

FACULTY-LED STUDY ABROAD PROGRAM ADMINISTRATION GUIDE

PROGRAM GOALS

The aim of any study abroad program is to provide the broadening experiences that should be part of the education of each undergraduate student. Faculty-led study abroad programs are generally aimed at specific majors and, as the leader, you can impose any GPA and prerequisites that you feel are necessary to serve the purpose of your program.

The students are normally a representative cross-section of BSU, with the usual range of ability and motivation one finds on the home campus. For many students, a study abroad program is their first experience traveling abroad. The advantage of being “on location” also provides many distractions. Students often see their personal growth and adventures as more important than their academic studies, and as a result, need to be encouraged to attend all class activities consistently and complete all assignments. You might need to remind them that they are not getting credit for *living or traveling* in the country of your study abroad program.

FACULTY ROLE

Aside from tasks associated with instruction, budget management and coordination of program logistics, program directors must also follow expectations and procedures regarding the health and safety of students. These duties are more clearly described in the On-Site Director’s Handbook. As a faculty director you will find that your responsibilities do not end in the classroom. Students will rely on you for all kinds of extra-curricular assistance as they adjust to a new and sometimes stressful environment. If you need assistance, especially related to student services on-site, please contact the Study Abroad Office.

PROGRAM DEVELOPMENT

Coursework

The purpose of a study abroad program is to take advantage of being in a foreign setting rather than on campus. You were approved because your course proposals recognize this unique situation; now you must plan the trip, travel arrangements, excursions, and reading list that are consistent with this premise. Most directors rely far less on textbooks than you would on the BSU campus. Try to have students seeing and doing, in addition to lecture work. For reading assignments you may wish to pre-assign textbooks and/or provide materials copied ahead of time, possibly supplemented by available periodicals.

You must finalize the syllabus for each course to be offered. Credits awarded must meet BSU standard contact hours (45 contact hours + 90 hours of out-of-class assignments = 3 credits). Field trips and excursions can be counted in the contact hours if they are directly related to the course objectives. This connection must be addressed in the syllabus. Travel time to sites cannot be counted as contact hours unless there happens to be a course lecture while in

transit. For example, you may choose to have a lecture on the bus over the intercom en-route to the site. The syllabus should contain a tally of the contact hours. The syllabus should also contain clearly defined learning outcomes and assessment methods.

Your chairperson must authorize specific BSU courses from your college or department that will be offered on your study abroad program. It is not appropriate to simply lead a tour and have the students find their own independent studies. You must teach a course abroad for it to qualify as study abroad (vs. a non-academic “tour”).

Number of Leaders

If there are less than 15 students, only one leader may teach either a 3-hour or a 6-hour compliment of courses. Two faculty members can co-direct a program if there are at least 15 full paying students involved and the budget allows. Each co-director must be responsible for teaching his/her respective 3-hour course. Therefore, two distinct syllabi are needed to document rationale for being paid a salary. These syllabi must be vetted and approved by the relevant departmental chair and the Associate Provost.

Excursion Logistics

As mentioned previously, excursions are considered part of the academic program, and may include walking tours, visits to museums and similar activities. Excursions require careful preparation if they are to be of maximum value. As the director, you will make the logistical arrangements for the excursions and be responsible for preparing the students for the excursion. We recommend you review each excursion with students prior to departure, using slides, video, maps and a brief outline of the excursion.

If hiring a bus for an excursion, be informed about their insurance coverage. Ideally and whenever possible this information should be obtained in advance, so that BSU Insurance and Risk Management can review it. Always hire transportation or use public transportation versus attempting to transport students on your own. This minimizes the university’s liability as well as your own.

Program Itinerary

Prepare a highly detailed itinerary of your study abroad program. Copies of this document must be filed prior to departure with:

- Rinker Center for International Programs
- Your department chair
- BSU police

NOTE: Any major changes in itinerary while program is in progress MUST be relayed to RCIP while abroad.

Pre-Program Site Visit

BSU does have a Study Abroad Contingency fund (see below) that can sometimes support site visits for faculty who are developing a new study abroad course or altering significant portions of an existing program. The Associate Provost oversees the allotment of money for these site

visits. With permission from the Associate Provost, directors may undertake a site visit to the new locale(s) of the program. S/he may apply for a grant of not more than \$1,500.00 per site to help cover the costs of the visit. This money will not be advance money. It will be used as reimbursement for receipts approved by the Associate Provost.

BUDGET CONSIDERATIONS

Salary

The director's teaching salary will depend on the number of credit hours s/he is teaching and the faculty member's rank. A 10-month tenure track or contract faculty member will be paid 7.5% of base salary for each three credit course taught abroad. Other 10-month faculty will be paid \$2,500.00 per three-credits of teaching. If two directors are warranted because the program has more than 15 students, each faculty member will be paid 7.5% of their base, or \$2,500.00, depending on faculty rank. In the case of programs with 2 co-directors, each faculty member may teach only one three credit course. Salary will not be paid to 12-month salaried employees, but trip costs will be covered.

Accessing Personal Funds Abroad

The Ball State Federal Credit Union (BSFCU) is a good source of information regarding personal money issues while abroad. If you have an account with them, they only charge \$1.00 to make a withdrawal at an ATM machine. Their BSFCU VISA Debit card can be used worldwide, they do not charge international transaction fees, nor is there an international exchange rate fee. You must notify them in advance to ensure your card will be unlocked for use in the countries you will visit.

Arranging for Telephone Communication Abroad

In order to ensure safety and have a readily available means of communication, the Study Abroad Office strongly recommends you consider leasing or purchasing a cell phone overseas. This is especially true in countries where telephone access may be difficult during a time of emergency. A reasonably priced cell phone can often be acquired abroad on a "pay-as-you-go" basis, with no contract. Many also have free incoming calls (including from the US). Cell phones from the US typically do not work overseas or will incur large data and roaming charges. You are welcome to check with your US provider for specifics. The cost of your phone purchase and program-related calling cards should be factored into the program budget. Students should be encouraged to lease cell phones upon arrival so they can easily be reached. They are responsible for their own phone charges. Program your phone to save their numbers for easy communication.

You should review with students the need to determine the correct access numbers to place international from another country. Many will not realize that a regular telephone card with a "1-800" access number is useless for calls initiated from abroad. Instead, phone cards with the local toll-free access number should be purchased in the host country. These are usually available at newsagents. The students can call home from the cell phone using the phone card to reduce the long-distance charges on the cell phone.

Study Abroad Contingency Fund

BSU-developed study abroad programs include a Study Abroad Contingency Fee of \$100 per student. This money is pooled from all programs. Please consult with the Study Abroad Office first if you feel there is a need to use contingency money. Below is a comprehensive list of uses for the Study Abroad Contingency Fee:

- Faculty expenses for site visits which lead to the development of a new study abroad program
- Faculty expenses for site visits which lead to the modification of an existing study abroad program (Ex. when significant portions of the program are being revised or conditions on-site have changed)
- Expenses arising from unforeseeable fluctuations in currency exchange rates
- Medical or security evacuation expenses not covered by the HTH insurance policy
- Reimbursement of student expenses resulting from the institution's decision to cancel a program while it is in operation. (Ex. The recall of students if the faculty leader experiences a medical emergency which forces the discontinuation of the program)
- In the event of a health or safety emergency: phone, internet or foreign transaction fees that exceed the previously budgeted amount
- Any other program expenses required to maintain the health and safety of students when there is an unforeseeable incident abroad.(Ex. hotel costs if the group must be suddenly moved because the previous location is deemed unsafe)

STUDENT ENROLLMENT

Recruitment & Promotion

Recruiting enough students to make the program viable is of great concern. We encourage you to mention it in all of your classes and ask colleagues to give you time to present this opportunity in their classes as well. Rinker Center can assist by posting the program information on our website and distributing flyers to interested students. Be sure to complete the "Faculty Led Program Information Sheet" and provide the Study Abroad Office with an electronic copy of your program's flyer so we have the necessary details.

Admission Procedures

You may choose to require any number of application materials for your program. Examples include transcripts, essays, recommendations letters, etc. This is your choice. However, there is a standard set of documents required to enroll your students and have the Bursar start assessing program fees. Students should return their materials directly to you. A complete application packet consists of the following:

- \$500 Non-Refundable Deposit (Return to Bursar with complete packet)
- Permission to Enroll Form (Retain a copy & return to Bursar with complete packet)
- Statement of Understanding (Retain a copy & return to Bursar with complete packet)
- Student Information Form (Retain a Copy)

- Financial Aid Authorization (Return to Bursar)
- Memo to Financial Aid Department outlining the costs of the program (Give to student)

These forms can be found in Appendix A.

Post-Acceptance Documents

After you have accepted your students you will need to collect the mandatory risk management documentation. The required documents consist of the following:

- Conduct Agreement and Statement of Responsibility (Retain & return copy to Rinker Center)
- Liability Release Agreement (Retain & return copy to Rinker Center)
- Emergency Information (Retain & return 1 copy to Rinker Center and 1 copy to BSU Police)
- Health Evaluation (Retain & return copy to Rinker Center)
- Passport Photocopy (Retain & return copy to Rinker Center)

Please wait to turn in copies of these forms to the Rinker Center until you have obtained complete documentation for your group. Organize them by student before sending them over.

These forms can be found in Appendix B.

Course Registration

Students must be registered for classes before they leave on the study abroad program. You will need to request that your department's scheduling contact, normally the administrative coordinator, create a special off-campus section of the course(s) you will teach abroad. The students will need to obtain the Course Reference Number (CRN) in order to add the class at the Registrar's Office. Off-campus classes cannot be added using the online course planner.

Keep in mind your salary will be paid from the students' tuition revenue. This revenue is factored into the program budget. Therefore, registration is critical. Students who are not registered will be ineligible for financial aid and scholarships. For undergraduate students participating in summer programs, 6 credits is the minimum number of hours required to receive the maximum amount of financial aid.

PRE-DEPARTURE PREPARATIONS

Passports

If you do not already have a passport, or it is expired, you should apply for one immediately. Remind students they need a valid passport for the duration of the program. (Note: passports often must be valid for several months beyond the length of your stay.) The process of obtaining a passport can take four to six weeks, and sometimes longer, so ask students to plan ahead and apply in advance. U.S. citizens should visit the U.S. Department of State Passport website (<http://travel.state.gov/passport>) for information about obtaining or renewing a passport.

Visa / Immigration Documentation

If your program's host country requires a visa for entry or for stays over a certain number of days, students (and program directors) will need to apply to the Consular Services of that country. Some countries require entry visas, even for short stays or for transit through one country to the next. The requirements will be country-specific; you can obtain that information from the country's consulate.

A list of many embassies is available at <http://embassy.org/embassies>

Note: Your program participants may include both U.S. citizens and non-U.S. citizens. Non-U.S. citizens may be required to apply for visas in cases where U.S. citizens do not need visas for entry into foreign countries and vice versa.

Immunizations

It will be your responsibility to research and advise students of any required and recommended vaccinations. You can gather up-to-date information by visiting the CDC website at: <http://wwwnc.cdc.gov/travel/destinations/list.htm>

This information must be relayed, in a timely manner, to your students and colleagues who will be traveling with you. "Timely manner" means that even before you articulate your recruitment materials you must first find out what inoculations, oral medications, etc., must be taken and then include this information in your recruitment materials. In those materials, you need to state that medical precautions are required and/or highly recommended by you. If students choose not to comply, they will have to choose not to go or sign a liability waiver. Students' decisions must be made before their air tickets are purchased. Many medicines must be taken 14-28 days before departure, in time for them to be an effective prophylactic at the time of arrival. Students must also be told that they are responsible for medical charges and they must show you proof that they have taken the precautions that are required/recommended. All information, requirements and recommendations must be in written form. In the cases of those who want to participate but do not want to medicate, liability waivers must be signed and collected. This documentation will provide a paper trail of protection against liability if anything were to happen to students, disease-wise.

Flight Arrangements

It is advisable to work with a travel agent to arrange for group flights. In the event of a travel disruption the agency can assist with rebooking and provide visa advice. Travel Dimensions (in

the BSU village) and STA Travel (www.statravel.org) are commonly used. However, you are welcome to select any agent you choose.

Student Orientation

There must be at least one pre-departure orientation meeting held for the students. At the meeting you must provide students with materials addressing such subjects as academics, required travel documents, travel risks, immunizations, health insurance, and emergency contingency plans. Personal safety issues should receive particular attention, because customary practices in the U.S., e.g., carrying “Mace” for protection, may be inappropriate or illegal in many countries (including the UK). Your participation in this session will also provide the opportunity to talk about your expectations for the program and student behavior while on the trip. In addition to the formal pre-departure meeting, you can host as many informal or preparatory meetings as you wish with the students. **Field Study Leader must complete and sign the Orientation Checklist in Addendum E and return to RCIP.**

The Ball State International Travel Policy necessitates that the following emergency topics be addressed at orientation:

- Discuss which expenses will be incurred if travel is cancelled by the University. This would be the time to discuss optional trip insurance programs and/or what measures you have taken to recapture pre-paid fees, plane tickets, tuition, etc.
- Remind students to determine in advance how they would return home in the event of a family emergency.
- Review the HTH plan benefits for medical evacuation of the student, including the information on the bedside visit benefit.
- Inform students of the name and location of the nearest medical facility they would use abroad.
- Outline procedures for what to do if a passport is lost or stolen.
- Provide guidance on what to do if credit cards or cash are lost or stolen. Remind students of the importance of having multiple ways to access funds abroad. Insist they leave photocopies of credit cards at home in a safe place and carry credit card company contact information.
- Discuss your means of on-site communication (ex. mobile phones) and a backup plan should this method not be available.
- Provide each student with multiple ways to contact the Study Abroad Office and BSU Campus Police (after hours) should they find themselves in a situation where they need help abroad and cannot get local help.
- Inform students of how you plan communicate with campus in the event of an emergency.
- Gather contact information for “critical contacts.” Specifically, local police, U.S. embassy/consular officials, and local hosts. Names, addresses and phone numbers of the above AND explicit instructions on how to use the local phone system should be reproduced on a small, wallet-sized card and distributed to all student participants.

- Insist participants prepare a personal information list with blood type and Rh factor and local and US emergency contacts should they be found incapacitated. Collect one list for your files and have the student tape another copy on the back page of his/her passport.

Consult with the Rinker Center for International Programs if you have any questions about preparing your orientation program.

HTH Medical Insurance

Students and BSU faculty are covered by medical and evacuation insurance provided by HTH Worldwide. The cost is covered by program fees charged to the student. You will need to provide a copy of the coverage outline in the students' pre-departure orientation packets.

Usually medical problems are referred to a local doctor. HTH Worldwide will provide the name of a physician participating in their plan. In an emergency, HTH Worldwide recommends going to the nearest physician or hospital without delay and then contact them. They will then take the appropriate action to assist and monitor the medical care until the situation is resolved. To contact HTH Worldwide in the event of an emergency, call 1-800-257-4823 or collect to 1-610-254-8771. They can also provide assistance with translation and evacuation.

You should remind and encourage the students to carry with them, at all times, their HTH insurance card. They should also know how to obtain a HTH claim form on their own. They can go to www.hthstudents.com and log in to find a doctor and print off a claim form.

Medical costs are the responsibility of the students. Under no circumstances should student or director medical expenses be paid from the program budget.

HTH Enrollment Procedures

At least 6 weeks before trip departure complete the HTH Insurance Template in Excel (this will be emailed to you). Email the complete participant log to the Assistant Director of Study Abroad at kjkirkwood@bsu.edu, along with a final itinerary and phone numbers where you can be reached at all times. If there are changes to the participant log, please notify us right away so we can contact HTH for an adjustment. Rinker Center will batch upload the data. Invoices will be sent to the Coordinator of Field Study Budgets. Payments will be made out of the program budget.

You will be covered by the same medical insurance as the students for the duration of the program. If your spouse is traveling with you, they must be covered by the insurance, which must be purchased by you. A description of costs and coverage may be found in the Appendix of this handbook.

International Student Identity Card

An International Student Identity Card is required for participants on programs over 60 days. The card provides additional insurance benefits such as document replacement, baggage delay,

and discounts on airfares, museums, and other attractions. Cards are valid for an academic year.

You can obtain an application form for your students from the Study Abroad Office. Students will need to return the completed form to our office along with a 1-1/2" square picture (the face should be roughly the size of your thumb) and a \$22.00 check. Normally cards can be made within 24 hours but will take longer during peak periods (end of each semester). Students should not wait until the week before departure to apply for a card.

To learn more about the ISIC card visit www.isic.org. Students should NOT apply online through the ISIC website.

International Teacher Identity Card

An International Teacher Identity Card is required for directors on programs over 60 days. The card provides additional insurance benefits such as document replacement, baggage delay, and discounts on airfares, museums, and other attractions. You can obtain an application form from the Study Abroad Office. Return that completed form to our office along with a 1-1/2" square picture of yourself (the face should be roughly the size of your thumb) and a \$22.00 check.

To learn more about the ITIC card visit <http://www.isic.org/student-card/iytc-itic.html> . Faculty should NOT apply online through the ITIC website.

Post-Program Travel

If some participants choose to stay overseas after the conclusion of the program they may opt to extend their insurance coverage. Please also furnish the following information to student participants and their parents/guardians:

The Citizens' Emergency Center of the Office of Overseas Citizens' Services (OCS) is operated by the U.S. State Department's Bureau of Consular Affairs. It offers families a service to contact the traveler in the event of an emergency at home.

Office Hours:	M-F 8:15 a.m. – 10:00 p.m. (EST)	202-647-5225
After hours/weekend hours:	contact the OCS duty officer:	202-634-3600

Saturdays, 9:00 a.m. – 3:00 p.m. at	202-647-5225
-------------------------------------	--------------

This service works best when the family has been provided with the student participant's itinerary. The service can transmit emergency messages and provide some level of protection in the event of arrest or detention while abroad.

FACULTY PRE-DEPARTURE CHECKLIST

Before you go abroad, be sure to consider the following:

- Arrangements for taking/receiving money
- Assisting American students to meet locals
- Assistance with excursions related to your course
- Housing (facilities, location)
- Interaction with local faculty (if applicable)
- Local cost of living
- Academic policies and procedures
- National holidays and effects of class meetings
- On-site transportation
- Role of accompanying family members
- Textbooks (ordering, shipping)
- Use of faculty discretionary funds

APPENDIX A
ADMISSION FORMS

BALL STATE UNIVERSITY PERMISSION TO ENROLL IN:

 (NAME OF STUDY ABROAD PROGRAM)

Account Number: 2- _____ Semester ID Number: 3- _____
 Semester: _____ Year: _____

DIRECTOR(S): _____ **DIRECTOR(S) BSU PHONE:** _____

ESTIMATED PROGRAM COSTS:

ESTIMATED STUDY ABROAD PROGRAM COSTS: \$ _____

ESTIMATED TUITION COST: IN resident (undergrad/grad) \$ _____
 Non-resident (undergrad/grad) \$ _____

TOTAL ESTIMATED COST: IN resident (undergrad/grad) \$ _____
 Non-resident (undergrad/grad) \$ _____

DEPOSIT: A \$500.00 deposit is required. It is considered your "First Payment." The deposit is non-refundable

BURSAR'S OFFICE INFORMATION REGARDING PAYMENTS: For this program you may remit any payment amount to the Bursar's Office towards the program costs that fits with your budget (and as often as you are able) to ensure that all charges are paid in full by (____/____/____). No additional fees are assessed for making payments on these charges unless charges remain unpaid after (____/____/____). Late fees will then be assessed according to the Bursar due date schedule, and your records can be placed on HOLD. If your account isn't paid by (____/____/____) the Director will be notified.

FINANCIAL AID INFORMATION: Please be sure to turn in the signed "Student Authorization for Financial Aid" form along with this "Permission to Enroll" form. This will enable your financial aid to apply to study abroad program costs.

STUDENT: Please fill out information below—PLEASE PRINT

NAME: _____ BSU ID#: _____
 HOME ADDRESS: _____
 SCHOOL ADDRESS: _____
 HOME PHONE: _____ SCHOOL PHONE: _____

I agree to the above conditions and payment schedule and understand that because of advance registration the cost is subject to change.

SIGNATURES:

STUDENT: _____ DATE: _____
 DIRECTOR: _____ DATE: _____

YOU WILL REGISTER FOR THE COURSE(S) APPROVED FOR THIS PROGRAM THROUGH THE DIRECTOR'S DEPARTMENT. INFORMATION REGARDING REGISTRATION WILL BE DISTRIBUTED BY YOUR DIRECTOR.

STATEMENT OF UNDERSTANDING

I UNDERSTAND THAT THE \$500.00 DEPOSIT PAID TO FOLLOWING PROGRAM IS **NON-REFUNDABLE**:

STUDY ABROAD PROGRAM NAME _____

SEMESTER _____

I UNDERSTAND THAT THIS \$500.00 WILL BE CREDITED TOWARD MY PROGRAM COSTS CHARGED BY BALL STATE UNIVERSITY.

I ALSO UNDERSTAND THAT SHOULD I DECIDE TO WITHDRAW FROM THE PROGRAM, I WILL BE RESPONSIBLE FOR ALL PROGRAM COSTS PAID UP TO THE DATE OF MY WITHDRAWAL (INCLUDING, BUT NOT LIMITED TO, AIRFARE, HOUSING, AND CULTURE PACKAGE).

Print Name

Student ID #

Signature of participant

Date

Signature of Parent or Guardian (if participant is under 21 years old) Date

Student Information Form

Program Name _____ Semester/Year _____

Name: _____ BSU ID#: _____

Campus Address: _____

Phone: _____ Voicemail? _____ Yes _____ No

Passport #: _____ E-mail: _____

Permanent Address: _____

Phone: _____ Voicemail? _____ Yes _____ No

Emergency Contact: _____

Address: (if different from above) _____

Standing: _____ Fr _____ So _____ Jr _____ Sr _____ GRAD

Cumulative GPA: _____ GPA in Major(s): _____

Major(s): _____ Minor(s): _____

Do you receive financial aid? ___ Yes _____ No

Previous travel/residence abroad? Where, why? _____

A completed application consists of the following:

- \$500 Non-Refundable Deposit
- Permission to Enroll Form
- Statement of Understanding (signed by you and your parents/guardians if under age 21)
- Student Information Form
- Financial Aid Authorization

Please return to: _____

Faculty Director Name, Room Number

FINANCIAL AID AUTHORIZATION FORM

FEDERAL REGULATIONS REQUIRE FINANCIAL AID BE USED TO PAY FEES AND ROOM AND BOARD. FINANCIAL AID MAY BE USED TO PAY OTHER CURRENT YEAR CHARGES ONLY WITH THE STUDENT'S WRITTEN AUTHORIZATION.

I AUTHORIZE BALL STATE UNIVERSITY TO APPLY MY FINANCIAL AID TO ALL CHARGES IN MY ACCOUNT.

STUDENT SIGNATURE _____ DATE _____

STUDENT ID NUMBER _____

YOU MAY OBTAIN A FORM TO RESCIND THIS AUTHORIZATION IN THE BURSAR'S OFFICE ANYTIME DURING REGULAR WORKING HOURS.

BALL STATE UNIVERSITY (DEPARTMENT)

Muncie, Indiana 47306
Telephone: (765) 285- Fax (765) 285-

DATE:

TO: Office of Scholarships and Financial Aid

FROM: _____, Field Study Director

RE: Trip costs for _____
(name of field study)

><<< ><<<< ><<<< ><<<< ><<<< ><<<< ><<<< ><<<< ><<<< ><<<<

Some students who intend to participate in the _____ **Field Study** may ask for financial aid. Costs for the trip are as follows:

TUITION	\$	(estimated)
FEES	\$	
FOOD, TRANSPORTATION, HOUSING, INSURANCE, PROGRAM SUPPORT, AND CULTURAL PACKAGE	\$ _____	(estimated)

ESTIMATED TOTAL: \$

Students should contact Janet Trimble or Judy Nichols in Scholarships and Financial Aid at 285-5600. Her office is located in Lucina 245.

APPENDIX B
POST-ACCEPTANCE FORMS

BALL STATE UNIVERSITY
Off-Campus Study Abroad Program
STUDENT PARTICIPANT CONDUCT AGREEMENT
AND STATEMENT OF RESPONSIBILITY

I have applied for, and have been chosen to participate in, a Ball State University-sponsored off-campus study program. I recognize that this opportunity to earn academic credit in this program abroad carries with it special responsibilities over and above full participation in all academic activities. I understand that the University cannot replicate all the conditions and services available on the home campus. I am aware that my health and safety overseas is greatly influenced by the decisions I make before and during the program and by my daily choices and behavior.

Responsibilities and Expected Conduct of Student Participants

1. I will assume responsibility for my personal preparation for the program and participate fully in orientations. I will accept responsibility for my own decisions and actions.
2. I will be respectful and sensitive to the culture and norms of the country(ies) which I enter. I understand that my very admission into the host country(ies) is entirely at the discretion of the immigration officer at the port of entry.
3. I will obey local law and custom and behave in a manner that is respectful of the rights and well being of others.
4. I understand that in the event I violate any law of another country and am arrested, imprisoned or prosecuted, neither Ball State University nor the United States of America can necessarily bring to bear an amelioration or reversal of judgment in any such situation
5. I understand that the legal use of alcohol exposes me to heightened risk in a foreign setting. If I choose to use alcohol legally, it will be in a responsible manner
6. I understand that use or possession of illegal drugs will not be tolerated and will result in immediate dismissal from the program. I will bear the cost of any additional expenses resulting from such dismissal.
7. I understand that I, along with my roommates, will be held equally accountable for any damage that occurs to the room and its furnishings to which I am assigned as my residence during my program and my housing for any overnight trip that is program-related. I further understand that my portion of damage-related charges will be added to my account at Ball State and that a bursar's hold will be put on my records until those charges are paid. A bursar's hold will result in the student not being able to register for classes for the next semester nor being able to receive his/her grades.

8. I understand that I, along with my roommates will be held equally accountable for damages to any property resulting from any destructive behavior that occurs in my room. I further understand that my portion of damage-related charges will be added to my account at Ball State and that a bursar's hold will be put on my records until those charges are paid.
9. I understand when individual responsibility cannot be determined for damages in common housing areas, such as the kitchen, dining room, computer room, TV room, bathrooms, the damage costs will be prorated among all students of the program. When a particular student(s) is found to be responsible for damage, he or she will be charged for the necessary repairs, replacements, or custodial services. The student may also face disciplinary action under BSU's vandalism policy. Failure to pay damage charges will result in having a bursar's hold placed on my record until those charges are paid.
10. I understand that the management of my program housing and any housing assigned for overnight trips that are program-related, have the right to expel me for damaging their property. Neither property managers nor Ball State University will reimburse me the balance of my housing costs. I further understand that if I am expelled from my housing, I am responsible for finding replacement housing and paying its rent out-of-pocket.
11. I will be aware of local conditions when making daily choices and decisions, and promptly express any health or safety concerns to the program staff or other appropriate individuals.
12. I understand that unsupervised "free time" and independent travel is an opportunity to enhance my understanding of my host country(ies) and may be a feature of this off-campus study. I will follow the instructions of my program leader with regard to the special conditions placed on this unsupervised time. These conditions will include, but are not limited to, filing a written itinerary with the program director which will include destinations, dates, and lodging details, if known.
13. I will follow the program policies for keeping program staff informed of my whereabouts and well being.
14. When traveling on my own during unsupervised "free time" I acknowledge that the following activities are highly discouraged:
 - A) rental and use of automobiles;
 - B) rental and use of motorcycles;
 - C) hitchhiking;
 - D) participation in high-risk activities; e.g., bungee-jumping, "extreme sports".
15. I acknowledge and agree that class attendance is mandatory, and I will use my best efforts to attend all of my classes while participating in the program. I understand that I am not permitted to miss class without the explicit permission of the program director. I further understand that I will be granted such permission only in unusual circumstances that are generally out of my control.
16. I acknowledge and agree that I am expected to and will participate in all activities planned for program participants, including activities that do not take place during regular class hours. I understand that free time will be provided for me to use as I choose for such activities that may include, but are not limited to, studying, sightseeing, and travel.

17. I will pay all tuition, fees, charges and other expenses associated with my participation in this program prior to its commencement. I understand that my failure to pay such tuition, fees, charges and other expenses will result in the termination of my enrollment in the program. I will be solely responsible for all fees, charges and other expenses I incur while participating in this program. I understand that Ball State University does not assume any responsibility for any debts incurred during the course of my participation in this program.
18. I understand that the Code of Conduct (prohibited behaviors) and the Disciplinary Procedures set forth in the Ball State Code of Student Rights and Responsibilities (www.bsu.edu/studentcode) apply to my conduct while I am participating in the Study Abroad Program, even though the program is off-campus. I also understand that the assigned program director of my particular study abroad program, as the agent of the Dean of Students and the Director of Student Rights/Community Standards, has the authority to apply appropriate sanctions for violations of the Code of Conduct and other unacceptable conduct, as determined in the discretion of the program director. I also understand that, for serious infractions that the program director determines may jeopardize the safety or health of any faculty, staff or student participant in the trip, or the legality, value or integrity of the trip, I am be required to leave the program and return home at my own expense. I will not be entitled to a refund from the University in the event I am required to leave the program and return home.
19. I understand and will comply with the terms of participation and codes of conduct of the program.

I have read and understand this Agreement, and I will abide by its terms and conditions. I knowingly and voluntarily sign this Agreement.

Date

Signature of Participant

Responsibilities and Authorization of Parents/Guardians

- 1) I have read and understand the attached conduct agreement that my child has signed and will uphold its terms and conditions.
- 2) I will engage my child in a thorough discussion of this agreement.
- 3) I voluntarily sign this agreement.

Date

Signature of Parent or Guardian

Signature of Parent or Guardian

Ball State University
Off-Campus Study Abroad Program
Liability Release Agreement

1. I fully understand that there are dangers, hazards, and risks inherent in off-campus study activities, which could include serious or even mortal injuries and property damage. I realize that Ball State University does not require me to participate in this program, but I wish to do so in spite of the dangers and risks.
2. I fully understand that Ball State University assumes no liability for activities which I choose to participate in during unsupervised free time.
3. I am fully aware of the fact that I am responsible for all of my personal medical needs. Should I require hospitalization while studying abroad, I am responsible for the payment of such costs. I understand that the faculty leader of this study abroad program will provide information about disease risks in the area to be visited. I agree to abide by his/her requirements/recommendations concerning inoculations, oral medications, etc.
4. I recognize and agree to accept that I am responsible for loss or additional expense due to disruption of travel arrangements or other services, or sickness, weather, strikes, or other unforeseen causes. Ball State University is not liable for any fare changes, dishonors of any reservations, missed connections, injuries (including death), losses, damages, or circumstances beyond the control of the University. If I am required to spend additional nights due to weather, flight schedules, or any other circumstances beyond the University's control, the University shall not be responsible for my costs associated with my hotel, meals, or other expenses.
5. Ball State University has the right to substitute hotels/housing at any time, and the University will make all decisions regarding room and housing assignments.
6. Ball State University reserves the right to decline my participation in the program and to require me to return early should my behavior hinder the program or the rights of any person. The agents of the University have the discretion to require me to leave the program if my conduct violates any University policy or procedure and to refer me to appropriate University officials for further actions. In such an event, I will not be entitled to a refund from the University.
7. I realize that Ball State University has the right to cancel this program or to alter or modify the itinerary and/or academic program as deemed necessary by the University or program leaders. These alterations or modifications to the itinerary and/or academic program may be with or without notice, and Ball State University shall not be liable for any loss I sustain due to any such alternation or cancellation.
8. I acknowledge and understand that Ball State University assumes no liability for any loss, damage, destruction, theft, or the like to my luggage or personal belongings.

9. In the event that I am separated from the group, I realize that I am responsible for contacting or rejoining the group at its next destination, and I will bear all costs associated with such a situation.
10. Should I develop legal problems while participating in the program, I will attend to the matters personally with my own funds.
11. If I choose not to return with the group after the final date of the off-campus study program and choose instead to remain behind at my own discretion, I fully understand that Ball State University no longer has any responsibility to me. Therefore, I release Ball State University from any liability for my safety and that of my property in my post-program activities and/or travels.
12. I agree that this Agreement shall be enforced in accordance with the laws of Indiana. The terms and provisions of this Agreement shall be severable, such that if a court of competent jurisdiction holds any term to be illegal, unenforceable, or in conflict with any law governing this Agreement, the validity of the remaining portions shall not be affected thereby.
13. Therefore, I agree to assume and take on myself all of the risks and responsibilities associated with my participating in this off-campus study program. In consideration of and in return for the services, facilities, and other assistance provided to me by Ball State University in this program, I release Ball State University and its board of trustees, officers, employees, and agents (in their official and individual capacities) from any and all liability, claims, and actions, damages, expenses and costs that may arise from injury, harm, death, or damage due to participation in this program.
14. I agree to be legally bound by this Agreement. I also understand that this Agreement binds my heirs, executors, administrators, and assigns.

I have read and understand this entire Agreement, and I will abide by its terms and conditions.

Signature of Participant

Signature of Participant's Parent/Guardian
(Required if under 21)

Signature of Participant's Parent/Guardian
(Required if under 21)

Ball State University
Off-Campus Study Abroad
EMERGENCY INFORMATION

Please provide names and phone numbers for two individuals who may be contacted in case of an emergency. Complete ALL blanks. IT IS ESSENTIAL THAT YOU PRINT LEGIBLY!

STUDENT NAME: _____
Last First

BSU PROGRAM NAME: _____

PRIMARY CONTACT:

Name: _____ Relationship: _____

Phone Number 1: () _____ - _____ ext. _____ residence workplace

Use this number between the hours of: am/pm and am/pm

Phone Number 2: () _____ - _____ ext. _____ residence workplace

Use this number between the hours of: am/pm and am/pm

SECONDARY CONTACT:

Name: _____ Relationship: _____

Phone Number 1: () _____ - _____ ext. _____ residence workplace

Use this number between the hours of: am/pm and am/pm

Phone Number 2: () _____ - _____ ext. _____ residence workplace

Use this number between the hours of: am/pm and am/pm

Medical Condition and/or medication that you take on a regular basis: (This information will remain confidential, but is essential in case of an emergency.)

BALL STATE UNIVERSITY

Study Abroad Program

Health Evaluation

To the Physician: _____ has applied for admission to a Ball State University study abroad program. In order to be eligible for the program, all applicants must receive certification indicating that the student is in good health. This should be determined by an examination of the candidate.

_____ I have examined the above-named student and am satisfied that s/he is qualified to participate in the study abroad program. To my knowledge, this student presents no evidence of a chronic disability or recurring ailment that is likely to require medical or surgical attention prior to his/her return.

_____ I have examined the above-named student and have identified the following areas in which medical attention may be required prior to his/her return.

In your opinion, would the indicated medical problems preclude this student's successful participation in study abroad program?

_____ Yes

_____ No

Date of Examination _____

Signature of Attending Physician

Name of Physician

ORM 1 – International Travel**Traveler's Information**

Name: _____

Address: _____

Phone: _____

Email: _____

Status Student Employee Other –Specify _____**Description of Travel**

Purpose of Travel: _____

Location (Country and Cities) _____

Exact dates of Travel _____

 Attach a complete itinerary of travel, including departure/arrival dates, airline flight #'s, all locations you will stay at abroad, and all modes of transportation you might use abroad.**Emergency Contact Information**

Traveler's name as it appears on passport:

Phone number(s), email addresses, social media contacts where traveler can be reached abroad:

Traveler's U.S. contact for use in the event of an emergency or crisis: _____

Relation to Traveler: _____

Address: _____

Cell phone: _____

Day phone: _____

Email address: _____

Other social media: _____

Emergency Contingency Plan

Please respond to the following questions.

If travel is cancelled by the University at the last minute, what measures have you taken to recapture prepaid fees, plane tickets, etc?

If you suddenly have to return to the United States because of a family emergency or personal health situation, how do you plan to do that?

If you need medical attention abroad, what facility would you visit?

What would you do if your passport was lost or stolen?

What would you do if you credit cards or cash were lost or stolen?

What would you do if your cell phone was lost or stolen?

How would you contact the University if you needed to?

APPENDIX C
INSURANCE INFORMATION

HTH Insurance Policy

Faculty Director Instructions: Faculty-led study abroad programs

Enrolling in the program

At least 6 weeks before trip departure request the HTH Insurance Roster which can be emailed to you by the Study Abroad Office. Return the completed participant roster by email to Kelly Kirkwood, Assistant Director of Study Abroad at kjirkwood@bsu.edu . **Incomplete rosters cannot be processed.**

If there are changes to the roster, please notify us right away so we can contact HTH for an adjustment. Rinker Center will batch upload the data. Insurance costs will automatically be made out of the program budget.

*Note about multiple country programs

For programs that operate in multiple host countries, please list the first country visited as “host country”. Coverage will automatically extend to the other countries visited. However, for risk management purposes we ask that you please indicate all countries visited when you email us your participant log. You should list these in the email body.

Example:

London, England (1/15/2011-2/01/2011); Paris, France (2/1/2011-3/1/2011)

Spouses and Dependents

If a spouse and/or dependents will accompany you on the program, the University requires insurance coverage for these individuals. Director expenses are paid out of the program budget. Spouse and dependent coverage are the responsibility of the faculty director. You can make these payment arrangements with the Coordinator of Faculty-led study abroad programs/Trips.

In order to add your dependents to your plan we will need to select the appropriate insured status from the drop down menu. Your choices are:

Participant Only – PO

Participant and Spouse – PS

Participant and Family – PF

Participant and Child - PC

We will need to know each dependant’s information. This ***should not*** be included in the Excel worksheet. Instead include this in the body of the email when you send your participant log as follows:

Spouse/ Dependent Details

First Name:

Family Name:

Date of Birth:

Gender :

Coverage From:

Coverage To:

FAQ

When do we receive our insurance cards?

Participants will receive an email within 24 hours from the time the roster has been uploaded. This email will include instructions on how to log on to the HTH website and access their card for printing. Please note that rosters may not be uploaded on the same day the lists are sent to Rinker Center. So do not be alarmed if you do not immediately get an HTH email. Participants should check their spam filters if they do not see an email notification within 2 weeks. Policy information and cards will always be available online through the HTH website. Hardcopies of the cards will arrive in about 2 weeks and will be sent to you via campus mail.

What about students who wish to travel after the program?

Students who wish to purchase additional coverage for non-program travel (ex. staying on to travel after the program) may do so independently. Coverage is available in 30 day increments and cannot be prorated. The cost is **\$45.68/month** for participants under age 59.

To add on optional coverage:

1. Students should visit www.hthstudents.com
2. On the right hand side of the page, under "Students", find "Enroll in your school or organization's group plan"
3. Enter your group access code as **FYB-14808**
4. Students will be asked to make payment using a credit card at the time of enrollment.

Participants will also receive instructions on how to self-enroll in the HTH enrollment notification email.

What are the premiums?

2011-2012 Insurance Premiums (8/15/2011 – 8/14/2012)

Up to Age 59	Participant	Spouse	Child	Children
0-7 days	11.78	33.20	17.14	36.20
7-14 days	23.56	66.40	34.28	72.40
15-30 days	45.68	128.90	66.62	129.16
31-60 days	91.36	257.80	133.24	258.32
61-90 days	137.04	386.70	199.86	387.48
91-120 days	182.72	515.60	266.48	516.64

Ages 60-69	Participant	Spouse	Child	Children
0-7 days	\$31.05	\$91.01	\$17.14	\$36.20
7-14 days	\$62.10	\$182.02	\$34.28	\$72.40
15-30 days	\$122.80	\$359.72	\$66.62	\$129.16
31-60 days	\$245.60	\$719.44	\$133.24	\$258.32
61-90 days	\$368.40	\$1,079.16	\$199.86	\$387.48
91-120 days	\$491.20	\$1,438.88	\$266.48	\$516.64

Ages 70-75	Participant	Spouse	Child	Children
0-7 days	\$38.71	\$113.44	\$17.14	\$36.20
7-14 days	\$77.42	\$226.88	\$34.28	\$72.40
15-30 days	\$162.02	\$478.44	\$66.62	\$129.16
31-60 days	\$324.04	\$956.88	\$133.24	\$258.32
61-90 days	\$486.06	\$1,435.32	\$199.86	\$387.48
91-120 days	\$648.08	\$1,913.76	\$266.48	\$516.64

INSURANCE - DESCRIPTION OF COVERAGE
(Contact Rinker Center for copies of most recent PDF Brochure)

Schedule of Benefits – Table 1

<u>Medical Expenses</u>	<u>Limits-Covered Person</u>
Lifetime Maximum Benefit	\$1,000,000.00
Policy Year Maximum Benefits	\$ 250,000.00
Maximum Benefit Per Injury or Sickness	\$ 250,000.00
Deductible Per Injury or Sickness	\$ -0-
Accidental Death and Dismemberment	Maximum benefit: Principal sum up to \$10,000 for participant; up to \$5,000 for spouse; up to \$1,000 per child
Repatriation of Remains-Maximum benefit up to:	\$ 25,000.00
Medical Evacuation-Maximum lifetime benefit for all Evacuations up to:	\$ 100,000.00
Bedside visit	\$ 1,500.00

Schedule of Benefits – Table 2 – Medical Expenses

<u>Medical Expenses</u>	<u>Indemnity Plan Limits</u>
Physician office visits, inpatient hospital services, Hospital and physician outpatient services	100% of reasonable expenses

Schedule of Benefits – Medical Expense Benefits

Benefits listed below are subject to lifetime maximums, annual maximums, maximums per injury and sickness, co-insurance, and Table 2 plan type limits.

<u>Medical Expense</u>	<u>Covered Person</u>
Maternity care for a covered pregnancy	Reasonable expenses. Conception must have occurred while the covered person was insured under the policy
Inpatient treatment of mental and nervous disorders including drug or alcohol abuse	Reasonable expenses up to \$5,000 max. per lifetime for a maximum period of 30 days lifetime.
Outpatient treatment of mental and nervous disorders including drug and alcohol abuse	Reasonable expenses up to \$1,000 max. per lifetime.
Treatment of specified therapies, including acupuncture and physiotherapy	Reasonable expenses up to \$10,000 max. combined total for inpatient and outpatient care, up to 30 days immediately following the attending physician's release for rehabilitation following a covered hospital confinement or surgery per policy year
Therapeutic termination of pregnancy	Reasonable expenses up to \$500 max. per policy year
Routine nursery care of a newborn child of a covered	Reasonable expenses up to \$500 max. per policy year pregnancy
Repairs to sound, natural teeth required due to an injury	100% of reasonable expenses up to \$1,000 per policy year maximum

Dental treatment (including extractions) to alleviate pain	100% of reasonable expenses up to \$500 per policy year
Outpatient prescription drugs, including oral contraceptives and devices	100% of actual charge

What is not covered

1. Expenses incurred in excess of "reasonable expenses".
2. Preventative medicines, routine physical exams, or any other exam where there are no objective indications of impairment in normal health.
3. Services and supplies not medically necessary for the diagnosis or treatment of a sickness or injury.
4. Surgery for the correction of refractive error and services and prescriptions for eye exams, eye glasses or contact lenses or hearing aids, except when medically necessary for the treatment of an injury.
5. Plastic or cosmetic surgery, unless they result directly from an injury which necessitated medical treatment within 24 hours of the accident.
6. Elective termination of pregnancy.
7. Expenses incurred as a result of pregnancy that is not covered.
8. For diagnostic investigation or medical treatment for infertility, fertility, or birth control.
9. Organ or tissue transplant
10. Participating in an illegal occupation or committing or attempting to commit a felony.
11. For treatment, services, supplies, or confinement in a hospital owned or operated by a national government or its agencies. (This does not apply to charges the law requires the covered person to pay.)
12. While traveling against the advice of a physician, while on a waiting list for a specific treatment, or when traveling for the purpose of obtaining medical treatment.
13. The diagnosis or treatment of congenital conditions, except for a newborn child insured under the policy.
14. Expenses incurred within the covered person's home country.
15. Treatment to the teeth, gums, jaw or structures directly supporting the teeth, including surgical extraction of teeth, TMJ dysfunction or skeletal irregularities of one or both jaws including orthognathia and mandibular retronathia.
16. Expenses incurred in connection with weak, strained or flat feet, corns or calluses.
17. Diagnosis and treatment of acne and sebaceous cyst.
18. Outpatient treatment for specified therapies including, but not limited to, physiotherapy and acupuncture which does not follow a covered hospital confinement or surgery.
19. Deviated nasal septum, including submucous resection and/or surgical correction, unless treatment is due to or arises from an injury.
20. Loss due to war, declared or undeclared; service in the armed forces of any country or international authority; riot, civil commotion.
21. Riding in any aircraft, except as a passenger on a regularly scheduled airline or charter flight.
22. Loss arising from: a) participating in any professional sport, contest or competition; b) skin/scuba diving, sky diving, hang gliding, or bungee jumping.
23. Medical treatment benefits provision for loss due to or arising from a motor vehicle accident if the covered person operated the vehicle without a proper license in the jurisdiction where the accident occurred.
24. Under the accidental death and dismemberment provision, for loss of life or dismemberment for or arising from an accident in the covered person's home country.
25. Services or supplies that the insurer considers to be experimental or investigative.

APPENDIX D

FACULTY-LED PROGRAM INFORMATION SHEET

Faculty Led Study Abroad Program Information Form

Program Name: _____

Program Website (if applicable): _____

Program Leadership

Faculty Director: _____

Department: _____

Co-Director (if applicable): _____

Department: _____

Timeframe

Term of Study (when students will register): _____

Program Start Date (mm/dd/yyyy): _____

Program End Date(mm/dd/yyyy): _____

Applicant Requirements

Minimum Cumulative GPA: _____

Class Standing (ex. Sophomore, Grad): _____

Is Prior Language Study Required? YES ___ NO ___

If yes, please describe: _____

Are there any special restrictions for participation? (Ex. Honors, Graduate Level, CAP, program linked to a main campus course, etc.): _____

Application Deadline: _____

Application Procedure: _____

Program Location

City 1: _____

Country 1: _____

City 2: _____

Country 2: _____

City 3: _____

Country 3: _____

Please list any other program destinations below. Be sure to include both the city and the country for each.: _____

Program Parameters:

Course 1

Title : _____

Course Number : _____

Credits: _____

Course 2

Title : _____

Course Number: _____

Credits: _____

Language of instruction: _____

Program Fee (excluding Ball State tuition): _____

Program Description

Please include a program description for the study abroad website (Approximately 500 words)

Please send any photos for the website to: studyabroad@bsu.edu . We also welcome videos and links to student blogs from previous programs (with the student's permission). Be sure to include the name of your program and term in the message.

APPENDIX E

ORIENTATION CHECKLIST

ORIENTATION CHECKLIST

By my signature below, I confirm that I have covered the following subjects with all students participating in my international study abroad program:

- Academic materials
- Required travel documents
- Travel risks
- Immunizations
- Personal safety issues
- Expenses which will be incurred if travel is cancelled by the University. This is the time to discuss optional trip insurance programs.
- Students should determine in advance how they will return home in the event of a family emergency
- Review of the HTH insurance benefit
- The name and location of the nearest medical facility they would use abroad
- Procedures to follow if passport is lost or stolen
- Procedures to follow if credit cards or cash are lost or stolen
- Means of on-site communication (ie., mobile phones) and what the backup plan is should the first method not be available
- Methods for students to contact the Study Abroad Office and the BSU Campus Police
- Field Director's plans to communicate with campus in the event of an emergency
- "Critical contact" information distributed to students
- Students are to prepare a personal information list with blood type and Rh factor and local and US emergency contact information. This list should be taped on the back page of their passport and you should be provided with a list for each student.

Name and location of program: _____

Dates of program: _____

Name of Director: _____

Signature of Director: _____