can support them in addressing their needs. Such circumstances include but are not limited to:

- If they are not feeling well
- If they need medical or emergency support
- If they will be absent from any of the program commitments such as their volunteer project, workshops, coaching sessions, etc.



- If they are unable to meet any of the expectations related to academics, behavior, safety or otherwise as indicated in this document and any other official program materials
- If there is a change in medical, physical, financial, or family circumstances that may preclude them from continuing in the program

Parental Notification

Year On values the privacy, confidentiality, and security of student education records and student health records, and thus complies with the general standards FERPA and HIPAA. However, when we have knowledge of circumstances adversely affecting a fellow, Year On staff may notify parents or other persons whose knowledge of the information is necessary to protect the health, safety, or well-being of the fellow or other individuals. Such circumstances include but are not limited to:

- Any health and safety risk
- Change in enrollment status or conduct situation
- Hospitalization for accident or serious illness
- Misconduct that is likely to result in a loss of housing, suspension, or expulsion
- Serious behavioral or mental health issues
- Unsatisfactory performance in the program that may jeopardize continued enrollment

Change in Circumstances

If there is a change in medical, physical, financial, or family circumstances that may impact on a student's full participation in a Year On program, both students and parents are obligated to inform Year On staff in a timely manner. Should this occur, we will work closely with you throughout this decision-making process. Our primary concern is for the safety of each fellow throughout the duration of the program.

Failure to disclose a change in medical, physical, financial, or family circumstances that may impact on a student's full participation in a Year On program by a student or parent can be grounds for dismissal from the program — particularly if the omission is deliberate.

Exclusive and/or Sexual Relationships

We strive to create a safe and inclusive community for all of our students. This requires us to build a foundation of trust and open communication between staff and students, and between students and students. Exclusive relationships, romantic or otherwise, can cause unintended rifts in the community. If an exclusive relationship forms and is impacting the community negatively or distracting the individuals from full participation in the program, we may initiate a conversation to address the impacts on the community.



If students are engaged in relationships outside of the program, their safety is our first concern. We are also committed to helping students gain the skills to advocate for themselves in all areas of their lives. We want students to feel empowered to make responsible decisions for themselves and to reach out for support if needed. If at any point a student feels unsafe or in need of support, we encourage them to communicate with Year On staff.

While traveling abroad, romantic relationships with people outside the program are discouraged. This is because there are different cultural norms for the local community and students may be unaware of the consequences. We encourage students to be responsible and informed in this regard.

Romantic or sexual relationships between students and staff are strictly prohibited.

**After admission to a Year On program, we will send the official contracts, handbooks, and materials for that program to fellows and parents. Please refer to those documents for more in-depth expectations and policies for each phase of the program.*