



TROY UNIVERSITY

A future of opportunities

**CENTER FOR INTERNATIONAL AFFAIRS
TROY ABROAD OFFICE**

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WELCOME TO THE TROY ABROAD GUIDE!

INTRODUCTION

This manual is intended to serve as a resource guide for faculty members organizing Troy abroad programs. It should be useful for pre-departure planning and administration as well as during the study abroad program. Note that pages of text or appendices can be easily removed for photocopying or so that you can pull out just the sections you want to pack for your trip.

Study abroad provides to both faculty and students quality learning experiences that increase students' knowledge of a diverse range of subjects and advances as well their critical thinking, international awareness and global competency; which may allow young graduates and professionals to gain a higher degree of competitiveness in the world-wide job market since they tend to be more able to aptly function in multicultural settings and the constantly changing environments of a globalized society. Students return not only with lasting memories but also with a more cosmopolitan understanding of their surroundings; for they may have started gaining competency in appreciating worlds' cultures. Typically, studies abroad help students to further their self-confidence and critical thinking, important factors in job interviews, insertion in the job market, and work performance. Faculty members who accept the challenges of leading these programs do a great service to the University and their students, and deserve to be commended for all their efforts.

All students registered at Troy University (it includes any independent or online study courses) are eligible for study abroad.

First the disclaimer: There is much more that could have been added to this handbook. Furthermore, in many instances there is more than one way to accomplish a given task, and we may not have included all the possible answers to a particular problem or challenge. It will be updated annually, so please bring us your suggestions and help us improve it for next year.

Next, giving credit where it is due: Much of what is known in the study abroad field is shared and borrowed from the experience of the collective whole of the profession. This handbook first appeared as guide for study abroad for the faculty at Auburn University and Virginia Technical Institute and State University. Troy has received permission to reprint part or this entire document for our use and Troy Abroad has also included substantial improvements to the document. We look forward to improvements in the years to come

And now, the most important piece of advice in this handbook: The experts on study abroad are in departments all around campus. If you are new to leading a study abroad program here, the most important thing you can do is to seek out people who have done it several times before. They are invaluable resources to the internationalization of Troy University, and they are consistently generous with their time. We can refer you to some of these experts as well as share our own knowledge.

There are many people to thank for this handbook. First, Jim Ellis of Auburn University and, through him, Lynn Gray and Christine Jarchow at Virginia Tech for their permission to "borrow" and to adapt this handbook for use at TROY. All the colleagues around the nation and the students who have participated in study abroad programs over the years as they are the ones who provided us with the experience that allowed for the insights in this handbook.

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ACADEMIC PLANNING

PROGRAM DESIGN

While planning and implementing a study abroad program, faculty members and departments are required to have the technical and specialized support of Troy Abroad Office. Thus, faculty members, department chairs, and academic leaders in general are welcome to contact the Troy Abroad at any time

Planning a study abroad program requires faculty members to go far beyond the usual realm of course planning and become travel agents, bookkeepers, public safety police, first aid administrators and 24-hour companions. Nonetheless, they must remain first and foremost educators. Study Abroad program planners must ensure that the program contributes both to widening students' experiences and enhancing their understanding of culture, and also to furthering their academic accomplishments. Planners are encouraged to work with their department heads and the Director of Study Abroad from the earliest moment to ensure that programs adhere to department and college expectations and procedures for academic planning; as well as to the managerial policies and measures existing in the University. The following information may be helpful.

APPROVAL PROCEDURES FOR TROY ABROAD FACULTY LEAD PROGRAMS

Discussions and proposals about study abroad programs start at the Program/Department levels. The prospective program should aim to both fulfill the vision and mission of the University, promote academic quality, and further students' international competitiveness, cultural awareness, and critical thinking.

During the planning stage, and before any study abroad be approved by college deans and other senior administrators, faculty/staff members interested in planning and developing a program, shall consult first with the Department Head (See "Program Planning Approval/Referral Form"), and next work with the Director of Troy Abroad in designing and planning such program.

The Director of Troy Abroad will provide faculty/staff and all university community members interested in planning and implementing study abroad programs with guidance and required assistance with respect to the process to follow, regulations to understand and observe, budget design, and risk management issue.

Every study abroad program to be approved by deans and senior administrators should be first formally approved by the Department Head and by Troy Abroad.

TRAVELING WARNINGS FROM THE US DEPARTMENT OF STATE

Troy University will not approve any traveling or will withdraw previous approvals and cancelling the implementation of any study abroad trip to countries or regions of the world where the US Department of the State has issued a traveling warning.

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In exceptional cases and depending on the type and converge of the warning, the University Chancellor may finally approved such a trip.

In order to ask for the Chancellor's approval to travel to or implement a study abroad program in a region or country where the Department of State has issued a travel warning; the Program Leader and the Department Head should submit a request to the Chancellor addressing the following details:

- 1) A statement explaining the academic reasons for which such destination is relevant to the program and may not be substituted with any other country or region of the world.
- 2) An explanation stating the reasons for which the country or region under discussion may not be unsafe for faculty and students traveling there.
- 3) A description of additional safety measures to use in order to guarantee the safety of the faculty members and students.
- 4) The request to the Chancellor shall be submitted through Center for International Program.
- 5) The form "*Travel Approval to a Country/Region with Restrictions Imposed by the US Government*", attached to this Manual is to be used in such cases.

If approval is given each participant, including the faculty leader[s] must sign the "Specific Release Form" to be provided by Troy Abroad, acknowledging the Department of State warning and requesting permission to participate irrespective of the warning. Travelers will also acknowledge the fact that they are traveling at their own risk.

COURSE CONTENT

Course numbers and academic contents (syllabus) for courses to be taught in study abroad programs are approved within the individual departments of the university. Faculty members should consult with their department heads from the beginning about policies, requirements, and details existing on academic programming. To have a new course approved, the proposal will need to follow departmental and college procedures, including all procedures of the college curriculum committee.

In planning the program subject and course content, faculty members may want to first consider how the site in which the program may take place will complement the course content. What relevant academic, professional, and/or cultural site visits, tours, lectures, or interviews might be planned? What contacts does the faculty members or the department has that may be of assistance? When finishing determining the academic and cultural concentration for the program, it may be appropriate to think about the course syllabus design: readings, discussions and interviews with experts, trips, tours of sites, journal assignments, lectures, timing of assigned readings and related discussions to site visits. It is important to confirm the academic quality of planned events by speaking with on-site representatives, making advance site visits and by carefully reviewing all other available information sources.

Consider how pre- and post-travel meetings can add to the learning experience. Professors who hold pre-departure meetings that stimulate learning about the destination before departure find that it is a worthwhile investment. Students who have taken the study abroad course in previous years enliven pre-departure meetings by reporting on academic projects they completed in conjunction with the program. De-briefing sessions upon return to campus help students assimilate what they have experienced.

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An additional consideration for course content is language. Consider including an introductory/conversational language component relevant to the country of your program if applicable. This enhances the integrity of the program, and has immeasurable benefits both for the reputation of your program in the foreign country and for the students as they learn about the culture.

Lastly, in order to avoid competing with existing programs and circumvent contending for the same target student population, faculty may want to consider what other programs are already running or are currently being designed at Troy University. If your program is similar to another, you may be competing for the same target student population, which could affect the recruitment of students for your own program.

CREDITS AND PROGRAM LENGTH

Study abroad programs must include approximately the same number of contact hours per credit as courses taught on campus; three credits generally signify 45 contact hours per term. The challenge is in how to count hours in a program in which students are moving from site to site and are also fully immerse in a new environment filled with constant learning opportunities.

To be sure there is adequate academic content, it is beneficial to have the program based at a stationary location for one or two weeks during the program. This provides opportunities to complete lectures, readings and assignments before moving on to a travel itinerary and also allows students to gain an overview of what they will be experiencing later in the program. If a schedule with more travel is preferred, invited lecturer and suitable space for lectures without distractions may be required (i.e. do not try to give a serious lecture while standing at a busy tourist site). The Center for International Affairs can assist you by suggesting locations arranged through exchange partners and international contacts. At the absolute minimum, ensure regular sessions where all students are able to listen to the lecturer and take notes and have uninterrupted time for independent study.

Although the length of study abroad programs varies considerably, the most typical summer program is 3 to 5 weeks and between 3 and 6 credits. Some longer programs (at least 8 weeks) offer 9 credits. Experience indicates, however, that a 6-credit travel program cannot be done in fewer than four weeks.

For programs operating between semesters in January or during fall or Spring break, registration is done as one of the students' courses in the Fall or Spring semester. If the course is to include an international experience abroad component, additional meetings and work are generally required before and after the travel period.

Many program directors offer both graduate and undergraduate credit for their study abroad course. Some also incorporate a variable credit independent study option into their plan. As with courses taught on campus, faculty members are to consider what prerequisites may be required.

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CREDIT HOURS

Troy University recommends that a study abroad class number be approved for a junior course and a senior course that is variable in credit from 1-3 hours. The maximum number of credit available will be 12 hours.

SELECTING THE TIME AND DATES

Choose the session that best matches your program dates. Keep in mind when planning summer programs that many students prefer to go early or late in order to take additional summer courses or take summer jobs before or after the program.

Faculty members are also encouraged to think and discuss with their Department Head, Dean, and the Director of Troy Abroad about planning and implementing semester or yearlong programs overseas. The likelihood of a program of this nature depends on the interest and availability of faculty members, the approval of proposal by the chairs and deans, and recruitment.

ITINERARY

The itinerary of the study abroad program should complement an academic plan. Programs vary in form from those held at one location or foreign institution to those that incorporate travel throughout a region, such as Africa, Asia, Europe, Latin America, and the like. The itinerary will depend on faculty's interest and willingness to travel with a large group of students, academic pertinence, and financial constraints. Academics are to consider whether an itinerary includes group travel, opportunities for students to also travel independently or days of rest and relaxation at the end of the program as an incentive for students. If students know they will have time at the end for themselves they may be willing to get up at 7:00 am and wear appropriate clothing when they are asked to do so.

Students should be required to perform tasks that can be graded. Methods for evaluation of performance might include: research or reflection papers, essays, reports, projects or journals. For journals, think about when students would have time to write entries and whether or not a periodic review might be required. Especially in short term studies abroad, faculty members may wish to consider scheduling time at the end of each day and reviewing work every 2-3 days. You should determine when quizzes and tests will be given, and establish your attendance and participation requirements.

In semester or academic year long programs, faculty members may want also to include the component on culture to their course, take advantage of being in a foreign location while teaching or taking on research and outreach assignments or initiatives, and have, as their departing point the teaching experience they had gained by teaching on ordinary bases at their campuses.

Whatever the arrangements in the itinerary may be, it is always advisable to provide students with a clear schedule before departing. If, due to unexpected circumstances, such an itinerary requires adjustments, faculty members should communicate and explain to students the upcoming modifications, as well as the reasons that motivate such changes. In that sense, faculty should deal with adjustments in

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their schedules overseas, in the same way they explain to students modifications to the syllabus or class schedules taught at Campus.

COURSE LISTINGS, BILLING, & REGISTRATIONS

LISTING THE COURSE

Faculty members are to work with their department head to ensure that the studies abroad course and its index number are listed for the appropriate semester or session. Faculty who set class size at 0 and then manually add students as a means to ensure that they pay and attend required pre-departure sessions should remember to inform all students about this procedure so they will not think the course is full.

REGISTERING STUDENTS

In order for students to be correctly registered and billed, the information should include the following details:

Course number

Students' full names

Student identification numbers

Session of enrollment (Summer I, Summer II, Summer III, Fall Semester, Spring Semester, Yearlong)

Whether each student is graduate or undergraduate

Whether each student is in-state or out-of-state.

REGISTERING STUDENTS IN A STUDY ABROAD PROGRAMS PROVIDED BY THIRD PARTIES, TROY PARTNERS, OR TROY UNIVERSITY

When dealing with studies abroad provided by Third Parties or Troy Partners, once faculty had approved students' study abroad program and they had been cleared by Troy Abroad (see Transfer of Credit & Transcripts Agreement form), the Department can register the student as "Troy Abroad Student" (TAS) and indicate the number of credits to be transferred in.

ENTERING EARNED CREDITS

Upon the return of the student, the Department will learn about the students' academic experience overseas and will receive from the student an informal copy of his/her transcripts to be filed in the student's file. In order to formally transfer his/her credits to Troy University, students have to make sure of:

- a) To either bring with them the transcripts of approved course/program in an envelope sealed and stamped by the Registrar Office at the Host Institution; or

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- b) In case that such action cannot be accomplished before departing, the student will have to make sure that The Registrar Office of the Host Institution mails her/his Transcript to Troy University to the following address:

Director of Troy Abroad
115 Pace Hall, Troy University
Troy, AL 36082 -- USA

In either case, it is recommended that the student furnishes to Troy University, the syllabus or syllabi of the course or courses she/he had approved overseas and seeks to transfer.

- c) Upon receiving the student's transcripts and as long as they are in accord with the "Consortium Agreement for Transfer Credits & Transcripts" previously signed, Troy Abroad, with the support of the Center for International Programs, will scan the document into Troy University Imaging System, and will submit the transcripts to the Academic Evaluation Center to be entered into the official academic records of the student.

REGISTERING STUDENTS FOR STUDY ABROAD PROGRAMS PROVIDED BY TROY UNIVERSITY

Academic advisors, program coordinators, or department heads, have to approve the registration of students attending study abroad programs offered by Troy University that count toward students' program of studies. In doing so, departments and colleges register students in the customary way they register students for regular courses, and guarantee that the credit hours the student may earn will count toward his/her degree.

THE STATUS OF "TROY ABROAD STUDENT"

The status of Troy Abroad means:

- a) The student is attending a study abroad program taught by Troy University or an external party in which the program or courses have been already approved by Troy Abroad, vetted by Troy University faculty, and suits the academic requirements of the student.

If the student does not require transferring the credits earned abroad to Troy University, he/she still requires the approval from his/her Academic Department and Troy Abroad. Nonetheless, the Department does not require vetting the program of studies or courses. Troy Abroad, however, will make sure that the University or Program the student plans to attend is academically reliable.

- b) If the student seeks to transfer the credits earned abroad to Troy University, she/he will pay tuition and fees either to Troy University, or directly or indirectly to a Troy's Partner or any other Third Party Provider. If she/he was approved by Troy Abroad and the Department as a "Troy Abroad Student" (TAS) with transferrable credits (see "Agreement for Transfer Credits & Transcripts" form), the student will only pay tuition and fees to one of the intuitions and

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may not be charged by Troy University if the study abroad program requires her/him to pay such cost to the Third Party Provider.

c) As required by Troy University and in order to have access to any student aid and loans while studying abroad with an approved Third Party, the student is also required to continue registered at Troy University as Troy Abroad Student (TAS). If paying for tuition and fees to such approved third party, the student will not have to pay any of those costs to Troy University as long as there is a signed “Consortium Agreement for Transfer Credits & Transcripts”. For, “TAS” status allows students to continue affiliated to Troy University and have normal access to the student’s financial aid and loans if they are in a study abroad program/course approved by Troy University.

d) Credit hours approved overseas under a TAS status may be transferred to Troy University according to the “Agreement for Transfer Credits & Transcripts” signed by the student, the corresponding Department Head and the Director of Troy Abroad at Troy University, and the Host Institution. Credits may be also transferred to Troy University if the set of equivalencies stated in the “Agreement for Transfer Credits & Transcripts” were set forth and approved by Troy University Faculty and Troy Abroad before the student’s departure.

e) Troy Abroad will provide faculty and students with the appropriate codes for students to register while participating in an exchange program or studying overseas for a semester or yearlong. In any case, students are required to have the “Agreement for Transfer Credits & Transcripts” approved and signed by their Department Heads and the Director of Troy Abroad.

BILLING

The deadlines for getting this information to Student Accounts before the bills are mailed to students are as follows:

Summer Session I - last week of March
Summer Session II - third week of May
Fall Semester - first week of July
Spring Semester - third week of November

The reduced study abroad tuition often does not apply to short-term programs in which students are registered in the Fall or Spring Semesters; see “Student Tuition” in the chapter on Financial Management for more details.

INCLUDING A COMPONENT ON CULTURE

As faculty develop an academic plan, it is important to consider how to incorporate opportunities for intercultural learning into the program. During study abroad students can be developing skills for functioning effectively within another culture and an appreciation for cultural differences. This gives them new confidence, and they become better prepared to work in international and/or multicultural settings.

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They should also begin to develop a more cosmopolitan world view that allows them to approach communication, conflict and interpersonal relations from a cultural perspective. Although becoming bilingual and/or bicultural is a lengthy and challenging process, study abroad programs also provide the potential for advancing towards these goals. Incorporating opportunities for intercultural learning into your program significantly strengthens the rationale for offering the program and increases the educational benefits.

Building intercultural opportunities into a short travel program is, however, a significant challenge. It usually only occurs with advance planning. Possible approaches include:

- Homestays with local families
- Observation of or participation in activities typical of the culture, be they everyday events or special events. Examples are as varied as grocery shopping, religious services, sports events, concert or stage performances and local holiday celebrations.
- Meetings, meals, evening gatherings with local students or employees of institutions being visited.
- Briefing prior to visiting a business, school, industry or other work place regarding cultural traits to observe during visit. Some examples may be simple, observable mannerisms such as styles of greetings or introductions. Others may be more subtle and/or complex - such as cultural or national approaches to environmental issues, or concepts of family and privacy and how they affect city planning - and require discussion with the hosts during the visit.
- After the visit, ask students to list examples observed or discussed during the visit.
- Regular presentations of local news.
- Examining local newspapers and magazines. Although this is problematic in countries where English is not the language, it can be approached in two ways. If language learning is an integral course component, assignments can require the use of a simple article in a local periodical. If language is not a course component, a class exercise with an interpreter can provide insight into how the culture influences the perspective or presentation of a given topic, such as the economy, national or local politics, or issues related to sex. Faculty may want to consider that the simple fact that students look through to the pages of a local newspaper in a language different than English may in itself represent a cultural experience.

For many of the above suggestions, an activities sheet can be developed to guide students in their participation and observation. The sheet could list suggested tasks, discussions or activities. It could include a written assignment to be turned in or a contest in which students compete to observe the most examples of a particular phenomenon.

FINANCIAL MANAGEMENT

DEVELOPING THE BUDGET AND SETTING STUDENT PROGRAM COSTS

It is crucial that faculty members develop the budget early before announcing the course (September of the previous year for a summer course). Some professors commend using a computer spreadsheet for creating the budget; others prefer to work by hand. Excel and Lotus are good user-friendly software packages. You can organize your budget based on categories or create a daily budget; the most important factor is organizing it in a way that is easy for you to understand. Following are some tips for developing a budget and setting the student program costs. Decide what the program will cover and what students will provide with their own additional funds. Key decisions include which and how many meals the program will cover and what admission fees will be covered.

Troy Abroad Office has developed a standardized budget draft in order to allow faculty members to mainly focus in developing the academic component of their program. In order to take advantage of this feature while designing and preparing the required budget, faculty is encouraged to contact the Director of Troy Abroad.

Many programs include breakfast and dinner in the students' program costs and advise students to bring money to pay for their own lunches. Regarding admissions costs, faculty members may wish to include the costs of sites or events integral to the course in the program costs, and allow students to select and pay for other events themselves. It is best to include in the program cost any function for which attendance is required.

List anticipated expenditures. Try to anticipate all possible expenditures in building the budget. A key source of information in estimating costs can be the travel agent, who should be able to give fairly accurate estimates for travel and lodging and often for other items long before departure.

Some professors however find they can hold costs down by establishing their own in-country contacts who know of more inexpensive facilities than travel agents do.

BASIC BUDGET ITEMS

A budget for study abroad program may typically have three main components:

- 1) Direct costs for students
- 2) Direct costs for faculty/staff
- 3) Other direct costs

The following is an illustration of items typically included in the budget. A complete detail of a budget organized according to the three categories already stated is also shown below.

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- Transportation:
Round trip air fare, train/ferry, land travel (taxi trips, chartered buses, public bus, subway, etc.)
- Room & Board
Lodging & meals
- Special events and admission fees (museum, theatre, guest lecturer etc.)
- Telephone, fax, etc. (include pre-departure communications)
- Travel materials (maps, guide books, etc., whose costs add up quickly)
- Gifts, tips, taxes.
- Miscellaneous/contingencies (includes unforeseen events, for example: the restaurant automatically delivers bottled water to the entire group when it isn't requested or there is damage to property in a hotel or restaurant; photocopies; parking fees; luggage transfers; emergency funds; and the like).

DETERMINING PROGRAM COST

It is possible to work with travel agents for a tour package, which can include a certain number of days in hotels, meals (usually breakfast and dinner), group transportation, and special services such as luggage. With tour packages you may be able to negotiate for one free person if the group is large enough, usually over 10 people.

Though it is necessary to keep the program as affordable as possible for students, it is important that program fees are adequate. Building some “padding” into the budget may compensate for rising costs after your budget is set, changes in exchange rates and costs you overlooked. Thus to erring on the side of caution may help to avoid financial surprises while on the field. As one professor wrote, “One of the more difficult parts of planning a trip is determining costs in September for a trip in May-June... You should include a ‘fudge’ factor for unanticipated costs or price rises.” Program money left at the end of the program can be returned to the students, or used for attending a presentation or visiting an additional place of interest. Faculty may want to also err on the high side in advising students on the amount of additional money they bring for their own personal spending.

Determine the minimum group size (normally 10 students in minimum) and set the per-student program cost. The program cost is the cost you will charge each student for the program. To estimate the minimum cost per student, determine the minimum number of students that can support the program.

If your department or college has established a minimum without which the program will not be permitted to operate, that will be your number for budgeting purposes. First-time programs, especially those to less common destinations or in disciplines having several competing programs, should expect a smaller than average number of students.

Some departments support a new study abroad program by permitting it to run with fewer than ten, with the understanding that the department will cover some of the costs rather than increase the cost per student. Once the minimum student number is set, add yourself and any other faculty members whose costs you expect the students to bear. Thus, traveling costs (e.g. airfares, room & board, travel insurance, taxes, and the like) required by the faculty member(s) should be built into the program cost.

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BASIC FORMULAS TO ESTIMATE PROGRAM COST

Once the minimum number of participating students has been established and the number of faculty members traveling with the group determined, the program cost may be estimated by adding up (multiplying) the cost of each participant and dividing the total amount among the total number of students **actually attending** the program:

$$\frac{\text{\# of Participants X Cost of Individual Participant}}{\text{\# of Actually Attending Students}} = \text{Program Cost}$$

Example: If a faculty member leads a study abroad program with a minimum of 10 students and the cost for each participant is \$ 1,200, then we have:

$$\frac{(\$1,200 \times 11)}{10} = \frac{\$13,200}{10} = \$ 1,320 \text{ (Program Cost)}$$

If there is outside revenue to support the implementation of the program (contributions from the University, third parties, and the like), then the formula should be adjusted as follows:

$$\frac{(\text{Cost of Individual Participant X \# of Participants}) - \text{Total Amount of External Revenue}}{\text{\# of Actually Attending Students}} = \text{Program Cost}$$

Following our previous example and having outside revenue in the amount of \$ 3,400 then we have:

$$\frac{(\$1,200 \times 11) - \$ 3,400}{10} = \frac{(\$13,200 - \$3,400)}{10} = \frac{\$ 9,000}{10} = \$ 900 \text{ (Program Cost)}$$

It is possible to get discounts depending on the size of the group. Airline discounts are difficult but sometimes possible, and some hotels might provide a free room for a group of 10 or more. Airline group rates are generally available for 10 or more.

It is relevant to be very clear in all program publicity about what the program cost covers and does not cover. Course tuition is best listed as a separate line from the program cost because of tuition variations for in-state and out of state students and graduate and undergraduate students. In addition, it is also important monitoring exchange rate fluctuations and updating budgets as new information becomes available. The World Web has an electronic currency converter at <http://www.oanda.com>

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PROGRAM BUDGET

A working budget is very important in a Study Abroad Program. It provides students, faculty, and the administration with a clear idea of both involved costs but and the activities the Program will carry out. Below is a budget draft that may help faculty and staff in organizing the financial details of a study abroad program. Troy Abroad can also provide faculty and staff with a budget draft in Word for Windows, as well as all necessary support in planning and estimating the budget.

The detailed budget that appears below is a spread sheet with containing all required formulas; it also automatically estimates the cost per student as long as you input the data. This spread sheet and necessary technical support in formulating the budget, may be obtained at any time upon request from the Troy Abroad Office.

**ILLUSTRATION OF ITEMS TYPICALLY INCLUDED IN A BUDGET
FOR A STUDY ABROAD PROGRAM**

(The Cost of the Program Does Not Include Tuition, Fees & Faculty Salaries & Fringe Benefits)

(Please, **Do Not Input Data** Into The Shaded Or Yellow Boxes)

Total Number of Students→→	##	\$	TOTAL Cost
			↑Per Student ↓Cost
Item	-	US \$	Absorbed by
PROGRAM TOTAL COST	-	\$0.00	←Third Parties
<u>Student Direct Expenses</u>	<u>Subtotal</u>	<u>\$0.00</u>	
Round Trip Air Fare		\$0.00	
Airport/Customs Taxes (If applicable)		\$0.00	
Passport, Visa Costs (If applicable)		\$0.00	
Other Means of Transportation		\$0.00	
Student Health/Travel Insurance		\$0.00	
<u>In Land Traveling</u>	<u>Subtotal</u>	<u>\$0.00</u>	
<u>In the US</u>	<u>Subtotal</u>	<u>\$0.00</u>	
Taxi/Bus/Shuttle		\$0.00	
Train/Plane/Boat-Ferry		\$0.00	
Other		\$0.00	
<u>Overseas</u>	<u>Subtotal</u>	<u>\$0.00</u>	
Taxi/Bus/Shuttle		\$0.00	
Train/Plane/Boat-Ferry		\$0.00	
Academic Excursion # 1		\$0.00	
Academic Excursion # 2		\$0.00	
Academic Excursion # 3		\$0.00	
Others		\$0.00	
<u>Room & Board</u>	<u>Subtotal</u>	<u>\$0.00</u>	
Lodging		\$0.00	
Meals		\$0.00	

Budget component showing faculty/staff direct costs

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<u>Faculty/Staff Direct</u> <u>Cost</u>	<u>Subtotal</u>	<u>\$0.00</u>
Faculty Insurance (Health/Accident/Liability)		\$0.00
Round trip air fare		\$0.00
Airport/Customs Taxes (If applicable)		\$0.00
Passport, Visa Costs (If applicable)		\$0.00
Faculty Room & Board		\$0.00
Faculty Lodging		\$0.00
Faculty Meals		\$0.00
In Land Traveling	<u>Subtotal</u>	<u>\$0.00</u>
<u>In the US</u>	<u>Subtotal</u>	<u>\$0.00</u>
Taxi/Bus/Shuttle		\$0.00
Train/Plane/Boat-Ferry		\$0.00
Other		\$0.00
<u>Overseas</u>	<u>Subtotal</u>	<u>\$0.00</u>
Taxi/Bus/Shuttle		\$0.00
Train/Plane/Boat		\$0.00
Other		\$0.00

Budget component showing other direct costs

<u>Other Direct Cost</u>	<u>Subtotal</u>	<u>\$0.00</u>
<u>Estimated Parking Fees (If any)</u>	-	<u>\$0.00</u>
<u>Communications</u>	-	<u>\$0.00</u>
Telephone/Fax		\$0.00
Mailing/Parcel Service		\$0.00
Video Conference		\$0.00
Other		\$0.00
<u>Educational Materials & Expenses</u>	-	<u>\$0.00</u>
Classroom/Conference Room Rental		\$0.00
Computer/Laboratory Fees		\$0.00
Didactic Materials (Books, articles, etc.).		\$0.00
Office/Equipment		\$0.00
Photocopies		\$0.00
Others		\$0.00
<u>Miscellaneous</u>	-	<u>\$0.00</u>
Gifts		\$0.00
Tips		\$0.00
Travel materials (Maps, guide books, etc.).		\$0.00
Fees (Museums, fairs, parks, etc).		\$0.00
<u>Unexpected Events/Contingency Funds</u>		\$0.00
<u>International Center Fee</u>	-	\$0.00

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HANDLING FUNDS

SALARIES

Faculty and staff salaries and fringe benefits are not included in the costs charged to the program. These costs are covered with funds coming from the University's budget.

Salaries for ten-month employees are generally handled as though they were teaching a summer course on campus. This should be clarified early with the department head. There are instances in which ten month professors have chosen to teach a summer or vacation period study abroad course without pay, but we would discourage this practice. It may happen, for example, if the program is new and does not attract enough students. In this case the professor may decide to go without the salary the first year only, with the expectation of recruiting more students for the second year after the first group returns. The main problem we face with this modus operandi relates to liability implications (see section on "Liability and Risk Management").

FUNDS & TRAVEL LOANS

In order to handle funds overseas group leaders may wish to obtain a travel loan from Troy University before departure to pay program expenses. This is the only way for employees to receive non-taxable funds from the University. All faculty and staff members taking an international trip on official University business are eligible for a travel loan. The loan must be approved by your department head, and the request form must be received in the Controller's Office at least 3 working days before the check is desired.

In case of theft or other kinds of loss, the Offices of Accounting and Risk Management will work with you to document the situation and prevent financial loss to you. Questions concerning the travel loan should be directed to the TROY Controller's Office.

PRE-DEPARTURE PAYMENTS

Some faculty members who have led programs in the past highly recommend prepaying for expenses such as hotel, field trips, and the like bills whenever possible. This is more convenient and reduces the amount of money you need to take abroad. Normally faculty and staff cannot prepay for more than one night's lodging.

The University contract travel agents can make the reservations and provide your office the receipt, which should be attached to the accounting voucher when requesting payment.

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DISBURSEMENT/REIMBURSEMENT REQUEST

In order to further the implementation of faculty lead programs overseas; Troy University will take the following steps:

- 1) All financial resources pay for by the students will be deposited in a Local Funds Account at the University Foundation. Troy Abroad will request to the Foundation, the opening of the Local Funds Account. The account will have the faculty member as Fund Administrator and the Director of Troy Abroad as the first authorizing stage.
- 2) Upon request of the Group Leader and with the approval of the appropriate chain of command, the Foundation will furnish the Faculty Leader with a fund advance; which total amount can only be equal to the total funds deposited in the account by the individuals attending the program. Faculty Leaders may either receive these fund advancement in travel checks, or credit or debit cards with fixed spending limits.
- 3) Upon their return, Group Leaders through appropriate chain of command will follow the appropriate reimbursement procedure to clear the funds advance they received from the Foundation; otherwise advanced funds will be subtracted from their monthly salary.

Every reimbursement filed with the Foundation, must be included with the original receipts and any other invoices related to the expenses the faculty/staff had due to their trip abroad. These forms should be attached together and mailed in an envelope to the Troy Foundation at the following address:

Troy Foundation
Foundation Accounting Services
Adams Administration Building, Room 242
Troy University, Troy, AL 36082

Please, be aware that every Disbursement/Reimbursement Request should additionally include the following information:

- a. Payee Information - The requests should state the payee's complete name, Employer Identification Number (EIN), and the payee's permanent mailing address. This address should not be a campus one.
- b. Reason and Purpose - This information is important for auditing reasons. This area should be a detailed explanation of the expense(s) involved, the business purpose of the expense(s), and the benefit this expense(s) will have on Troy University.
- c. Requestor Information - This information should include the name, campus address, and telephone number (with extension) of the faculty/staff member who is making the request. The individual will be contacted by the Foundation Accounting Office should additional information be required.

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- d. Approval - Each Disbursement/Reimbursement Form must be signed by an authorized Fund Administrator and the appropriate Dean, Director, Vice Chancellor or Senior Vice Chancellor.

In turn, Travel expenses pay for by the University are to be completed by individuals traveling for the university. The completed expense accounts, with supporting documentation attached, should be forwarded through the appropriate chain of command for approval, and then to the Controller's Department in Adams Administration Building Room 159. Likewise,

MONITORING AND REPORTING EXPENSES

During the implementation of the Program, the Program Director may want to collect and keep all receipts. Some faculty suggest taking a lap top computer and recording expenditures daily in an Excel spreadsheet, although others don't want to deal with the extra weight. If you do, be sure to take a jump-drive and back up daily.

After the completion of the Program, the staff/faculty member will be required to complete an expense report and inform about the activities implemented as described in the budget approved with the Study Abroad Proposal. If for any reason, the program had expenses or implemented activities not included in the approved proposal, the staff/faculty member will explain the nature of the unforeseen activity, how it fits into the program, the reason that made her/him to implement the activity, and its cost. To receive reimbursement for a tip, you may provide a statement explaining the local custom regarding services rendered.

PER DIEM

The per diem system can be used for students as well as faculty. In study abroad, it often is not used since it may be very costly for the program.

If using the per diem, be aware that incidental expenses include tips, gifts, taxis, laundry and other costs associated with the travel. Required business-related phone calls or taxis may also be listed separately from Meal & Incidental Expenses (M&IE) if they are high on a given day and cannot be accommodated within the M&IE rate. In this case, an explanation of the expenditure is needed, and a receipt if it is above the allowable amount.

Giving students daily or weekly per diems is one way to reduce the number of receipts you must collect and carry. If you choose this system, students must sign a receipt every time cash is handed out. This is easily done by having each student sign beside his/her name on a list. Some faculty members prefer to prepay for breakfast and dinner through a travel agent or foreign counterpart and have the students pay for their own lunches. This eliminates the hassle of doling out money in precise amounts and collecting signatures.

The US State Department maintains per diem rates for countries throughout the world at the following web address: http://aoprals.state.gov/web920/per_diem.asp

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If you have questions about reporting expenses or travel policies and procedures, please contact the business office.

HANDLING MONEY ABROAD

Though decisions about handling money are very personal, we just want to provide faculty members with some tips they may want to take into consideration when traveling overseas with a study abroad program.

The best preventive measures for averting financial adversity while abroad are to avoid carrying large amounts of cash and to have the ability to receive money or make payments without too many hassles. Methods for accomplishing these two goals vary depending on the countries of destination and the spending habits of the faculty/staff member. So it is important to identify which methods will be most useful prior to departure. Identifying more than one method for handling money is wise.

TROY UNIVERSITY CARD: (NEEDS PRIOR APPROVAL)

There are two disadvantages in using credit cards. First, unless your program is very short, payments may come due while you are still overseas. Second, despite all the information above, there are hotels, restaurants and means of transportation for which credit cards cannot be used. For detailed information on the procedures for obtaining and using a TROY Purchasing Card, please refer to the University Business Office.

PERSONAL CREDIT CARDS & ATM

Personal credit cards and ATM cards offer similar advantages to the TROY University credit card. Travelers often get better exchange rates with these than with traveler's checks, and in many instances, such as a restaurant meal with a large group, a credit card is the easiest way to pay. A credit card also provides backup documentation if a receipt is lost.

Many foreign banks permit a cash advance with your credit card, and you can use credit cards and ATM cards to get cash at ATM locations. You may want to contact Cirrus (1-800-424-7787) or Plus (1-800-843-7587) to find out where the nearest ATM machines are and what fees are charged per transaction. You will also want to be aware of what your daily withdrawal limits are. Taking more than one credit/charge card will increase your chances that one will be accepted.

If you are taking the TROY University credit card, consider either MasterCard or Visa for your second card. They tend to be the most widely accepted in Europe. Be sure to read the disadvantages of credit cards in the section on the TROY Corporate Purchasing Card.

TRAVELER'S CHECKS

Traveler's checks are the safest way of carrying money, but there may be a cost to purchase them and sometimes a fee to exchange them for foreign currency and usually a higher exchange rate. These

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costs are reimbursable, but nonetheless may increase expenses and the cost of the program. Also not all businesses abroad will accept them. If you use traveler's checks, be sure to record the numbers of the checks, keeping one copy of the numbers with you and leaving one copy at home. You should also keep the telephone number of the company with you in case the checks are lost or stolen. Traveler's checks can be ordered in the Bursar's Office and may be charged against your American Express card.

USING CASH

Cash is sometimes the only acceptable method of payment, so it is important to have a sensible amount of cash on hand. You can protect cash on your person by using a money belt or neck pouch. When traveling, many advocate dividing your cash between your person or hand luggage and your other bags.

Having money transferred to you by Western Union can be necessary if you find you need more money after you begin your trip. Western Union has over 30,000 locations and sends more than 20 million transfers each year to over 100 countries. Unfortunately, the cost of transferring funds is high. Further information is available about money transfers at Western Union's website <http://www.westernunion.com> You may also call Western Union at 1-800-325-6000. Our recommendation is to use a mixture of cash and credit card(s), and to add in some traveler's checks if the amount of cash you will need would otherwise be more than you are comfortable carrying.

US CONTROLS ON TRANSACTIONS & FREEZE ASSETS

The US Government restricts the transfer of funds to certain countries, places, companies and individuals due to economic, drug fighting, and trade sanctions based on US foreign policy and national security aspects. These types of restrictions mainly aim at certain countries and regimes, terrorists' organizations, international organized crime and drug traffickers, those engaged in activities related to the proliferation of weapons of mass destruction, violations of human rights, and other threats to the national security, according to the foreign or economy policy of the United States. The following Web address to the Office of Foreign Assets Control ("OFAC") from the US Department of the Treasury is a very useful tool since it provides faculty/staff with detailed information about US controls on transactions and freeze assets under US jurisdiction: <http://www.treasury.gov/ofac>

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STUDENT PAYMENT PROCEDURES AND LOCAL FUNDS ACCOUNT

LOCAL FUNDS ACCOUNT

The Director of Troy Abroad will either work with Financial Services or the Foundation, to establish a Local Funds Account (Foundation Account) or a Reserve Account (Troy University) for collecting student deposits and program fees through the TROY Business office.

Students must make checks out to “Troy University” and pay through the Business Office. The business office will assist the student in establishing a temporary account in their name on campus prior to their payment of the initial study abroad deposit. Departments and faculty should NOT be collecting fees directly from the students. This method also applies to any cash payments Troy students make. Please know that Troy students should be encouraged to pay by check rather than cash, since it’s never a good idea for them to be carrying large amounts of cash around campus.

STUDENT PAYMENTS

The Study Abroad Leader will need to establish a schedule of payments and a date for the final payment of the cost of the program. For this final deadline, the faculty/staff should consider the dates by which she/he must make the final payments for air tickets, room & board, and other arrangements. Typical examples are four to five/six weeks before departure. Faculty/staff will find it is necessary to make special arrangements for students with financial aid (see chapter on “Financial Aid”). Do not permit a student to depart with the group without making full payment of the program costs. Occasionally programs conclude with an unpaid student debt. This can occur either because the student had not made the full payment before departure or because of an unforeseen problem such as a robbery or medical emergency during the program. In such cases the Center for International Affairs and Troy Abroad will work with individual faculty/staff members to block the student’s transcript until payment is made.

Tuition and fees for university credits are to be paid for by students according to the regulations and schedules existing at Troy University on this matter.

STUDENT TUITION AND FEES

For TROY short-term study abroad programs, students are charged for tuition/fees plus program fee based on the type of program they are on.

As usual, students will receive a tuition bill from the Business Office and they will send their payments to them. Payment may be made by internet. For instance, students taking a study abroad course between semesters in January may register and pay for the course as one of several courses in the Fall or Spring Semester. Likewise, students in a Spring Break study abroad course are likely to be enrolled for the course as one of several Spring semester courses. If the student is taking on-campus credits that semester that equal or exceed the number of credits considered full-time for billing (9 for graduate students and 12 for undergraduates), there is no additional charge for the additional study abroad course

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unless the total exceeds 16 semester hours, so there is no case for a reduced rate. If you have students taking less than the full load, or if you have questions about the fees, consult with the Center for International Affairs.

APPLICATION FORM

Students must sign and submit the standard Study Abroad Application Form prepared by Troy Abroad with their deposits. If prospective participants prefer an electronic version of this form, please, contact the Director of Troy Abroad.

Each Program Leader should provide participant students with both the syllabus (syllabi) of the course(s) to be taught overseas; and the standard Study Abroad Application Form.

Be aware that the statement in section three of program cost about refunds does not mandate that you make refunds if you incurred in other expenses, but it gives you the option of doing so (E.g. If a student who has paid the deposit becomes too ill to travel, and the place is filled by another student, you may wish to return the first student's money).

ADVANCE DEPOSITS

You should require a substantial non-refundable deposit from your students at least three months in advance of the date of departure. The Director of Troy Abroad recommends at least \$500.

Faculty members leading a study abroad program are the ones whom, following their college and department procedures, place the study abroad program in a specific academic term according to the interest that faculty, department heads, and deans consider appropriate.

OVERSEAS SERVICE PROVIDERS

There are both private and public organizations that provide study abroad and services to faculty and staff. You can detail the specific services you want, which can include transportation from airport, on-site orientation program, classroom and administrative services (such as photocopying and fax), lodging and restaurant reservations, contracting of local English speaking faculty for guest lecturers or longer services, tours of all lengths (half-day city tour or side trips of several days), student access to computers and email, and more.

STUDY ABROAD SERVICE PROVIDERS

The advantages of using service providers are that they supply expertise not always available to you, and they may save you time and worry. Study abroad organizations establish centers in the sites most often used for study abroad, primarily in Europe and Asia. They are staffed by US educators with experience leading study abroad programs and knowledge of local history, economy, politics, arts,

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language, etc. They also have up-to-date information on hotels, restaurants, banking, charter bus companies, train schedules, etc that can be difficult to obtain from here. Many of them operate their own dormitory and classroom facilities; others rent them from local universities during their down times.

Because of their experience, knowledge and access to facilities, they can remove some of the worries such as whether your budget is accurate, how to get your group from the airport to downtown, or what the hotels you are using are really like.

The disadvantage is primarily one of money, though even this depends on the exact circumstances. Obviously there is a fee for their services, which is negotiated based on your specific needs and added to the program costs. In some cases they can still save your program money by providing well-run dormitories instead of hotels or leveraging good rates on other services because of the volume of their clientele. One TROY professor however felt he could get meals for students at better rates than the provider.

Others point out that whether providers save you money can depend on whether you count your own time as a cost. Lastly, if it is clear that a provider will cost more even when you factor in your own time, another consideration is whether it will enhance the program. The provider may know the best available professors in a given discipline, for example, or provide students regular computer and Internet access. TROY has not seen enough activity with service providers to make a clear recommendation.

LOCAL UNIVERSITIES

Another excellent resource for partnering is a university or college in the area where you will be holding your course. Most European universities are closed during the summer, and many are willing to make dormitories and classrooms available for a reasonable fee. Local universities are also an excellent source of knowledgeable lecturers who can complement your lectures by approaching the discipline from the perspective of another culture. For contact information on universities with whom TROY may already have a linkage agreement, contact Center for International Affairs.

Center for International Affairs will also have important information concerning Troy University's satellite campuses, which are located all over the world. These Troy campuses offer the same cultural and educational benefits as non-Troy programs, but are more affordable. Time can be saved on the credit transfer process as well, since there will be no worry for the students as to whether or not they will maintain their full-time Troy student status while abroad.

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MARKETING AND STUDENT RECRUITMENT

Effective marketing and student recruitment is a critical part of implementing a study abroad program. Some find this to be the most challenging aspect of study abroad. It requires persistence and employing a variety of methods. You will get the best results if you start early and promote your program often. During all your recruitment activities we encourage you to maintain a list of interested students. Listed below are some methods that have been used in the past to promote TROY study abroad programs.

PROGRAM BROCHURE

Our office produces brochures of summer and other short-term programs containing the following sections: location, purpose, dates, daily activities, excursions, program overview, cost, contact information, course credit, eligibility and housing. To have a brochure made for your program, provide the content for the categories listed above, and the Center for International Affairs staff will edit, format and print the brochures. If you have a specific picture or design you would like to use on the front, we can scan it and return the original.

VISITING CLASSES

Surveys reveal that professors have a great influence on students' awareness of and decision to participate in study abroad, second only to other students. Classroom announcements are very important. Making frequent announcements and updates in your own classes is a must. We also encourage you to work hard to encourage the other faculty in your department to let you visit their classes to briefly introduce your program.

INFORMATION SESSIONS AND TABLES

You may wish to hold general information sessions which could be widely publicized to all Troy students. In addition faculty members may want to have "tables" at certain strategic points in Campus (cafeteria, dorms, and the like) during short periods of time (an hour or two, etc.) in order to advertise their programs and be available for students consults.

WEB PAGE

Individual web pages for the programs are an effective method for informing TROY students and students from other universities. Center for International Affairs plans to create a website in cooperation with marketing that includes information on all TROY short-term study abroad programs. If you create a web page for your program, we will link it to our web site. If you are unable to create a web page, we will simply present the information that is contained in the program brochure.

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STUDY ABROAD FAIR

In the future Troy University will hold Study Abroad fairs at various locations in order to promote faculty lead, as well as exchange and long term programs.

PAST PROGRAM PARTICIPANTS

We have found that the most influential factor for raising interest in study abroad is students who have returned from study abroad programs.

These students can assist with student recruitment in a variety of ways, such as speaking at information sessions or class visits, writing an article for the Tropolitan, designing a web page, or speaking to students in the hallways, cafeteria, at a Tory Abroad Fair, etc.

POSTERS AND FLIERS

Promotion of your program can be greatly aided by the use of posters and fliers. The flier or poster will be more effective if it successfully captures students' attention at a quick glance and contains graphics and information that piques students' curiosity and interest. The basic program information including contact information and costs are important, but avoids overwhelming the readers with detail.

STUDENT ORGANIZATIONS

Student organizations can be targeted in a number of ways. You can send out a mailing to various groups or arrange to speak at one of their meetings. You can also request that an announcement be posted on their listserv or newsletter. The Web address for a list of student organizations with their contact information (updated yearly in late September) is <http://troy.troy.edu/organizations/> Faculty members may want to go to the list of organizations and click on each one that is appropriate for your program in order to get contact information.

EMAIL

Email can be used in several ways. You can send program information to relevant list serves. You can also set up your own program listserv for past participants and prospective students, allowing the prospective students to get their questions answered from their peers who have been there. If you maintain a list of all students who have made inquiries - at the Study Abroad Fair and through other means — you can make a name list in Outlook and send out information and reminders regularly to that list. This list is also helpful for distributing information about scheduled meetings and other topics to those already signed up for the course.

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ADVERTISEMENTS AND RADIO ANNOUNCEMENTS

Newspaper advertisements are another effective marketing tool. Putting an advertisement or announcement in the Tropolitan is the best choice, but you may also want to consider submitting an announcement to area newspapers such as the Troy Messenger, Dothan Eagle or the Montgomery Advertiser. Also consider having an announcement read on WTSU or local radio stations like WTBS.

FACULTY AND STAFF

Informing faculty and staff members is another important recruitment strategy. Encourage colleagues to support your program by mentioning it in classes and conversations with students. Repeat this request to them frequently - recruiting requires persistence.

OTHER UNIVERSITIES

If you will be accepting students from other universities, send brochures or announcements to your colleagues, professional organizations, email lists, etc. Before making the decision to accept students from other universities, you may wish to talk with others who have done so. We have heard complaints in two general categories: if such students have incurred unpaid debts it is more difficult to collect from them, and the fact that the course grade will not transfer with the credits to their institutions could be a disincentive to good performance and behavior. Please be sure to confirm that the non-Troy student's credit is transferable with your program prior to departure.

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FINANCIAL AID

In order for students to have a clear understanding on how their financial aid may support their studies abroad, it is necessary for them to discuss the issue with the Financial AID Office at Troy University. Though finance support may vary among students, the following details provide faculty/staff with a general idea of the process. Students in any case, have to discuss their particular case with their financial aid advisor.

SUMMER

TROY students eligible for federal financial aid may receive federal loans for summer study abroad programs based on several criteria, including:

- Full costs of the program (including personal expenses)
- Number of credits for which the student is registered
- Level of financial need
- Student status of undergraduate or graduate

Generally, the only financial aid available to students for summer study abroad programs are Stafford Loans (for students) and PLUS Loans (for parents). Students should contact their financial aid adviser if they have any questions about the application process or any other issues related to financial aid for study abroad. The Director of Study Abroad may also be of assistance to students with questions concerning financial aid. There are future plans to establish a Troy University Study Abroad Scholarship Program by using the money from the Troy Study Abroad Application Fees.

SEMESTER BREAK OR BETWEEN SEMESTERS

Students registered in study abroad programs offered during a semester break or between semesters may receive financial aid through the standard semester financial aid process if registered for the course as part of a semester. Because the student's educational costs for that semester are higher, he/she may be eligible for more aid that semester.

SEMESTER AND LONG TERM PROGRAM

Students may benefit from financial aid for semester and yearlong programs. In order to do so, students require maintaining the status of and registering as "Troy Abroad Student" (TAS) with the approval of their Department and Troy Abroad.

ADDITIONAL FINANCIAL AID RESOURCES

Free Application for Federal Student Aid

www.fafsa.ed.gov

U.S. Department of Education Student Aid Website

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www.studentaid.ed.gov

Gilman International Scholarship Program

<http://www.iie.org/programs/gilman/index.html>

UNDERSTANDING THE FINANCIAL AID PROCESS

To receive federal financial aid at any time, students must complete a Free Application for Federal Student Aid (FAFSA). Website: <http://www.fafsa.ed.gov/>

APPLICATION DEADLINES

The FAFSA is the federal application for financial aid, but it is also used to apply for aid from other sources, such as your state or school. The deadlines for your state or schools may be different from the federal deadlines and you may be required to complete additional forms.

After the initial completion of the FAFSA, students are responsible to follow up on any additional needed information and complete and return other paperwork in order to have money available as illustrated. FAFSA follow up website: <http://www.fafsa.ed.gov/follow001.htm>

Students will receive a Student Aid Report (SAR) acknowledging the processing of their FAFSA about four weeks after mailing the form. At this time, they should meet with their study abroad advisors and complete the “Study Abroad Program Documentation” form. This form requests information about program costs and must be signed by you. You should have a standard list of costs compiled to use in filling out this form for all students seeking financial aid. Be sure to include the amount they will need to bring for their personal expenses during the program. After you complete and submit these forms, the financial aid advisors are able to provide estimates of financial aid eligibility.

For a student who is awarded financial aid beyond the amount necessary to cover tuition costs, a refund is processed by student financial services in the Business Office at the request of Student Accounts. This refund is given to the student, with the expectation that the student will use it for costs such as room and board, travel, etc. Troy students should know that this refund is now automatically deposited in the student’s Trojan One Card account. Once a refund has been noted on your Trojan One Card, you will receive an email confirming this. A written check can still be requested, but this process can take 5-7 days. Further information on the Trojan One Card can be found at <http://www.TrojanOneCard.com>

Before using this new Trojan One Card overseas, students need to contact Higher One to let them know they will be using the card in a particular country or several countries. This measure is to prevent a blockage of funds abroad by Higher One for security purposes. The Trojan One Card is NOT A CREDIT CARD!

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TIMING OF FINANCIAL AID

Federal regulations require that financial aid awards be awarded no sooner than the beginning of the TROY semester or session during which the program occurs. Therefore, students typically will not receive their financial aid awards before your payment deadlines, and sometimes not even before your departure date. There are a few ways to approach this problem.

You can insist that all payments be made on time and suggest that students obtain temporary loans from their parents or bridge loans from private banks. These loans would then be paid off when the students' financial aid awards are disbursed. Trojan OneCard will allow students to direct deposit refunds after tuition is paid to their bank account wherever they live.

You may also suggest to students that they work with the Director of Study Abroad, to research for specific study abroad funding related to summer study abroad programs from such resources as www.studyabroadfunding.org

CONFIDENTIALITY AND RELEASE OF INFORMATION

Information about a student's financial aid is confidential. However, if you feel you are not getting sufficient accurate information from the student and that you need this information, you and the student could meet with the Financial Aid office.

ELIGIBILITY ISSUES

TROY students are currently unable to receive any form of federal financial aid, including loans, for programs sponsored by other institutions or for any credits not registered through Troy Abroad. This means that if a portion of the credits offered by your program are through an institution other than Troy University, students will receive financial aid only for the program expenses and tuition associated directly with Troy University. The key to federal financial aid is whether the student is registered for Troy Abroad or not. In the former financial aid is disbursed, in the latter no financial aid is disbursed.

Non-TROY students who wish to participate in TROY study abroad programs are not eligible for financial aid through Troy University. They should consult with the financial aid office of their home institution to learn the procedures for receiving financial aid for study abroad.

Students who are not eligible for financial aid may want to consider using alternative loans. Alternative loans are available from private banks such as Citibank or First Marble Bank of Boston. Students interested in alternative loans should contact the TROY Office of Financial Aid for a list of recommended alternative loan programs and information on procedures for obtaining these loans.

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TRAVEL REQUIREMENTS & INSURANCE

PASSPORTS AND ENTRY REQUIREMENTS TO FOREIGN COUNTRIES

Students and faculty/staff members traveling outside the United States and its territories, regardless of their nationality, require having a valid passport issued by a national government or competent international organization. Travelers may be also required to have entry visas for the country they are visiting.

All faculty members and students are encouraged to directly learn from the diplomatic or consular representations in the US of the country they are visiting, whether or not they require to have a visa to entry to such a country.

REQUIREMENTS FOR ENTERING TO FOREIGN COUNTRIES

Details about visas and other entering requirements to foreign countries for US citizens & residents, and foreign nationals in the US should be obtained from the embassies or consulates of the countries being visited. Links to foreign embassy web sites are available at the Electronic Embassy web site: <http://www.embassy.org/embassies>

Additional information about traveling requirements for US citizens and residents may be found at http://travel.state.gov/travel/cbpmc/cbpmc_2223.html Foreign nationals may want to ask their embassies and consulates in the US if their country of origin have for them any particular travel requirements and should be also aware that they require a current passport and a valid US visa to be able to reentry into the US. Again, links to foreign embassy web sites are available at the Electronic Embassy web site: <http://www.embassy.org/embassies>

If a study abroad is traveling to countries that require visas for several participants, we strongly recommend that the participant send application materials for all participants together. Insist that students get their passports early and apply for the visas as soon as possible. Study abroad professionals across the country continue to report difficulties in obtaining visas for some countries. There have been many cases where visas have arrived the day prior to or after the planned date of departure. There are also visa services that deal directly with the Embassy in obtaining timely visas for a group.

If you are a US citizen or resident planning to travel to a location that is under a US State Department official travel warning, please note that you are REQUIRED to sign Troy University travel release form for yourself and each of your Troy students.

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PASSPORT PRECAUTIONS

All students traveling overseas require having a valid passport. US citizens and residents may learn details about obtaining and renewing their passports by contacting the US Department of State or visiting its website at http://travel.state.gov/passport/passport_1738.html

Non-US Citizens may learn details about renewing their passports by contacting the diplomatic or consular representation of the home country in the US. The website shown below may provide faculty/staff and students with information about contacting foreign consular and diplomatic representation in the in the US <http://www.embassy.org/embassies>

Program leaders may ask students to make two copies of the identification page of their passport. They should keep one, in a separate place from their passport, throughout the program. Program leaders should collect a second copy from each student and keep it throughout the program. This will be very useful if a student has an accident or emergency and his/her passport is not available. A photocopy will also make it is easier to receive a new passport if the original is lost or stolen. In such cases, the student should take the photocopied information to the nearest U.S. Embassy or Consulate and make an application for a new passport.

Following is the contact information for agencies specializing in study abroad program assistance:

Educational Information and Resources Branch
U.S. Department of State SA-44
3014th Street, SW Room 349
Washington, DC 20547
Tel: (202) 453-8891
Fax: (202) 453-8890
Website: <http://www.educationusa.info/pages/students/forus.php>
<http://exchanges.state.gov/education/educationusa.htm>

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US & FOREIGN NATIONALS TRAVELING REQUIREMENTS

US CITIZENS & RESIDENTS

US citizens and residents are required to have a valid US passport in order to travel outside the United States and its territories. The Department of State is the competent authority to issue US passports. For further details please visit the US Department of State Passport Services at:
http://travel.state.gov/passport/get/first/first_832.html

APPLICATION PROCEDURES

It is important to urge students to begin the application process for a passport right away, so it is not put off too long. One way to do this is by providing the passport application form and information on applying when the student pays the advance deposit and signs the financial agreement. If you issue an acceptance letter, you can include this information with it.

Students can apply for a passport at any of Passport Agencies in the US or at certain post offices and court houses. **The Pike County Probate Office** is now accepting passport applications on behalf of the U.S. Department of State. U.S. citizens planning on international travel may apply for their passports Monday-Friday from 8 AM until 3 PM at the Pike County Courthouse (Phone #: 334-566-1246. Website: <http://pikeprobate.com/passports.html>).

Another location nearest to TROY is the Clerk of Circuit Court of Crenshaw County in Luverne, AL.

Students and faculty must apply in person. The following is a list of items needed to apply for a US passport:

1. Proof of US Citizenship:
 - Previous US passport, or
 - A certified copy of birth certificate
2. Two identical passport photographs (2" x 2")
3. Proof of Identity:
 - Previous US passport,
 - Driver's License, or
 - Government or Military ID
4. Passport fee
5. Social Security Number

Passports are issued within 25 business days after the completed application has been received by Passport Services. However, students should be advised to apply several months prior to their planned departure, especially if an entry visa for the host country is required. It is possible to have a passport application processed in a shorter amount of time by paying a \$35 expedite fee. There are also passport expediting services that can obtain a passport in 2-5 days. In addition, a passport can be obtained quickly by applying with the necessary materials in person at the Washington, D.C. Passport Office.

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We recommend you ask if students have a passport on the application form, so they are aware early on that they will need one.

FOREIGN NATIONALS

Foreign nationals studying or working at Troy University and traveling outside the US and its territories are also required to have a valid passport issued by the government of their home country or competent United Nations agency, and valid visas to both enter to the host country and reentry into the US.

To learn details about entering to countries different than the US, foreign nationals should contact the Embassies or Consulates in the US of the countries they are planning to visit. Visa applications to entry to a foreign country for non-US citizens/residents studying or working at Troy University and traveling outside the US and its territories may take a longer period of time. This is especially important information for our Chinese students; for they will need foreign visas even for short-term programs taking place in the UK for example. Likewise, if they are in the UK, they would need a separate visa just to visit neighboring France. Both of these countries would just as likely require in person interviews prior to being issued a tourist visa prior to departure overseas. If you have any further questions, please contact the Director of Troy Abroad.

REENTERING INTO THE UNITED STATES FOR NON-US CITIZENS

In regards to visas and authorizations for reentry into the United States, non-US Citizens require a valid passport, a US Visa and I-20 or DS 2019 signed by Troy University DSO (SEVIS Designated School Official) or ARO (SEVIS Alternate Responsible Officers). Foreign students traveling outside the US and its territories require seeing the Dean of International Student Services at the Center for International Affairs.

According to US Government regulations, all current international students and employees may only renew their US visa in their home countries when required. If the US visa expires while they are on a Troy Abroad program, the student will not be allowed back into the US. The only option would be for that student to return to his/her home country at their own expense.

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TRANSPORTATION

Since the events of September 11, 2001, the US Government has made extensive changes to baggage requirements for domestic/international travel in an effort to enhance security for Americans. Please note that arrival times prior to departure have changed as well. For a detailed list of all the latest US Government travel requirements, please see the US Transportation and Security Administration's website <http://www.tsa.gov/travelers/airtravel/assistant/index.shtm> for more information.

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AIR

When dealing with your travel agent for international flights, be sure to get the following information:

- Deposit deadlines
- Minimum number of people for the cost you were quoted
- Policies/costs for changing the return date and/or departure location for individuals who do not wish to return with the group.

For trans-Atlantic travel, we recommend that you book the students' flights from a large air center Atlanta and not a local airport like Montgomery, except for programs with dates that do not permit students to go home first, such as a semester break program.

Students can get to Atlanta on their own from their homes in different directions. This is more convenient and less costly for them and less work for you.

TRAINS

For programs based in Europe, the rail system will probably be a primary transportation mode for you. Eurail passes are a flexible way to move around Europe and can be included in your pre-paid package with a travel agent. Eurail passes must be purchased prior to leaving the US, and it is advisable to purchase individual rail passes rather than group passes, so the group will not be required to stay together. Compare the relative benefits of the EuroPass Youth and the Eurail Flex Pass. Several countries, such as the UK, are not included in the Eurail pass. National rail passes may be a good option in these cases. Detailed information about Eurail Passes is available at <http://www.eurail.com> information about the BntRail pass, go to <http://www.nationalrail.co.uk/>

Rail passes are also available for Australia, Canada, Japan, Malaysia, Thailand, and United Kingdom. Don't overlook overnight train schedules to get to your next itinerary site. This is an efficient way to save daylight hours for other purposes and save money as well, since a sleeper car is usually less expensive than a hotel room. Check with your travel agent for details.

GROUND TRANSPORTATION

Especially outside of Europe, your travels will involve more than just trains. Depending on your country, you may be using any of the following or a variety: public bus, tour bus, rental vans, boats or ferries.

For travel within or between cities we suggest considering a charter bus, which provides door to door service, reduces transportation uncertainty, sometimes enables you to prepay for transportation, and reduces the amount of time spent lugging baggage. As much as possible, we recommend you have a travel agent make these arrangements for you. If you do not find a US travel agent who is able or willing to do this, you may want to try making contact with a travel agent abroad who can do it.

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LODGING

Typical lodging and housing can differ considerably from one culture to the next. If the lodging or homestay your students will be using is very different from what is normally expected in the US, we recommend that you provide the students with the best available information during your pre-departure sessions to help them develop realistic expectations.

SELECTING LODGING

There is a variety of options available, including hotels, dormitories, the Center for European Studies and Architecture (CESA), youth hostels and homestays. Your travel agent or international contacts should be able to help you with most of the options

There are several factors to consider when choosing program lodging, including cost, location, services and opportunities for cultural learning. If the location is far from the sites you will be visiting, look for whether public transportation is easily accessible. Regarding services, ask whether meals are available, especially breakfast. Telephones are also an important service: the group leader may need access to a phone affording privacy for certain types of calls. If your itinerary requires you to give lectures in the hotel, inquire about the availability and cost of such space. Trying to give a lecture in a hotel or hostel lobby is not advisable. Some housing options offer more opportunities for cultural learning than others.

For example, a European bed and breakfast or Japanese “ryokan” would offer students much more exposure to the culture than a business hotel.

Quality versus cost is an important consideration for many program organizers. If the cost is high it can hamper your ability to recruit students. Those hoping to sacrifice some or most quality considerations to keep costs low must be very mindful of two important criteria at the absolute minimum: adequate security and the capacity to provide the students with sufficient rest. Remember also that a poor location at a good price may increase transportation costs and reduce the time available for site visits.

HOMESTAYS

Advantages and Disadvantages (Not Recommended for Large Groups in a very short term study abroad programs).

The homestay option offers many important benefits. First, they help keep program costs low. They also offer the highest level of cultural exposure/immersion.

Host families can offer students support, advice, opportunities to experience the typical lifestyle of the culture and in some cases a chance to practice their foreign language skills. Professors report that host families have helped students with homesickness. Homestays also provide a feeling of security to parents and can be a positive factor in their decision to send their children on the program.

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On the negative side, homestays also present challenges. The process of arranging for homestays is more involved than the process of making a hotel reservation. If a homestay does not work out it can seriously detract from the student's overall experience. It is difficult to ensure that every host family will provide the high quality experience students hope for.

ORGANIZING AND SUPERVISING HOMESTAYS

Homestays can be arranged through your own international contacts or through homestay organizations. If you choose to use a homestay organization, research it and seek to confirm the quality of the homestays offered. Ask for experienced families and ask for information about each family, whether you are screening families yourself or using a homestay organization.

It is useful to get certain basic information about the families and the students before assigning students to their families. Smoking preferences and eating habits are especially important. It should also be noted that anti-smoking laws are often more strict overseas, especially in Europe. Vegetarianism is less common overseas and it may offend the host not to eat meat products in some cultures.

Be sure to give both families and students a clear set of expectations about activities, schedules, behaviors and what will be provided during the homestay.

During the program, if a student expresses a concern about his/her homestay, you should believe the student and quickly take appropriate action.

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HEALTH AND TRAVEL INSURANCE

Troy University requires participants (faculty and students) to have travel insurance while participating in a study abroad program. Coverage must include at least the items indicated in the charter below.

STUDENT INSURANCE COVERAGE

Students participating in study abroad programs are required to have a travel insurance that covers them while abroad. Students may utilize their customary health insurance as long as their insurance companies can guarantee their coverage while traveling overseas to Troy Abroad Office.

FACULTY MEMBERS TRAVEL INSURANCE

Faculty members and administrators traveling in official business are covered by their University insurance policy; however, travelers are to provide the administration with their information about the trip. Troy Abroad Office will assist faculty members and administrators in putting through the required paper work.

BASIC COVERAGE FOR TRAVEL INSURANCE

The basic insurance travelers require are the followings:

MINIMUM TRAVEL INSURANCE POLICY	
Coverage	Minimum Amount
Preferable Deductible	Minimum amount possible with full benefits.
Accidental Medical Expense Per Occurrence	At least \$ 100,000.00
Sickness & Hospitalization Benefit	Between \$ 200 to \$250/day For at least 60 days
Emergency Medical Transportation	At least \$ 250,000
Repatriation of Remains	Between \$35,000.00 & \$ 50,000.00
Emergency Family Travel	At least \$ 10,000.00
Accidental Death & Dismemberment	At least \$25,000
Baggage Delay	Optional: At least \$200 is recommended
Travel Document Replacement	Between \$500.00 & \$1,000.00
24 Hour Medical Assistance Services	Should Be Included
24 Hour Live Travel Emergency Services	Optional
24 Hour Concierge Services	Optional
Travel Delay	Optional: At least \$200.00 is recommended
Loss of Baggage/Personal Affects	Optional: At least \$500 is recommended
Mental Health	Optional
Trip Cancellation/Trip Interruption	Optional
Legal Assistance	Optional

LIABILITY AND RISK MANAGEMENT

GENERAL ASPECTS

Leading a study abroad program involves a variety of risks, and a diverse range of legal issues could arise from these risks. The likelihood that a person will take legal action against the University or any of its representatives is not great enough that it should be a deterrent to leading an overseas program. Nick Cervera, the university attorney may be consulted by faculty members to discuss their concerns. He may be reached at (334)566-0116.

1. Be obvious and direct. Avoid subtlety in giving warnings. Make sure that contradictory messages are not conveyed to participants.
2. Specific to the Risk. A warning must be specific to the risk at hand so the person can make an informed decision. Advising people to proceed at “their own risk” is without value if the person does not know what the risks are.
3. Comprehensible. The warning language must be understandable to the persons being warned. This issue includes the question of terminology and the “native” language of the participants. Also, use a variety of methods to convey warnings, e.g., oral warnings by supervisors, written warnings in Agreements to participate, and signage.

Using a liability waiver form (provided by Troy Abroad to faculty/staff and students) is required as a way of disclosing risks to students and thus reducing liability. The Liability Agreement form covers a wide range of issues common to all TROY study abroad programs and has been reviewed and approved by the University Counsel. Please feel free to consult with Center for International Affairs concerning any revisions you feel are necessary.

The timing of disclosure is also important. If you do not warn students of the risks until after they have already made substantial non-refundable payments or just prior to departure, liability will increase. The Center for International Affairs and Troy Abroad require faculty/staff members to include the waiver form in their registration packet for students.

We also recommend that you discuss responsibility and liability issues in your orientation sessions, which are an ideal forum for disclosing risks. During these sessions, you should inform the students of what things they should or should not do. You should also inform them both orally and via the waiver that you have no responsibility for what they do during their free time.

It is a good idea to put all the points you make orally about responsibility and liability issues during your pre-departure sessions in writing as well to serve as proof of disclosure. If you have questions regarding risks associated with your program, please feel free to contact.

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HEALTH RISKS

For countries that require immunizations, you should require that students show proof of immunization.

It is also important to include health risks when disclosing risks to participants. Having the students meet with a staff member from the Health Center (see chapter entitled “Health Preparations”) would be an effective method of disclosing health risks.

Faculty leading studies abroad should explain participants that traveling abroad requires also understanding that in the country of destination may persist diseases that are eradicated or do not exist in the US such as but not limited to Chagas disease -American trypanosomiasis- (<http://www.cdc.gov/chagas>), Leishmaniasis <http://www.cdc.gov/ncidod/dpd/parasites/leishmania/default.htm>), Schistosomiasis -snail fever- (http://www.cdc.gov/ncidod/dpd/parasites/angiostrongylus/factsht_angiostrongylus.htm), and the like.

The **Centers for Disease Control and Prevention (CDC)** poses health warning for more than 200 countries around the world. The Centers’ webpage explicitly explain the diseases existing in specific countries. To learn more details about the country you are planning to visit, please review the CDC web page: <http://wwwnc.cdc.gov/travel/destinations/list.aspx> Likewise, **the World Health Organization (WHO)** maintains an updated webpage that provides in-depth information about “infectious diseases” existing around the world. You may find further details at http://www.who.int/topics/tropical_diseases/en. WHO can provide you with both detailed statistics and information about the health situation in each one of the Organization’s member states; this information may be found at: <http://www.who.int/countries/en>

Finally, the CDC publishes the Yellow Book every two as a reference for those advising international travelers about health risks. The Yellow Book is written primarily for health professionals, but others find it very useful. You may find these data online at the following website: <http://wwwnc.cdc.gov/travel/content/yellowbook/home-2010.aspx>

Since most students are usually nineteen or older, parental permission for medical treatment may not be required. However, the program director will need to have from all students a **Special Durable Medical Power of Attorney** in order to arrange for and consent to the administration on performance of medical or surgical procedures, including the administration of drugs, on the student the in the event the participant is unable to make such arrangements or personally provide such consent. It provides authorization for medical or surgical procedure recommended by a person licensed to authorize, administer or perform such procedure under the law of the relevant jurisdiction.

ALCOHOL AND DRUG RISKS

As all experienced program leaders know, when students who are too young to drink legally in the US travel to a country where their drinking is legal, their response may be similar to that of freshmen arriving on campus when they have never been allowed to drink at home. For some students an overseas experience becomes a positive lesson on appropriate use of alcohol. For others it may not be so positive.

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Students should be seriously warned of the vulnerable state they put themselves in by becoming drunk in a foreign country where they do not know the surroundings, culture, language and other clues that help them avoid trouble at home. The mental and physical changes caused by alcohol use can make them easy targets for robbery, sexual assault, cause accidents, and even police arrest.

The risks are compounded with drug use. Individuals under the influence of illegal drugs and/or alcohol are not only more vulnerable to attack or accidents while under their influence but they expose themselves to legal transgressions and policy arrest. Students should receive clear and firm warnings against any use of illegal drugs during the program.

Since in many countries the legal drinking age is 18 years old or even less, Program Leaders should make sure to allow parents to know such detail since they are unable to students' drinking habits.

It is University policy that individuals participating in a study abroad program should obey the laws of the host country, and follow Troy University's codes of ethics. Troy University does not allow that students under the influence of illegal drugs and/or alcohol engage or participate in activities and programs under the auspicious of the University (e.g. classes, field trips, conferences, and the like). Once again the student is advised to use his/her best judgment in the consumption of alcohol.

SEXUAL SAFETY

Troy students should be aware of the risks associated with engaging in casual sex, sex related activities and sexual relations in general. The risk associated with casual sex is always very high and it may be even greater while overseas since individuals do not know the surroundings, culture, language and other clues that help them avoid trouble at home. In some countries AIDS is often prevalent at a much higher rate than in the US. There is also the risk of other sexually transmitted diseases and incurable infections like genital herpes, hepatitis C, human papillomavirus (HPV) infection, HPV-associated diseases, genital warts, etc. All of these diseases have will leave the victim with a life-long list of debilitating symptoms. Faculty/staff and students may find more details about sexually transmitted diseases at and their prevention at <http://www.cdc.gov/std> and <http://www.cdc.gov/hiv/resources/qa/prevention.htm> that are websites sponsored by the US Centers for Disease Control.

Please see also the Centers for Disease Control website at www.cdc.gov for more information on prevention measures. It is very important that students do everything they can to protect themselves from these diseases. There are serious long term health and emotional repercussions due to these diseases.

The Troy Health Center will also be able to provide you with available health-related brochures on these diseases should you not have access to the internet.

HEALTH PREPARATIONS

The TROY Health Center provides student travelers with health information, immunizations, travel medications, and consultation with US Health Service nurses and/or physicians. It is highly recommended for programs going to destinations outside Western Europe, Australia and Japan.

Information provided by the TROY Health Center includes topics such as the following:

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- Protection from biting insects
- Water and food precautions
- Methods for water purification
- Jetlag
- Altitude sickness
- Travel health insurance
- Access to foreign medical facilities
- Access to English-speaking physicians
- The pregnant traveler
- The disabled traveler

The Health Center also provides lists of necessary immunizations and medications, as well as pertinent information on local political conditions. The latter information comes from weekly updates abstracted from information from the Centers for Disease Control (CDC) and the US State Department.

Students should call for an appointment at the TROY Health Center. Whenever possible, the student should have the first travel clinic appointment two months before the anticipated travel date to insure that he/she can complete all the recommended vaccinations.

There is no charge for consultation, but students will be charged for immunizations. If immunizations are recommended, students may receive them at the TROY Health Center or choose to go elsewhere. There is no requirement that students receiving consultation at the TROY Health Center must get their shots there.

Due to copyright law, TROY Health Center staff members are not able to provide the initial consultation to students collectively as one large group. However, they are able to meet with small groups of four or five students together at the TROY Health Center. If this arrangement is impractical, the student can arrange for an individual appointment.

The TROY Health Center is unable to provide services for faculty and staff members. For travel health information they should go to:

Montgomery County, Alabama Health Department
3060 Mobile Highway
Montgomery, Alabama 36108
(334) 293-6400
<http://www.adph.org/montgomery>

RESOURCES FOR HEALTH AND RISK MANAGEMENT DETAILS

In assessing and preventing risk preventing, the following Websites provide us useful information:

United States Department of State Travel Warnings and Consular Information Sheets:
http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html

United States Department of State Tips for Students:

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http://travel.state.gov/travel/living/studying/studying_1238.html

<http://studentsabroad.state.gov>

Traveling Registration Program: <https://travelregistration.state.gov/ibrs/ui/>

Center for Disease Control and Prevention: <http://www.cdc.gov>

CDC, Diseases by Country: <http://wwwnc.cdc.gov/travel/destinations/list.aspx>

World Health Organization

Infectious diseases existing around the world: http://www.who.int/topics/tropical_diseases/en

Detailed statistics and information about the health situation in each one of the Organization's member states: <http://www.who.int/countries/en>

NAFSA: Association of International Educators: <http://www.nafsa.org>

NAFSA-Responsible Study Abroad: Good Practices for Health & Safety:
www.nafsa.org/eahealthsafety

Center for Global Education: <http://www.globaled.us> and

SAFETI Clearinghouse: <http://www.globaled.us/SAFETI/>

Forum on Education Abroad: <http://www.forumea.org>

PERSONAL LIABILITY

Faculty members leading a TROY study abroad program act as an agent of the university, and TROY accepts responsibility for the results of their actions as long as they adjust to the University mandate and ethics and faculty act in fulfillment of their duties. There has never been an instance in which a TROY employee performing his/her duties in a reasonable manner has not been supported by the University for the Full Amount of a claim.

If your actions appear to be independent of the university, you are exposed to a higher level of personal liability. Thus, your personal liability is reduced if your program is recognized and approved through your department and Troy Abroad Office, and the students are registered for TROY credit and make payments to Troy University; or are individuals who had been accepted as participants in the tour, had agreed to obey Troy University regulations, had sign all pertinent forms especially those dealing with liability issues, and had attend the orientation sessions put forward by program.

You can further clarify your role as an agent of Troy University by asking your department head to acknowledge your role as a leader of the program in writing, as an addition to your job description or in a simple written statement to you; however, the fact that your program proposal was approved by your Department and College, and Troy University's International Programs should provide program leaders with enough assurance of their roles as University's agents as long as faculty/staff member adjust their behaviors and action to the fulfillment of the University mandate and ethics. You should be cautious about designing your program in such a way that you disassociate yourself and the program from the university. If you permit non-TROY students or non-students to participate in your program without paying tuition, your exposure to liability could increase.

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Faculty members who lead a program with a spouse or other person not having an official affiliation with TROY can reduce the personal liability of that person by having his/her role as an official volunteer of TROY recognized by the department sponsoring the program. This can be done by having the department head write a letter of recognition thanking the volunteer for his/her role in the program prior to departure. Faculty members with nine-month appointments who do not receive compensation from the university for their work on a summer study abroad program are also advised to obtain a letter of recognition from their department head. It should be noted that, as long as it does not represent a deterrent to the normal and successful implementation and completion of the program, faculty/staff members' children are also allowed to participate in any Troy Abroad program at their own expense.

DISCLOSURE OF RISKS AND LIABILITY WAIVERS

Disclosure of risks reduces personal and University exposure to liability. When courts review institutional warnings or lack of warnings, they consider whether the warnings are obvious and direct, specific to the risk and comprehensible.

The issue of "failure to warn" has become an increasingly potent weapon for a plaintiff's attorney. Thus, even if an activity is conducted in a reasonably prudent manner, there still may be liability predicated upon the failure to warn of the specific risks inherent in an activity. This requisite of full disclosure rests on the premise that participants need full information regarding the risks of an activity in order to make a truly informed decision about participation.

CONSEQUENCES OF BEING ARRESTED

Troy students should be well aware of the consequences of being arrested overseas. Students should realize that there is very little Troy University or the US Embassy can do for them. The US Embassy can only provide a list of local attorneys in the host country to assist the student. The US Embassy will also help with contacting any immediate family members. Any legal or other fees incurred. However, all expenses and fees are the sole responsibility individual involved.

US Constitutional guarantees and laws also do not apply in any foreign country. There may be no concept of granting bail while awaiting trial. The student may be jailed for months or years before going to trial.

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TROY ABROAD SAFETY AND CRISIS MANAGEMENT

Appropriate knowledge and proper pre-departure preparation can reduce the likelihood of a crisis and improve your ability to manage a crisis if one occurs.

PRE-DEPARTURE PREPARATIONS

Faculty leaders are encouraged to become as familiar as possible with the types of crime, illness and emergencies that occur in the host country and the appropriate preventive measures. This information can be gained from a variety of sources. Making site visits to the study abroad destinations is one effective method for gaining information. Information can also be gained by consulting other institutions that have study abroad programs in the same location. There are two very important information resources on the World Wide Web with which all program leaders should be familiar, as follows:

Travel Warnings & Consular Information Sheets. US Department of State (Travel Advisories)

http://travel.state.gov/travel/travel_1744.html

Traveler's Health (Auspicated by the US Center for Disease Control and Prevention)

<http://wwwnc.cdc.gov/travel>

Other Relevant Websites:

Background Notes

<http://www.state.gov/r/pa/ei/bgn>

International Traveler's Clinic

<http://healthlink.mcw.edu/travel-links.html>

Travel Medicine

<http://www.travmed.com>

Rose, Stuart & Keystone, Jay Stephen. (2006) International Travel Health Guide. This health guide is updated annually and recommended by the US State Department. It is available from Travel Medicine, Inc., Northampton, MA (800-872-8633).

The TROY Health Clinic is able to provide information on both health issues and safety (see chapter on "Health Preparations.") Other useful sources of information include travel guides, US and foreign embassies, international newspapers and periodicals. Conditions change rapidly in some countries, so it would be prudent to regularly monitor information sources.

A Web site on useful publications is the Travel Publications section of the US State Department web site http://travel.state.gov/travel/tips/brochures/brochures_1231.htmlIt contains over 20 on-line publications which cover a variety of topics including crises abroad, safety, medical information and services offered by US Consulates.

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NAFSA: Association of International Educators maintains a website that provides extensive information about safety and study abroad at the following address:
http://www.nafsa.org/publication.sec/education_abroad_students

CRISIS MANAGEMENT AND RESPONSE

The manner in which a crisis is handled also creates liability issues. Having effective procedures for managing a crisis is critical for the well being of your students and yourself. An ineffective crisis response increases exposure to liability. For this reason, be sure to call and permit Troy University's trained response personnel in the Troy Campus Police to assist you when an emergency occurs. The emergency number is (334) 670-1999. This service is available 24 hours a day 7 days a week. Faculty members may want also keep in mind the phone number from Try Abroad Office for questions and emergencies (334) 808-6108. Troy Abroad official business hours are the same Troy University has; from 8:00 AM to 12 Md. And from 1:00 PM to 5:00 PM; Monday to Friday. After office hours, call the TROY Campus Police, and they will put you in touch with an Assistant Dean of Students who is on call 24 hours a day. (Remember the time difference between the two countries).

Making written notes is also important. "If an accident does occur, it is crucial to investigate what happened on site as thoroughly and quickly as possible so as to establish a verbatim record that contains the facts of the incident. Memories can often be faulty, so accurate and timely notes offer an important degree of credibility."

In summary, it is important to be aware of the risks relevant to your program, inform the students of these risks and be prepared to respond to a crisis if one occurs. In a crisis, do not let your fear of legal consequences paralyze you to the extent that you fail to act quickly and responsibly.

Faculty/staff leaders are required to know of and understand Troy Abroad Emergency Protocol & Procedures which is provided by Troy Abroad Office to faculty/staff leading a study abroad program. Besides, they may want to consider carrying a first aid kit or suggest that students carry their own first aid kit. It has also been suggested that faculty leaders consider receiving basic first aid training.

Troy University requires faculty/staff members and students traveling overseas in any study abroad program to register with the nearest US Embassy before departure. Registration shall be completed online at <https://travelregistration.state.gov/ibrs/ui> Faculty/staff and students, before departing, are requested to provide Troy Abroad with a copy of the registration confirmation provide by the US Department of State.

MEDICAL RECORDS AND DOCUMENTS

Faculty leaders are advised to have copies of the following medical records and documents:

- Signed permission from the student (or parent/legal guardian if student is under 18) to seek medical treatment if needed.

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- Medical and Immunization Record. Faculty are also encouraged to learn as much as possible about particular chronic illnesses participants may have (diabetes, kidneys, heart condition, lupus, and the like)
- Faculty members should carry a list of TROY emergency telephone numbers and trip participants.

DURING THE PROGRAM-TROY CAMPUS POLICE PHONE NUMBER

If you are only able to remember one TROY phone number while you are away, it should be that of the TROY Campus Police (334) 670-1999.

NON-MEDICAL EMERGENCIES

For all non-medical emergencies during regular office hours, call the Office of the Dean of Students.

After office hours, call the TROY Campus Police, and they will put you in touch with an Assistant Dean of Students who is on call 24 hours a day. (Remember the time difference between the two countries).

Troy Campus Police: (334) 670-3215 (7:30am-4:30pm) or (334) 670-1999 (Emergencies 24/7).

When speaking to on-campus staff members, be certain that you clearly identify yourself, indicate the country and location from which you are calling and explain your situation. Before hanging up the phone, inform the staff member of your telephone number and how you can be reached later.

During a crisis, do not keep the problem to yourself. Please make full use of the available on-campus and on-site resources. However, you must at the same time respect the student's right to confidentiality by not revealing unnecessary information to other students.

Medical Emergencies

Be aware that when you need to take a student for emergency medical treatment, you must be prepared to pay for everything on the spot and seek reimbursement later. The Center for International Affairs will work with you and the business office to ensure repayment by the student.

For all medical emergencies (including mental illness), call the TROY Student Health Services or ask the TROY Campus Police to put you in touch with the Student Health staff member who is on call. Someone is on call 24 hours a day. Once again, be sure to clearly identify yourself, indicate the country and location from which you are calling and how you can be reached later.

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TROY Student Health Services
(334) 670-3452 (7:30am- 4:30pm, Mon - Fri)

TROY Campus Police
(334) 670-1999

SEXUAL ASSAULT

The TROY University Counseling Services offers crisis support for victims of sexual assault and other types of violence. It provides short-term counseling services to survivors of current and past sexual assaults.

If you have a student who has been a victim of sexual assault, do not attempt to handle this situation alone. Please contact TROY University Counseling Services for assistance during regular office hours (Monday - Friday from 8:00am- 5pm) or call (334) 670-3700. If you need to speak with someone during non-office hours, you may contact the TROY Campus Police (334) 670-1999, which operates a 24-hour crisis hotline. When discussing a sexual assault incident with a student, these are some important considerations:

- Assure the student that you believe his/her story.
- Assure the student that it is not his/her fault.
- Assure the student that you want to help.
- Do not ask the student why he/she did or did not do something.
- Do not blame the student.

When a student has been a victim of sexual assault, control has been taken away from him/her by the sexual assault, and it is vital that he/she regain control in the healing process. For this reason, it is important to resist the temptation to take over. Instead offer assistance and allow the victim to make the decisions. The faculty leader should provide information and options to the victim and be prepared to allow him/her to pursue the options of his/her choice. Often the victim only wants to be able to tell someone and does not want to take other actions.

It is important to respect the student's confidentiality by not informing other students of the incident. Informing a student's parents of a sexual assault without the consent of the student is not permitted. Faculty members should feel free to discuss concerns regarding student confidentiality with the staff at the University Counseling Service.

HOMESTAY PROBLEMS

If students are living with local families at any point during the program, program leaders should be prepared to act quickly if a student's complaint indicates a possible threat to his/her security or health. Advise the students before embarking that they should inform the faculty leader if members of the host family behave in a way that makes them uncomfortable. If a student informs the faculty leader or accompanying chaperons of a problem, it is important to believe the student and remove the student from the home immediately. Students should be made to understand that behavior considered inappropriate in our culture is usually inappropriate behavior in the new culture. Attempts to be "culturally sensitive" or polite to one's host should not influence a student to accept significantly uncomfortable situations.

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STUDENTS WITH DISABILITIES

Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, study abroad organizations cannot inquire about an applicant's disability prior to having accepted that person into the program. Once a participant has been accepted, an organization may inquire about a disability in order to facilitate program adaptations. Applicants with disabilities should be evaluated based on the same qualifications as any other potential participant. International organizations should not make any assumptions about an applicant's abilities or intelligence based on knowledge of a disability.

Program leaders with concerns related to students with disabilities may wish to contact the following offices or organizations.

Troy University Adaptive Needs Office (334) 670-3220

The Adaptive Needs office is responsible for the coordination of access and accommodation for students with disabilities at Troy University.

Mobility International USA (MIUSA)

P0 Box 10767

Eugene, OR 97440

541-343-1284 (voice/TDD)

541-343-6812 (fax)

E-mail: miusa@igc.apc.org Web page <http://www.miusa.org/ncde>

Mobility International USA is a national nonprofit organization dedicated to promoting equal opportunities for persons with disabilities in international educational exchange, leadership development, disability-rights training, travel and community service. In addition to conducting international exchange programs, MIUSA consults with other organizations to help them include persons with disabilities in their exchange and leadership programs.

Association on Higher Education and Disability (AHEAD)

P0 Box 21192

Columbus, OH 43221-0192

614-488-4972 (voice/TDD)

614-488-1174 (fax)

Web page <http://www.ahead.ie/index.php>

The Association of Higher Education and Disability is an international, multi-cultural organization of professionals committed to full participation in higher education for persons with disabilities. "It envisions educational and societal environments that value disability and embody equality of opportunity".

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TROY ABROAD PRE-DEPARTURE INFORMATION SESSIONS

Proper pre-departure preparation is an important part of any study abroad program since it may both reduce risk of liability issues and provide participants the opportunity to learn about the program, its benefits and risks, costs, schedules, and the like. Listed below are some topics that Program Leaders may wish to include in pre-departure information sessions. It can be wise to document what students have been told. Some ways to do this are to use an email list to announce important information and meeting times; provide important information in writing; have students sign an attendance sheet at pre-departure meetings, thus indicating that they have heard your oral comments and received written hand-outs; and to email the hand-outs to students not attending a session.

Note: The Director of Troy Abroad will be available to assist with any questions Troy faculty/staff members may have about travel related issues.

PRESCRIPTIONS:

Precautions against malaria, water-born parasites and other illnesses, where necessary

PROGRAM LOGISTICS:

- Passports
- Visas
- International Student Identification Cards
- Travel arrangements
- Program itinerary
- Program fees and payment dates
- Financial aid
- Handling money
- Communication:
- Mail, e-mail, faxing, phone

CONTACTING TROY UNIVERSITY

- Emergency contact information

SAFETY AND SECURITY

- Customs and political situations
- Expectations of women and men with regard to drinking
- Expectations of women and men with regard to sexual activities
- Expectations of women and men with regard use of legal and illegal drugs
- Protecting valuables

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- Crime
- Demonstrations
- Drugs
- Legal issues
- Understanding crisis and emergency situation management

HEALTH CARE ISSUES

- Medical Emergencies
- General health care
- TROY University Health Center
- HIV and STD precautions
- Travel Insurance
- Understanding crisis and emergency situation management

EXPENSES

- Troy University Tuition & Fees
- Program Fee (domestic and foreign cost the programs has)
- Housing (attach description)
- Meals (attach description)
- Local Transportation (airport transfers abroad or bus passes)
- International Transportation
- Other related costs
- Faculty salaries + overhead (Please, remember that faculty salaries and fringe benefits should not be charged as part of the cost of the program)

TROY ABROAD INFORMATION FOR PARENTS

Faculty/staff leaders should consider what information should be provided to the parents of students participating in their program. Since parents are often involved in paying for the program, they are anxious to be well informed about it. The program brochure and US State Department Consular Information Sheets may not be enough to meet their need for information. You may want to create a separate information packet or letter specifically for parents.

A publication by William W. Hoffa, *Study Abroad: A Parent's Guide* (NAFSA: Association of International Educators, Washington, D.C., 1998) is worth recommending to parents.

Any information packet for parents should among other things include the following:

- Detailed itinerary of the program for the entire period indicating contact information of hotels or other accommodation arrangements made.
- Detailed estimate of the complete program cost including anticipated personal expenses per student. This information is helpful for financial aid planning.
- List of all individuals responsible for planning the program should be provided. This is to ensure that parents know who to contact at all times, both at TROY and in the foreign country site.
- Outline of the program highlighting academic and professional expectations. This should include the courses to be taken, credit hours, syllabi, narratives, required textbooks and presentation requirements.
- Financial Agreement Form, spelling out deposit and payment schedules.
- Liability Agreement Form.
- List of all students with details of their parents contact address, workplace and home telephone, fax and email.
- The need for students or parents to furnish program directors with information about the students' special needs, such as diet and medication. It should be stressed however that faculty will not have medical responsibilities towards students.
- A request that parents instill in their children the need to act responsibly throughout the entire period of the trip.

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TROY ABROAD PROGRAM RISK MANAGEMENT POLICIES

Troy University is obligated to use reasonable care in the conduct of overseas programs. This obligation includes taking reasonable precautions against known and/or foreseen dangers. The following procedure shall be followed with regard to overseas travel in order to minimize the risks associated with overseas travel and study abroad activities:

RESPONSIBILITIES – TROY ABROAD OFFICE

Troy Abroad Office, under the Center for International Affairs, has the responsibility to oversee the conduct of any study abroad program and its participants. Troy Abroad shall be thoroughly familiar with all Troy University foreign travel and study abroad policies and every program under planning and implementation.

Troy Abroad Office shall consult with at least one international support organization (i.e. U.S. Embassy/Consulate, US Department of State, International Red Cross or Red Crescent or any like organizations concerning safety and security concerns) about the safety in the country in which a study abroad initiative will take place

Troy Abroad shall make sure that faculty/staff members and students participating in any study abroad program are registered with the Travel Registration Program under the auspicious of the US Department of State (<https://travelregistration.state.gov/ibrs/ui>). Troy Abroad shall monitor new information regarding security and safety at destinations hosting study abroad programs

The Director of Troy Abroad should provide faculty/staff and all university community members interested in planning and implementing study abroad programs with guidance and required assistance with respect to the process to follow, regulations to understand and observe, and risk management issues.

STUDY ABROAD PROGRAM LEADERS

Every overseas program shall have a **Program Leader**; and all program advisors/coordinators and department chairs shall coordinate with the Director of Troy Abroad the planning, approval, and implementation of every study abroad program organized and taking place at Troy University; before such programs are submitted to the final approval of dean and senior administrators.

Study Abroad Programs might also have an Assistant Program Advisor Coordinator if needed whose responsibility is to assist the Program Leader and assume overall responsibility in the event that the Program Leader were unable to fulfill his/her responsibilities. The assistant Program Leader shall be also thoroughly familiar with all Troy University foreign travel and study abroad policies.

Troy Abroad Office shall consult with at least one international support organization (i.e. U.S. Embassy/Consulate, US Department of State, International Red Cross or Red Crescent or any like organizations concerning safety and security concerns). In addition, Troy Abroad shall make sure that

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faculty/staff members and students participating in any study abroad program are registered with the Travel Registration Program under the auspicious of the US Department of State (<https://travelregistration.state.gov/ibrs/ui>). Troy Abroad shall request monitor to be informed of new information regarding security and safety as it is obtained by the agency.

Each participant shall be provided with the emergency contact information listed in the Center for International Affairs Emergency Communication Information worksheet and shall be advised of the procedures to be followed in the event of an emergency. In addition, participants shall be informed of ALL safety concerns particular to the program destination recognized by Troy Abroad Office.

DUTIES OF STUDY ABROAD PROGRAM LEADERS

2.0) The Program Leader shall fulfill the following duties:

- 2.1) *a)* Obtain from the Department Head a preliminary approval (Program Planning Approval Referral Form) to plan and implement the Study Abroad Program of his/her interest which should both complements the vision and mission of the University and advances academic quality; and further students' international competitiveness, cultural awareness, and critical thinking.
- b)* Procure the technical support from Troy Abroad Office in order to design and implement the study abroad program; and provide students with both clear information about the academic topics the program addresses (syllabus) and the cost of the program
- c)* Prior to the departure of the group, every Program Leader shall plan and implement at least an orientation session with the group and the Director of Study Abroad. In addition, the Program Leader shall show Troy Abroad the existence of the following documents when applicable:
- i)* **Application to Troy Abroad which includes the following parts:**
- Personal information of each individual participant.
 - Emergency contacts.
 - Program cost disclosure.
 - Academic information.
 - Medical information.
 - Release and waiver of liability.
 - Appropriate conduct and early dismissal from the program.
 - Especial durable medical power of attorney.
- ii)* **Troy Abroad Agreement & Release Form**

It is, however, the responsibility of the Director of Troy Abroad Office to determinate the required documentation according to the nature of the program. Likewise, faculty members, students and administrators, may obtain all required forms and information from the Director of Troy Abroad. At the

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request of the participant, the Program Leader may obtain a medical power of attorney which template can also be obtained from Troy Abroad Office.

Prior to departing Troy Abroad Office shall make sure that the Program Leader had obtained and is aware of the U.S. State Department Travel Advisories provided for the traveling destination. The Program Leader should obtain all advisories issued up to one week prior to the beginning of the program. Such advisories should also be provided to the participants prior to departure.

- 2.2) The Program Leader shall conduct a safety briefing at the start of the program and no later than 2 days following the first day of classes or first scheduled program activity, at which all safety information shall be reiterated and directions given as to the location of the general rendezvous point. In addition, program advisors shall discuss the proper use of phone systems and shall discuss safety concerns particular to the host country.
- 2.3) Immediately upon the start of the program and no later than 2 days following the first day of classes or first scheduled program the Program Leader must provide the Troy Abroad Office and the Center for International Affairs with a written status report including but not limited to: roster of arrival participants and their status, updated contact information, course information, etc.
- 2.4) The following actions must be taken throughout the term program by the Program Leader:
 - a) The Program Leader shall also hold periodic meetings with all participants, concerning program activities, security and safety. Participants should be informed of significant advisories as well as information received from agencies discussed above.
 - b) For each group travel sponsored by the program, the Program Leader shall designate a rendezvous and alternative rendezvous points to be utilized in case of separation or emergency. Under certain circumstances the use of the US embassy or consulates may NOT be appropriate, please consult with the US Embassy/Consulate nearest to the site where the program is to be taking place to ensure that the appropriate location is selected. Troy abroad emergency protocol.
 - c) Remain with the group throughout the duration of the study tour.
- 2.5) Program Leaders have also the following responsibilities:
 - a) Implement an active recruitment of participants of the program.
 - b) Provide academic advisement when required for prospective participants; comply with the academic objectives of the syllabus approved for the study abroad program; and evaluate and grade students accordingly.
 - c) Coordination and presentation of pre-departure orientations with Center for International Affairs and Troy Abroad Office that include specifically the risks, if any, attendant upon travel to, and residing in a departure materials specific to the program. These materials should also include US State Department Consular Information sheets.
 - d) Serve as a guide and responsible counselor on academic and student life matters for participants who are enrolled in the program while abroad.

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- e)* Provide Troy University and Troy Abroad Director with an arrival report within the first five working days of the beginning of the program and a program completion report within 30 days of the last day of the program.
 - f)* Make sure that all participants are register with the nearest US Embassy/Consulate while abroad.
 - g)* Serve as a liaison officer for Troy University in any emergency situation that might arise in the foreign country and immediately notify Troy Abroad Director in the event of any such emergency and fully advise of all details.
 - h)* Interpretation and conversion of transcripts/grades issued in the foreign institution to a Troy University grading scale and provision of an evaluation of course equivalents between courses Troy University at the foreign institution and comparable Troy University courses.
 - i)* Performance of other responsibilities deemed reasonable, necessary and proper by the Center for International affairs for the advancement of the purposes of the program.
 - j)* In the event that services are not completely performed, the program coordinator/faculty will return all, or a prorated portion of the compensation received.
 - k)* All programs expenditures must be budgeted and approved by the Center for International Programs in advance of commitment. Compensation for services will be as defined by each Department/College.
 - l)* Complete an Emergency Communication Worksheet with the telephone numbers of all participants and those of key offices and individuals at Troy University, prior to departure and deliver a copy to Troy Abroad Office and/or appropriate designee. All program faculties should maintain copy of such information throughout the duration of the programs.
 - m)* Make sure that students have the opportunity to evaluate his/her study abroad according to the “Troy Abroad Evaluation”, which is part of the Troy Abroad Manual.
- 2.6)** Program Leaders are obligated to remain with the group throughout the duration of the study tour; and provide continued contact and means of contact to each one of the participants, Troy University, and the Director of Troy Abroad.
- 2.7)** Comply with Troy University procedures and regulations and code of conduct.
- 2.8)** Program Leaders are required to know and understand the Troy Abroad Emergency Protocol presented below.

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EMERGENCY ABROAD PROTOCOL & PROCEDURES

The following procedures should be followed in the event of an emergency. Emergencies may range from personal to medical problems as well as to accidents and crime involving a single participant as well as a national event placing all participants at risk; which may require the evacuation from the country. Since all emergencies cannot be anticipated, the Troy Abroad Office, the center for International Affairs, faculty or staff should use their own judgment as to the proper course and order of action.

- 1) Notify the appropriate law enforcement or hospital agency. If the emergency involves a national or regional crisis, notify the nearest U.S. government agency or installation (embassy, consulate, military installation). It should be noted that US Embassies keep a list of local English-speaking physicians and emergency hospitals throughout a give host country. In case of national/regional emergency or disaster in the host country that may impact the group, Program Leaders shall learn the directions provided by the US Embassy existing in the country and the instruction provided by local relief authorities and emergency crew.
- 2) Inquire/notify the appropriate international agency (Red Cross, Red Crescent, United Nations Agency) for whatever assistance is available (Provide notification of Troy University emergency address, travel arrangements, loans, etc.).
- 3) Military installations would often have physicians on site that might be available for immediate consultation in an emergency situation only. Generally this should be the first step taken, always stabilize the situation first to ensure the well being of the participants.
- 4) In case of medical care or emergency, the Study Abroad Office, faculty, or staff should immediately notify the Center for International Affairs and Troy Campus Police at (334) 670-1999. Students should also show proof of insurance.

Achieve or pursue accountability of all participants. Provide participants with brief explanation of the emergency. Request that all participants remain in a single, secure location until the emergency or situation is resolved.

- 5) Utilize the 24 hour phone number to contact the Troy University Police Department. Be ready to leave immediate contact information such as telephone number, location, name(s) of party(ies) involved, etc. Generally, the immediate situation should be controlled before expending energy attempting to contact the university. Be prepared to provide as much detailed information as possible. Maintain as frequent contact with the university as possible until the emergency is resolved.
- 6) If necessary, begin preparation for early departure.
- 7) Document in writing all pertinent information including names of individuals involved witnesses, agency names, telephone/address information and any associated detailed information.

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- 8) Take whatever other precautions warranted by the situation.

The following procedures should be followed **at Troy University Campuses** in the event of an emergency or situation abroad. Emergencies may range from personal problems (including but not limited to missing, kidnapped, incarcerated or deceased) to medical problems due to an accident or crime involving an individual program participant as well as a national event placing all participants at risk. Since all emergencies cannot be anticipated, the Center for International Affairs staff should use their own judgment as to the proper course and order of action.

- (1) Upon receiving notification:
 - a) Center for International Affairs staff will notify the Provost and
 - b) Center for International Affairs staff will pull and review the participant file (including any departmental files) for medical, emergency, and other relevant information which shall be passed on to the emergency assistance hotline in use and Troy University Police Department as well as to resident contacts at the program site.
- (2) Notify the appropriate Troy University staff and divisions including: Chancellor and Provost Office, Campus Police Department, and Vice Chancellor for Student Life.
- (3) Based on the Program emergency contact worksheet, notify the appropriate international agency (Red Cross, Red Crescent, embassy, consulate, or US military installation) for whatever assistance is available (notification of Troy University or emergency addresses, travel arrangements, loans, etc.).
- (4) In case of medical care or emergency Center for International Affairs will notify the 24hr emergency assistance carrier as indicated on the emergency contact worksheet. Such notification will provide assistance for immediate action.
- (5) Troy University will achieve or pursue accountability (i.e. know where participants are and what their condition is) of all participants. The resident coordinator or Study Abroad Office, faculty or staff will be contacted for updated information as appropriate.
- (6) Utilize the 24 hour phone number to contact the Troy University Police Department. Be ready to leave immediate contact information such as telephone number, location, name(s) of party(ies) involved, etc.. Generally, the immediate situation should be controlled before expending energy attempting to contact the university staff.

Maintain as frequent contact with the university as possible until the emergency is resolved.

- (7) Center for International Affairs will make contact with the participant emergency contacts as indicated in their program file.
- (8) If necessary, begin preparation for early departure.
- (9) Take whatever other precaution.

***CENTER FOR INTERNATIONAL AFFAIRS
TROY ABROAD OFFICE***

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TROY ABROAD OFFICE***

APPENDIXES

Below are all the forms pertaining to this SA Manual. Though Program Leader are to handle and understand the different forms and their meaning; for practical effects the documents here attached are organized as: Faculty Form and Students Forms.

Faculty Forms

Program Planning Approval/Referral Form
Faculty Lead Program: Suggestion for a Final Proposal
Budget Worksheet
Emergency Abroad Protocol & Procedures
Consortium Agreement for Transfer Credits & Transcripts
 Table of Equivalencies

Students Forms

Troy Abroad Student Application Form
 Special Durable Medical Power Of Attorney
 Financial Aid
 Troy Abroad Evaluation
 Resource to Prospective Troy Abroad Students
Troy Abroad Agreement and Release Form

**CENTER FOR INTERNATIONAL AFFAIRS
TROY ABROAD OFFICE**

**FACULTY LEAD PROGRAM: SUGGESTION FOR A FINAL
PROPOSAL¹**

In order to be finally accepted, in addition to completing the first approval stage by submitting to the consent of the Department Head the “Program Planning Approval/Referral Form” (see above), every study abroad proposal requires having the following basic details:

- 1) Course numbers, length, and academic contents (syllabus) approved within the individual departments of the university. Faculty members should consult with their department heads from the beginning about policies, requirements, and details existing on academic programming.
- 2) Place/site and duration of the program.
- 3) Course numbers, length, and academic contents (syllabus) approved within the individual departments of the university. Faculty members should consult with their department heads from the beginning about policies, requirements, and details existing on academic programming.

For more details about academic planning of a study abroad program, please, refer to Troy Abroad Manual.

- 4) A purpose statement about the field trip explaining how the proposed study abroad field trip will benefit students’ academic/professional learning/research and their international competitiveness, cultural awareness, and critical thinking.
- 5) The population that may benefit from attending the program.
- 6) A Financial Proposal containing at least the following budget lines:
 - Program total cost and final cost per student
 - Student Travel Expenses
 - Faculty/Staff member(s) Direct Costs
 - Other Direct Costs

Program Leaders need to be aware that tuition and fees are not part of the Budget of the Program; nevertheless, students are to be informed that the cost of the program is in addition to tuition and fees.

- 7) A brief statement indicating the way in which the faculty/staff member plans to advertise the study abroad program.

BUDGET PROPOSAL (WORD VERSION)

You will find below a budget working sheet in Word (you are welcome to request Excel version from us) for Windows; Program Leaders are welcome to use either one. However, only the spread sheet will automatically add up figures and provide a final result about cost by student, faculty/staff, materials, and total cost.

¹ **Notes:**

- 1) Troy Abroad Office shall provide faculty/staff planning a study abroad program with an appropriate basic budget template capable to help members of the University community to plan and develop a meaningful budget proposal for their program.
- 2) A schedule of the program activities which should include not only excursions and activities taking place while abroad, but also pre-departure and reentry orientations and other required working sessions at home.

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Student Direct Expenses

PROGRAM FEES & CHARGES	AMOUNT	COMMENTS
Round Trip Airfare/Boat/Train/Bus	\$	
Airport/Customs Taxes (If applicable)	\$	
Student Health/Travel Insurance	\$	
Student immunizations (If required)	\$	
Troy Abroad /International Center Fee	\$	
<u>In Land Traveling</u>	\$	
In The US	\$	
Taxi/Bus/Shuttle	\$	
Train/Plane/Boat-Ferry	\$	
Other	\$	
Overseas		
Taxi/Bus/Shuttle	\$	
Train/Plane/Boat-Ferry	\$	
Academic Excursion # 1	\$	
Academic Excursion # 2	\$	
Academic Excursion # 3	\$	
Academic Excursion # 4	\$	
	\$	
	\$	
<u>Room & Board</u>		
Lodging	\$	
Meals	\$	Calculate meals included in program plus meals you must purchase on your own. Be sure to get cost for 3 meals a day, 7 days a week.
Supplies for Class	\$	
MISCELLANEOUS (Please, explain)	\$	

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TROY ABROAD OFFICE**

Budget Component Faculty/Staff Cost

Programs Fees and Charges	Amount	Comments
<u>Communications</u>	\$	
Telephone/fax	\$	
Mailing-Parcel Service	\$	
Video Conference	\$	
<u>Educational Materials</u>	\$	
Classroom/Conference Room	\$	
Computer/Lab Fees	\$	
Didactic materials (books, etc.)	\$	
Photocopies	\$	
Office/Equipment	\$	
Others	\$	
<u>Miscellaneous</u>	\$	
Gifts	\$	
Tips	\$	
Travel materials (maps, guide books etc.).	\$	
Fees (Museums, fairs, parks, etc.).	\$	
<u>Unexpected Events</u>	\$	
	\$	

Other Programs Fees and Charges	Amount	Comments
Faculty/Staff Travel Insurance (Accident, sickness, liability)	\$	
Round trip airfare	\$	
Airport/Customs Taxes (If applicable)	\$	
Faculty Lodging	\$	
Faculty Meals	\$	
<u>In Land Traveling</u>	\$	
<i>In the US</i>	\$	
Taxi/Bus/Shuttle.	\$	
Train/Plane/Boat	\$	
Others	\$	
<i>Overseas</i>	\$	
Taxi/Bus/Shuttle.	\$	
Train/Plane/Boat	\$	
Others	\$	
Advertisement (When applicable)	\$	
Brochures	\$	
Radio & TV	\$	
Newspapers	\$	
Banners	\$	
Others	\$	

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*Illustration of items typically included in a budget for a Study Abroad Program
(The Cost of the Program Does Not Include Tuition, Fees & Faculty Salaries & Fringe Benefits)*

Total Number of Students→→	##	\$	TOTAL Cost
Item	US \$	\$	↑Per Student ↓Cost Absorbed by ←Third Parties
<u>PROGRAM TOTAL COST</u>		<u>\$0.00</u>	<u>\$0.00</u>
<u>Student Travel Expenses</u>	<u>Subtotal</u>	<u>\$0.00</u>	
Round Trip Air Fare		\$0.00	
Airport/Customs Taxes (If applicable)		\$0.00	
Passport, Visa Costs (If applicable)		\$0.00	
Other Means of Transportation		\$0.00	
Student Health/Travel Insurance		\$0.00	
<u>In Land Traveling</u>	<u>Subtotal</u>	<u>\$0.00</u>	
<u>In the US</u>	<u>Subtotal</u>	<u>\$0.00</u>	
Taxi/Bus/Shuttle		\$0.00	
Train/Plane/Boat-Ferry		\$0.00	
Other		\$0.00	
<u>Overseas</u>	<u>Subtotal</u>	<u>\$0.00</u>	
Taxi/Bus/Shuttle		\$0.00	
Train/Plane/Boat-Ferry		\$0.00	
Academic Excursion # 1		\$0.00	
Academic Excursion # 2		\$0.00	
Academic Excursion # 3		\$0.00	
Academic Excursion # 4		\$0.00	
<u>Faculty/Staff Direct Cost</u>	<u>Subtotal</u>	<u>\$0.00</u>	
Faculty Insurance (Health/Accident/Liability)		\$0.00	
Round trip air fare		\$0.00	
Airport/Customs Taxes (If applicable)		\$0.00	
Passport, Visa Costs (If applicable)		\$0.00	
Faculty Room & Board		\$0.00	
Faculty Lodging		\$0.00	
Faculty Meals		\$0.00	
<u>In Land Traveling</u>	<u>Subtotal</u>	<u>\$0.00</u>	
<u>In the US</u>	<u>Subtotal</u>	<u>\$0.00</u>	
Taxi/Bus/Shuttle		\$0.00	
Train/Plane/Boat-Ferry		\$0.00	
Other		\$0.00	

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<u>Overseas</u>		<u>Subtotal</u>	\$0.00
Taxi/Bus/Shuttle			\$0.00
Train/Plane/Boat			\$0.00
Other			\$0.00
<u>Other Direct Cost</u>		<u>Subtotal</u>	\$0.00
<u>Estimated Parking Fees (If any)</u>			\$0.00
		-	
<u>Communications</u>			\$0.00
Telephone/Fax			\$0.00
Mailing/Parcel Service			\$0.00
Video Conference			\$0.00
Other			\$0.00
<u>Educational Materials & Expenses</u>			\$0.00
Classroom/Conference Room Rental			\$0.00
Computer/Laboratory Fees			\$0.00
Didactic Materials (Books, articles, etc.).			\$0.00
Office/Equipment			\$0.00
Photocopies			\$0.00
Others			\$0.00
<u>Miscellaneous</u>			\$0.00
Gifts			\$0.00
Tips			\$0.00
Travel materials (Maps, guide books, etc.).			\$0.00
Fees (Museums, fairs, parks, etc).			\$0.00
<u>Unexpected Events/Contingency Funds</u>			\$0.00
<u>International Center Fee</u>			\$0.00

**CENTER FOR INTERNATIONAL AFFAIRS
TROY ABROAD OFFICE**

EMERGENCY ABROAD PROTOCOL & PROCEDURES

The following procedures should be followed in the event of an emergency. Emergencies may range from personal to medical problems as well as to accidents and crime involving a single participant as well as a national event placing all participants at risk; which may require the evacuation from the country. Since all emergencies cannot be anticipated, the Troy Abroad Office, the center for International Affairs, faculty or staff should use their own judgment as to the proper course and order of action.

- 1) Notify the appropriate law enforcement or hospital agency. If the emergency involves a national or regional crisis, notify the nearest U.S. government agency or installation (embassy, consulate, military installation). It should be noted that US Embassies keep a list of local English-speaking physicians and emergency hospitals throughout a give host country. In case of national/regional emergency or disaster in the host country that may impact the group, Program Leaders shall learn the directions provided by the US Embassy existing in the country and the instruction provided by local relief authorities and emergency crew.
- 2) Inquire/notify the appropriate international agency (Red Cross, Red Crescent, United Nations Agency) for whatever assistance is available (Provide notification of Troy University emergency address, travel arrangements, loans, etc.).
- 3) Military installations would often have physicians on site that might be available for immediate consultation in an emergency situation only. Generally this should be the first step taken, always stabilize the situation first to ensure the well being of the participants.
- 4) In case of medical care or emergency, the Study Abroad Office, faculty, or staff should immediately notify the Center for International Affairs and Troy Campus Police at (334) 670-1999. Students should also show proof of insurance.

Achieve or pursue accountability of all participants. Provide participants with brief explanation of the emergency. Request that all participants remain in a single, secure location until the emergency or situation is resolved.

- 5) Utilize the 24 hour phone number to contact the Troy University Police Department. Be ready to leave immediate contact information such as telephone number, location, name(s) of party(ies) involved, etc.. Generally, the immediate situation should be controlled before expending energy attempting to contact the university. Be prepared to provide as much detailed information as possible. Maintain as frequent contact with the university as possible until the emergency is resolved.
- 6) If necessary, begin preparation for early departure.
- 7) Document in writing all pertinent information including names of individuals involved witnesses, agency names, telephone/address information and any associated detailed information.
- 8) Take whatever other precautions warranted by the situation.

***CENTER FOR INTERNATIONAL AFFAIRS
TROY ABROAD OFFICE***

The following procedures should be followed **at Troy University Campuses** in the event of an emergency or situation abroad. Emergencies may range from personal problems (including but not limited to missing, kidnapped, incarcerated or deceased) to medical problems due to an accident or crime involving an individual program participant as well as a national event placing all participants at risk. Since all emergencies cannot be anticipated, the Center for International Affairs staff should use their own judgment as to the proper course and order of action.

- (1) Upon receiving notification:
 - a) Center for International Affairs staff will notify the Provost and
 - b) Center for International Affairs staff will pull and review the participant file (including any departmental files) for medical, emergency, and other relevant information which shall be passed on to the emergency assistance hotline in use and Troy University Police Department as well as to resident contacts at the program site.
- (2) Notify the appropriate Troy University staff and divisions including: Chancellor and Provost Office, Campus Police Department, and Vice Chancellor for Student Life.
- (3) Based on the Program emergency contact worksheet, notify the appropriate international agency (Red Cross, Red Crescent, embassy, consulate, or US military installation) for whatever assistance is available (notification of Troy University or emergency addresses, travel arrangements, loans, etc.).
- (4) In case of medical care or emergency Center for International Affairs will notify the 24hr emergency assistance carrier as indicated on the emergency contact worksheet. Such notification will provide assistance for immediate action.
- (5) Troy University will achieve or pursue accountability (i.e. know where participants are and what their condition is) of all participants. The resident coordinator or Study Abroad Office, faculty or staff will be contacted for updated information as appropriate.
- (6) Utilize the 24 hour phone number to contact the Troy University Police Department. Be ready to leave immediate contact information such as telephone number, location, name(s) of party(ies) involved, etc.. Generally, the immediate situation should be controlled before expending energy attempting to contact the university staff.

Maintain as frequent contact with the university as possible until the emergency is resolved.

- (7) Center for International Affairs will make contact with the participant emergency contacts as indicated in their program file.
- (8) If necessary, begin preparation for early departure.
- (9) Take whatever other precaution.

**CENTER FOR INTERNATIONAL AFFAIRS
TROY ABROAD OFFICE**

Transfer of Credit and Transcripts Agreement

Students attending semester, yearlong, or short term programs under the auspicious of Third Parties, or internship and service learning programs overseas are required to fill out and have approved by their Department, the “TRANSFER OF CREDIT AND TRANSCRIPTS AGREEMENT”; which may be obtained from the Troy Abroad Office (115 Pace Hall).

PERSONAL INFORMATION

Last Name	First Name	Middle Name
Troy ID	Date of birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female

PROGRAM

Name and length of the overseas Program		
Name of organization/university teaching the program		
Country/Site	# of Subjects	# of credit hours to earn

Syllabus/Syllabi

Briefly describe the program/course and attach corresponding documents

The following Agreement is to provide the legal basis required by the US Department of Education to process Title IV Student Financial Aid for a student matriculated at Troy University (the Home Institution), but studying at another college or university (the Host Institution) for a limited, specified period of time. Troy agrees to accept the curriculum at the host institution as equivalent to coursework at the home institution.

Troy will award and disburse Title IV funds on the basis of full time enrollment equaling 12 hours for undergraduates and 9 for graduate students; will establish the student’s total cost of attendance; will monitor satisfactory academic progress; will define the applicable refund/ repayment policy for students dropping enrollment hours at the host institution; will establish the student’s last date of eligibility for Title IV Student Financial Aid funds. Enrollment in TROY ABROAD will establish the Troy student as full time during their study abroad program.

***CENTER FOR INTERNATIONAL AFFAIRS
TROY ABROAD OFFICE***

FINANCIAL AID

TROY UNIVERSITY, OFFICE OF FINANCIAL AID MUST HAVE SIGNED ORIGINALS TO DISBURSE FUNDS.

Director of Financial Aid

Troy University, Office of Financial Aid, Troy, Alabama 36082

Email: csupri@troy.edu

Website: www.troy.edu/financialaid

Phone: 334-670-3182

Fax: 334-670-3702

**CENTER FOR INTERNATIONAL AFFAIRS
TROY ABROAD OFFICE**

TROY ABROAD EVALUATION

Please, return this form to:

Center for International Affairs, 123 Pace Hall, Troy University, Troy, AL. 36082

IF YOU PREFER YOUR RESPONSES TO BE ANONYMOUS, PLEASE DO NOT GIVE US YOUR NAME, STUDENT ID, PERSONAL INFORMATION, AND SIGNATURE.

Last Name	First Name	Middle Name	
Troy ID (SSN for non-Troy participants)	Date of birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Street (Permanent address)-include apartment number			
City		State	Zip
Home phone	Day time phone	Cell phone	
Level <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate Student			
Program Title		Site	
Semester <input type="checkbox"/> SUMMER <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester		Dates (Year)	

Please rate the following statements from 1 to 5 (5=Excellent 4=Very Good 3=Regular 2=Poor 1=Extremely Poor) by checking the number you consider appropriate.

- | | | | | | |
|---|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| A. Program Cost | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| B. Residence (Home Stay, Student Dorm, Other) | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| C. Meals | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| D. Classes | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| E. Instructors | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| F. Excursions | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| On-Site Program | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| G. Staff from Troy | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| H. Location | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |
| I. Troy Abroad Office | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 |

If you have some other comments and observations, please, write them on the back side of this page and return it to the address indicated above. Use extra pages if needed.

Name of Traveler	Traveler's Signature	Date (MM/DD/YYYY)
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**CENTER FOR INTERNATIONAL AFFAIRS
TROY ABROAD OFFICE**

RESOURCE TO PROSPECTIVE TROY ABROAD STUDENTS

Please, return this form to:

Center for International Affairs, 123 Pace Hall, Troy University. Troy, AL. 36082

If you are willing to be a resource to prospective TROY ABROAD students, please let us know by filling out and sending this form to us.

PERSONAL INFORMATION

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
<i>Troy ID (SSN for non-Troy participants)</i>	<i>Date of birth (MM/DD/YYYY)</i>	<i>Gender</i> <input type="checkbox"/> Male <input type="checkbox"/> Female
<i>Street (Permanent address)-include apartment number</i>		
<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Home phone (include Area code)</i>	<i>Day time phone (include Area code)</i>	<i>Cell phone (include Area code)</i>
<i>Troy email</i>	<i>Personal email</i>	
<i>Level</i> <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate Student		<i>Expected to Graduate Term/Year</i>

PROGRAM

<i>Program Title</i>	
<i>Site</i>	<i>Year</i>

TERM ABROAD

<i>Semester</i> <input type="checkbox"/> SUMMER <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester	<i>Dates (Year)</i>
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LANGUAGES *(If you speak any other language(s), different than English please let us know)*

<i>Language(s)</i>	
<input type="checkbox"/> Chinese <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Vietnamese <input type="checkbox"/> Russian <input type="checkbox"/> _____ <input type="checkbox"/> Spanish <input type="checkbox"/> Arabic <input type="checkbox"/> Korean <input type="checkbox"/> Portuguese <input type="checkbox"/> Dutch <input type="checkbox"/> _____	

Please, let us know when you would like to help us (schedules, hours, days):

<i>Schedule, hours, days</i>

**CENTER FOR INTERNATIONAL AFFAIRS
TROY ABROAD OFFICE**

TROY ABROAD STUDENT DISCLOSURE FORM

Disclosures

PROGRAM NAME & DESTINATION: _____

LEAD BY PROFESSOR/DR.: _____

Directions: Please complete ALL items (type or print), sign, and return completed application and release agreement forms along with \$500.00 deposit to Office of Studies Abroad, 115 Pace Hall or mail it to:

Center for International Programs
Troy Abroad Office.
C/o Dr. Curt Porter or Orlando Pacheco
Troy University, 115 Pace Hall, Troy, AL 36082

*** All participants must be at least 19 years of age. Individuals under age 19 require parents/legal guardian consent and the approval from the Associate Vice-Chancellor for International Affairs.**

Application Cost

Applications must be accompanied by a **\$500.00 deposit** by _____ 20____. \$ 425 will be credited toward program costs and \$75 will be the non-refundable deposit. Please, make checks payable to **TROY UNIVERSITY**. We will continue to accept applications beyond the deadline on a space available basis. The due date for completing the total payment toward the cost of the Program (\$ _____–does not include tuition and fees-) is: _____.

MM/DD/YYYY

Upon admission to the program all participants will be responsible for full payment of all fees and costs as shown below.

CHART: PROGRAM COSTS, PAYMENTS, AND WITHDRAWAL DATES

December 01 or earlier: Deposit	Amount: \$ 500.00
February 01: First 1/3 of the Program Fee Due	Amount: \$ _____
March 01: Second 1/3 of the Program Fee Due	Amount: \$ _____
March 15: Last day to withdraw and receive refund of payments made LESS non-recoverable costs.	Amount of Refund: \$ _____
April 01: Third 1/3 of the Program Fee Due	Amount: \$ _____
TOTAL COST OF THE PROGRAM (Does not include tuition & fees).	AMOUNT: \$ _____

If other payment schedules are put in place, please disclose the details to the students in a separate sheet and attach it to this Application.

Students attending semester, yearlong, or short term programs under the auspicious of Third Parties, or internship and service learning programs overseas are required to fill out and have approved by their academic advisor and Department the “TRANSFER OF CREDIT AND TRANSCRIPTS AGREEMENT”; which may be obtained from Troy Abroad Office.

**CENTER FOR INTERNATIONAL AFFAIRS
TROY ABROAD OFFICE**

I. Student Information (Please, list your name as it appears on passport/identification)

Students are required to fill out and turn in this Application and the TROY ABROAD AGREEMENT AND RELEASE FORM. All documents can be obtained from Troy Abroad Office.

PERSONAL INFORMATION

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
<i>Student ID (SSN for non-Troy participants)</i>	<i>Date of birth</i>	<i>Gender</i> <input type="checkbox"/> Male <input type="checkbox"/> Female
<i>Street (Permanent address)-include apartment number</i>		
<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Home phone</i>	<i>Day time phone</i>	<i>Cell phone</i>
<i>Troy email</i>	<i>Personal email</i>	

COLLEGE/UNIVERSITY INFORMATION

<i>College/University currently attending</i>		
<i>Major</i>	<i>Minor</i>	<i>GPA</i>
<i>Level</i> <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate Student		<i>Expected to Graduate Term/Year</i>

PASSPORT/VISA INFORMATION (A student may be required to obtain a VISA to enter to a foreign country)

<i>Passport number</i>	<i>Country that issued passport</i>	<i>Citizenship</i>
<i>Date Issued</i>	<i>Expiration date</i>	<i>Place Issued</i>

****ALL STUDENTS MUST HAVE A PASSPORT - PLEASE SUBMIT A COPY AS SOON AS OBTAINED****

TERM ABROAD

<i>Semester</i> <input type="checkbox"/> SUMMER <input type="checkbox"/> Fall Semester <input type="checkbox"/> Spring Semester	<i>Dates (Year)</i>
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**CENTER FOR INTERNATIONAL AFFAIRS
TROY ABROAD OFFICE**

II. EMERGENCY CONTACTS

<i>Last Name</i>	<i>First Name</i>	<i>Relationship</i>	
<i>Street (Permanent address)-include apartment number</i>			
<i>City</i>	<i>State</i>	<i>Zip</i>	
<i>Home phone</i>	<i>Cell phone</i>	<i>Email address</i>	

<i>Last Name</i>	<i>First Name</i>	<i>Relationship</i>	
<i>Street (Permanent address)-include apartment number</i>			
<i>City</i>	<i>State</i>	<i>Zip</i>	
<i>Home phone</i>	<i>Cell phone</i>	<i>Email address</i>	

May we speak with your parents or legal guardian about the program? Yes No

If you answer is “yes”, please provide us with the necessary information to reach your parents:

If same as above, please check here . If your parents or legal guardian have a different address, please, provide us with the data requested below.

<i>Parent's First Name</i>	<i>Last Name</i>	<i>Relationship</i>	
<i>Street (Permanent address)-include apartment number</i>			
<i>City</i>	<i>State</i>	<i>Zip</i>	
<i>Home phone</i>	<i>Cell phone</i>	<i>Email address</i>	

<i>First Name</i>	<i>Last Name</i>	<i>Relationship</i>	
<i>Street (Permanent address)-include apartment number</i>			
<i>City</i>	<i>State</i>	<i>Zip</i>	
<i>Home phone</i>	<i>Cell phone</i>	<i>Email address</i>	

III. MEDICAL INFORMATION

**CENTER FOR INTERNATIONAL AFFAIRS
TROY ABROAD OFFICE**

Please Answer the Question Below

Do you have any medical conditions for which you may need assistance while abroad (i.e. diabetes, asthma, anxiety disorder, etc.)? No Yes

I choose not to answer this question

If “No”, skip it and go to “IV. Release and Waiver of Liability”.

If “Yes”, please describe the kinds of services you may need.

Please note that this information will be given to the program coordinator at your site abroad to work with you on arrangements/services that may be available (use additional sheets if required).

MEDICAL CONDITION

Medical Condition

Services requested

Drug alert: Please be aware that prescription drug controls vary by country. Certain drugs may not be available in the country you are going to. Please contact the nearest consular office of your destination country OR contact us at studyabroad@troy.edu and put “TROY ABROAD CONSULAR INFO” in the subject line - and indicate your destination country. We will refer you to the appropriate information resource.

For certain medical conditions, you may be required to provide written consent from a physician or to demonstrate that you have sought a physician's advice about appropriate precautions to take on this trip and to bring an adequate supply of any prescribed medications. (If uncertain as to your fitness for participation, be sure to consult with your personal physician.)

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IV. Appropriate Conduct and Early Dismissal from the Program

I, _____, acknowledge that participation in a study abroad
Applicant's Name
travel program involves some risks of injury, illness, or loss of personal property. I agree to release and forever discharge Troy University, its officers, agents and employees from any and all claims, demands, rights and causes of action of whatever kind or nature arising from, and by reason of any and all known and unknown, foreseen and unforeseen bodily and personal injuries including death, damages to property and the consequences hereof resulting from my participation in the _____ to take place in _____ from
Program Name *Name of Country*
_____ to _____ 20____.
Beginning date *Ending date*

I further certify that, to the best of my knowledge, I am in good health and physically capable of undertaking an intensive program of foreign study. I hereby authorize the leaders of this program to provide necessary medical treatment or services for me at my expense. Further, I understand and agree to sign the full release and waiver of liability namely **TROY ABROAD AGREEMENT AND RELEASE FORM**, which I am attaching to this application.

APPROPRIATE CONDUCT AND EARLY DISMISSAL FROM THE PROGRAM

- 1) I understand that students accepted for this program must be mature persons who want to participate because of genuine interest in the educational and cultural values which are offered by studying in a foreign setting.
- 2) I agree to 'be flexible to and understanding' of cultural differences that may result in unanticipated challenges during my abroad experience.
- 3) I agree to exercise good judgment, respect the rights and feelings of others, and subscribe to the laws and customs of the host country as well as Troy University regulations.
- 4) I understand that, while a participant in this activity, I am fully subject to and agree to strictly adhere to Troy University rules, regulations and policies, including those contained within the Student Conduct Code and to specific rules and regulations of the Program listed above.
- 5) I understand that I am required to attend all of the required Program and Troy Abroad (TROY Center for International Programs - INTERNATIONAL AFFAIRS) pre-departure, orientation sessions, on-site and reentry sessions.
- 6) I understand that all TROY students must be enrolled in Troy Abroad and that TROY Center for International Affairs will enroll me in Troy Abroad. If I choose to cancel my program, it is my responsibility to notify TROY Center for International Affairs of this cancellation in a timely manner.
- 7) I understand that the program coordinators and associated host institutions reserve the right to make changes, modifications or substitutions to course offerings and proposed excursions in cases of changes at host site locations or in the interest of the study abroad program.
- 8) I agree to pay tuition, fees, room and board according to the terms designated by the Program and the TROY ABROAD fee.
- 9) I understand that these costs may be subject to increase/decrease 1) in the event of fees reduction/raise by the foreign institution and/or 2) in the event of significant raise/decline of the value of the US dollar against the currency of the program country.
- 10) I have read and understand the program refund policies, and know that all refunds will be made in compliance with these policies. I understand that program fees will be refunded to the extent that prior commitments have not been made, and further understand that participants who are dismissed from the program for discipline problems or behavior detrimental to the program will not receive refund of any tuition, program fees or any costs associated with the departure from the program. If my cancellation is due to political, natural, technological or other catastrophes beyond the control of the host institution, refunds will be based only on uncommitted and/or recoverable funds.

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- 11) If I am receiving TROY Financial Aid or TROY scholarships, it is my responsibility to ensure that the Office of Financial Aid has all required paperwork necessary to disburse my funds in advance of my departure. I also understand that I may have to pay back some of my Financial Aid if I don't complete the minimum amount of credit hours mandated by Financial Aid and indicated on my Course Approval Form.
- 12) I understand that I must provide evidence of travel insurance while abroad including medical evacuation and repatriation of remains.
- 13) I understand that should I need treatment abroad, I may be required to pay or show proof of ability to pay in advance for most medical expenses, and that I may have to file claims directly with the insurance company myself upon my return. Neither Troy nor the host program is responsible for my treatment or for filing claims on my behalf.
- 14) TROY strongly discourages me from operating a motor vehicle abroad (renting cars, boats, or other motorized vehicles) and from participating in certain activities identified by insurance companies as hazardous or life threatening (scuba, sky diving, etc.) Such activities and related injuries are often excluded from coverage of any existing life, medical or liability insurance which is normally carried by students, parents and institutions.
- 15) I understand that I am solely responsible for obtaining and keeping safe my passport, money, travelers checks, tickets, jewelry and other property; and that I hereby waive any and all claims against the University, program directors, faculty, the TROY Board of Trustees and any other agents for any expenses or losses due to my failure to properly safeguard these items or any other property of mine.
- 16) I understand that it is my personal responsibility to be on time for all scheduled activities, and if I fail to do so the group will depart as scheduled without me. It will be my personal responsibility to either rejoin the group or to return home at my own expense.
- 17) I will comply with other student responsibilities as designated by the Program and TROY International Affairs.

I acknowledge that if the Director finds my conduct inappropriate, he/she may at his/her discretion order my early dismissal from the Program. Dismissal means that I will be sent home as soon as is practical in the Director's judgment, will be billed for the cost of the unscheduled early trip, and will neither receive a refund on participant fees paid into the program, nor any reimbursement in tuition and fees.

I certify that all the above information is true and correct to the best of my knowledge. I have read, understand, and fully accept all of the above terms for participation in program.

Name of Applicant	Applicant Signature	Date (MM/DD/YYYY)
Name of Faculty/Staff	Faculty/Staff Signature	Date (MM/DD/YYYY)

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V. SPECIAL DURABLE MEDICAL POWER OF ATTORNEY

I, _____, address _____
Full Name Street Address
 City _____ State ____, Phone _____, a participant in the (Program Name/Location) _____; hereby appoint _____, Program Advisor/Coordinator, as my attorney in fact to act in my capacity to do any and all of the following:

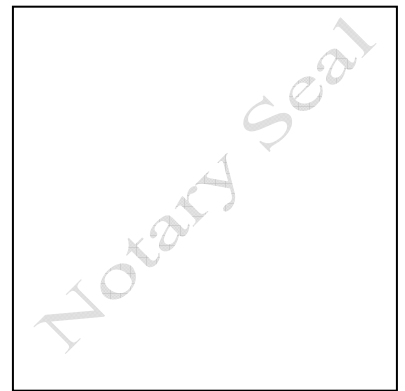
Arrange for and consent to the administration or performance of medical or surgical procedures, including the administration of drugs, for my benefit in the event I am unable to make such arrangements or personally provide such consent, provide such medical or surgical procedure is recommended by a person licensed to authorize, administer or perform such procedure under the law of the relevant jurisdiction. And my attorney in fact first makes reasonable attempts under the circumstances to contact and obtain the consent of any adult member of my family or other person designated in writing as a person to contact in case of emergency.

The rights, powers, and authority of my attorney in fact to exercise any and all of the rights and powers herein granted shall commence and be in full force and effect on _____ 20____ and shall remain in full force and effect, unless sooner revoked, until _____ 20____. This durable power of attorney shall not be affected by disability of the principal except as provided by statute.

<i>Name of Participant</i>	<i>Participant Signature</i>	<i>Date (MM/DD/YYYY)</i>
Parent or Legal Guardian (if 19 years old or younger).		

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____ who has produced a _____ as identification and who did take an oath.

Notary Public



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TROY ABROAD AGREEMENT AND RELEASE FORM

Last Name	First Name	Middle Name
Student ID (SSN for non-Troy participants)	Date of birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Street (Permanent address)-include apartment number		
City	State	Zip

Program Title and Site

Program Title	Site
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I, the undersigned, a student at Troy University and an applicant for the TROY ABROAD Study Abroad Program indicated above (hereafter referred to as the ‘Program’) do waive and release all claims against Troy University and its agents, any tour organizer or arranger employed or utilized by Troy University or the undersigned, arising out of or relating to participation in said Program including but not limited to claims for any injury, loss, damage, accident, delay, or expense resulting from the use of any vehicle, any strikes, war, weather, sickness, quarantine, government restrictions or regulations or arising from any act or omission of any steamship, airline, railroad, bus company, taxi service, hotel, restaurant, school, university, or other firm, agency, company or individual.

I also release Troy University and its agents and agree to indemnify them, with regard to any financial obligations or liabilities that I may personally incur or any damage or injury to the person or property of others that I may cause, while participating in the Program.

I understand that the air carrier’s liability for loss or damage to baggage, or for death or injury to person or property is limited by their tariffs and/or by the Warsaw Convention. I understand that Troy University is not responsible for any injury or loss whatever suffered by me during independent travel (which I understand is unsupervised) or during any absence from any group Program or other supervised activities.

I have read, understand and comply with the requirements of the Troy Abroad program as stated on the TROY ABROAD Application Form.

I have read, understand and comply with the requirements, payment and refund policies and other policies of the Program I will be attending.

I hereby grant Troy University and its agents full authority to take whatever actions they may consider to be warranted under the circumstances regarding my health and safety, and I fully release each of them from any liability for such decisions or actions as may be taken in connection therewith.

I authorize Troy University and its agents, at their discretion, to place me, at my own (or my parents) expense, and without my further consent, in a hospital for medical services and treatment or, if no hospital is readily available, to place me in the hands of a local medical doctor for treatment. If deemed necessary, I authorize Troy University or its agents, to transport me back by commercial airline or otherwise at my own (or my parents) expense for medical treatment.

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In the event Troy University or its agents advance or loan any monies to me or incur special expense on my behalf, I (and my parents) agree to make immediate repayment upon my return and understand that said expenses unpaid will be placed on my university account.

I understand that if this is a Program, that group standards must be observed. I will comply with Troy University's and the Program's rules, standards and instructions for student behavior.

I hereby also waive and release all claims against Troy University and its agents arising at a time when I am not under the direct supervision of Troy University or its agents or arising out of my failure to remain under such supervision or to comply with such rules, standards and instructions, and I agree to indemnify Troy University and its agents against any consequences thereof.

I agree that Troy University shall have the right to enforce appropriate standards of conduct and performance and that they may at any time terminate my participation in the Program for failure to maintain these standards or for any actions or conduct which Troy University considers to be incompatible with the interest, harmony, comfort and welfare of other students.

If my participation is terminated, I consent to being sent home at my own (or my parents) expense with no refund of fees.

On group tours or other activities arranged by Troy University, I will accept the will of the majority whenever a matter of choice is presented to the group. I will also accept in good faith the instructions and suggestions of Troy University or its agents in all matters relating to Troy University's Program or in the personal conduct of Program participants.

I understand that from time to time Troy University's publicity material may include statements by its students and or their photographs, and I consent to such use of my comments and photographic likeness.

I understand that Troy University reserves the right to cancel Programs due to an insufficient number of participants or otherwise, to change initial assignments, and to make alterations in Programs and itineraries as may be required. In addition, I understand that Troy University's Program charges are based on currently applicable tariffs, government regulations and currency exchange rates and are subject to minor change depending on the tariffs, regulations and rates in effect at time of departure.

All references in the Agreement and Release to "Troy University" and "its agents" shall include Troy University and all of its trustees, officers, directors, staff members, campus directors, chaperons, group leaders, employees, agents, volunteers, and affiliated organizations. All references herein to the "parents" of the applicant shall include the legal guardian or other adult responsible for the applicant.

<i>Name of Student</i>	<i>Student Signature</i>	<i>Date (MM/DD/YYYY)</i>
Parents/Legal Guardians (In case the student is 19 years old or younger):		
<i>Mother's Name</i>	<i>Mother's Signature</i>	<i>Date (MM/DD/YYYY)</i>
<i>Father's Name</i>	<i>Father's Signature</i>	<i>Date (MM/DD/YYYY)</i>
<i>Legal Guardian's Name</i>	<i>Legal Guardian's Signature</i>	<i>Date (MM/DD/YYYY)</i>