

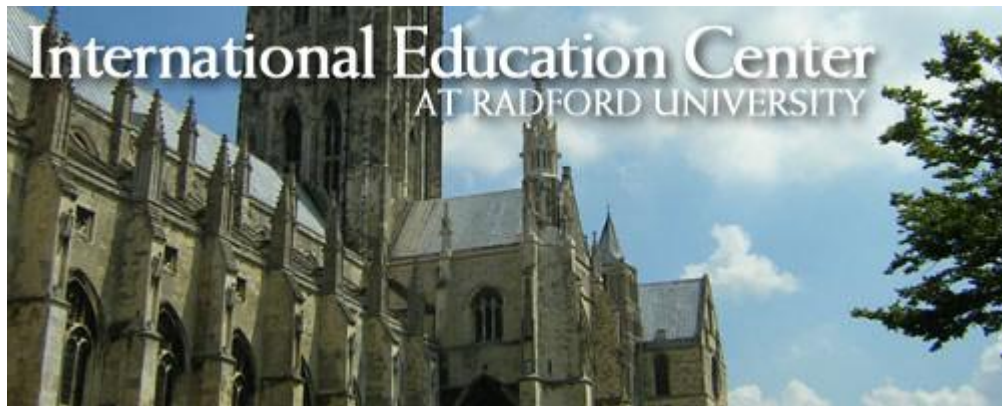
RU

Radford University

PROCEDURES FOR PROPOSING AND PLANNING RU-SPONSORED STUDY ABROAD PROGRAMS

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Revised 8/07



The International Education Center works with degree-seeking RU students and prospective international students to help them achieve their educational goals and objectives at home and abroad. There is no shortage of international programs for our students to pursue, but we encourage RU faculty to establish RU-sponsored international programs whenever possible. Our staff is particularly eager to work with RU faculty willing to lead study abroad programs at any time during the academic year, including spring break, Maymester, summer session, and fall and spring semesters.

This manual of policies and procedures has been designed to walk our RU faculty through the process of proposing a study abroad program. Leading a short-term study abroad program is always a rewarding experience, but the preparation for this work is quite different from the foundation faculty lay for their classroom activities on campus. Faculty need to determine how the overseas program locations will enhance the delivery of their courses and maximize the learning opportunities for their students. This manual should help faculty take a great idea for a study abroad program and hone that idea into high-quality international experiences for our student body.

Our staff at the International Education Center is here to help RU faculty through the proposal process. RU faculty should feel free to contact us at 831-6200 whenever they have questions about their proposals and their programs. Together we will help prepare RU students to become global citizens in the 21st century!

Thanks for your commitment to International Education at RU! We look forward to working with you very soon.

RU International Education Center
Jon Stauff
Teresa Underwood
Mechelle Hypes

Assistance Available from the International Education Center

The International Education Center supports faculty in a variety of ways:

- **Study Abroad Resource Library** - The International Education Center houses a wide array of information for students and faculty to explore study abroad programs administered by other universities and institutions, or organizations. The Resource Library also houses a collection of books, magazines, pamphlets, videos, travel guidebooks, materials related to health and safety issues, funding sources, and language books. Students and faculty are welcome to review these materials at their convenience.
- **Program Planning and Director Development** - The International Education Center staff works together with faculty members proposing short-term study abroad programs as well as semester-long programs (exchanges, RU-sponsored semester programs) and other educational activities abroad for RU students. Formal workshops and one-on-one planning sessions provide faculty with the tools they need to launch and sustain their international initiatives.
- **Recruitment and Promotion for Study Abroad Programs** - The International Education Center holds an annual Study Abroad Fair in September for RU program directors and outside study abroad vendors to display materials and talk to interested students. (The Center staff loans presentation boards and other tools to faculty for use in program promotion.) In addition, the IEC invites faculty to present their programs in the large display case in the main lobby of Cook Hall and two bulletin boards in the Center. Students have access to program promotion materials in the Study Abroad Resource Library. The IEC reserves rooms in Cook Hall for faculty to hold information sessions and/or pre-departure orientation sessions. The IEC maintains a website with a calendar of events, and links to program websites guide students to specific information for each overseas opportunity.
- **Evaluation and Assessment of Programs**- The International Education Center sends program evaluation forms to students participating in RU study abroad programs and supports faculty in their assessment of program learning outcomes

Primary Contact for On-Site Concerns/Emergencies- The International Education Center is available twenty-four hours, seven days a week, for any faculty member who has a crisis or conflict concerning any one or group of RU students abroad. The IEC provides emergency contact numbers to all faculty program directors.

Guidelines for Submitting a Short-Term Study Abroad Program Proposal

Purpose of Study Abroad - The International Education Center promotes global awareness and cultural competencies among the RU campus community. RU study abroad programs should have explicit learning outcomes directly to the RU curriculum, including department majors, minors, and the general education program. The IEC supports a wide variety of educational opportunities abroad, including study, volunteer, intern, service, and work overseas. The IEC staff commits itself toward working with RU faculty to offer students quality overseas educational opportunities.

Timeline for Short-Term Study Abroad Program Proposal - All proposals for short-term (e.g.: May/summer), faculty-led study abroad programs originate in an academic department or an interdisciplinary academic unit in the academic year preceding the program's launch. (E.g.: proposals for Maymester 2009 must be submitted by January 2008 to the IEC.)

- By the last Friday in January the Director of the International Education Center must endorse the proposal
- By the first Friday in February the Chair of the appropriate department must endorse the proposal
- By the first Friday in March the proposal must receive the appropriate Dean's endorsement
- By the last Friday in March the Provost will review the proposal and indicate either approval or disapproval of the program
- By the first Friday in April the Vice President of Business Affairs will review the proposal and indicate either approval or disapproval of the program

The Program Proposal

Program Rationale

- List the specific learning outcomes and explain how they are attainable through the proposed study abroad program.
- Detail the ways that the proposed program meets students' educational goals within the major or minor and/or within the RU general education program.
- Explain to what extent the proposed study abroad program can enrich the education of students who might participate in the program for elective credit.

Curriculum

- Identify all Radford University courses that will be included in this program.
- In cases where multiple levels of Radford University courses (e.g., 100, 200, 300, 400, or 500 levels) are included in the program, specify what assignments and requirements will differentiate the work of students enrolled in the different levels.

For each course proposed for inclusion in this program, attach a course description that addresses the following:

- Goals and objectives of the course (particularly how the course's goals and objectives are being adapted for the proposed study abroad program).
- Evaluation of student learning (particularly how that evaluation will be adapted for the proposed study abroad program).
- Course- and program-related activities – e.g., pre-departure workshops, pre-departure readings or other assignments, participation in workshops or seminars after completion of the study abroad experience, time-lines for completion of all course work and for awarding of grades and credit, etc.
- Available academic credits students can earn through this proposed program. The relationship between contact hours and credit hours earned must be articulated. In cases where students can earn varying amounts of academic credit, the bases for the variance should be explained.
- Timeframe for the program, including tentative beginning and ending dates
- Course and program assessment, including all aspects of the learning opportunities and instruction.
- Note: If the course's content is being adapted for the proposed study abroad program and varies from the official syllabus, describe the adaptation; official syllabi for Radford University courses are available at <http://www.radford.edu/~registra/course.html>.

Participation of a Host Institution

If the proposed study abroad program includes the participation of a host institution of higher education, provide a detailed description of the host institution's obligations and capacity to provide students with educational experiences that meet the learning goals of the proposed study abroad program. Among materials that are needed are the following:

- Copies of any written agreements between the host institution and Radford University specifying the nature of the educational experiences and the conditions that govern the delivery of those educational experiences
- The identity and contact information of the on-site administrator from the host institution for the proposed study abroad program, including emergency contact numbers outside of regular business hours
- The responsibilities of the on-site administrator from the host institution for the proposed study abroad program
- For all coursework offered by a host institution, attach copies of those course descriptions or detailed information about each of those courses similar to that provided for Radford University courses
- Indicate the extent to which Radford University students will have access to library and other educational and student support facilities at the host institution. Indicate how many credit hours the host institution will offer, and describe the expected program of study for international students
- If Radford University students are taught by non-Radford University faculty, determine who will provide grades and issue transcripts from the host institution
- Explain how course credits earned through a host institution will be credited to Radford University students and applied to their transcripts
- If the presence of a Radford University faculty member is required for the success of the proposed study abroad program whose courses are being offered through a host institution and being taught by faculty of that host institution, describe in detail the duties and responsibilities of the Radford University faculty member. Include pre-departure, in-country, and after-return responsibilities and duties.

Costs

Provide a detailed list of all program costs for students. In developing the costs include the following:

- Full tuition costs for all Radford University courses, including both in-state and out-of-state tuition costs
- Estimated round-trip travel expenses, to include any lodging required en route to or from the study abroad program
- Local, or in-country, travel expenses students will incur
- Estimated meal costs
- Estimated lodging costs
- Estimated field trip or excursion expenses
- Estimated instructional materials expenses (e.g., books, art materials, musical materials)
- Required insurance fees

- A detailed list of all fees and costs Radford University students must pay to a host institution. Indicate what those fees and costs include and whether those fees and costs must be supplemented by additional payments for other services or amenities not included in the base cost of the program. Express all costs in American dollars
- A \$25.00 per credit hour study abroad fee for all course credits that are not Radford University courses taught by a Radford University Faculty member

Note: Directors of approved programs will work closely with the IEC in the summer preceding the program's launch to develop a program budget and an estimated cost sheet for students' use in considering their study abroad options.

Student Requirements

- Detail the eligibility requirements for students to participate in the proposed study abroad program, including a GPA requirement and level of student (first-year, second-year...graduate student)
- Identify course pre-requisites for the program
- Outline language requirements, if any
- Explain restrictions upon eligibility, if any (e.g.: whether only majors and minors in a given discipline may participate in the program)
- Address the eligibility of students from other US universities, should they meet other program pre-requisites

Faculty Requirements

- Identify the academic and other qualifications held by the proposal authors that prepare them to serve as course instructors and program leaders for the proposed study abroad program (e.g., language fluency, knowledge of the country and culture, travel experience, special skills and abilities, etc.)
- Especially when a proposal features the participation of more than one faculty member, discuss the roles that each faculty member will assume to insure the success of the program

Note: Faculty Compensation and Expenses for Study Abroad Programs that Include Radford University Courses

- A short-term study abroad program that includes six or more semester hours of Radford University courses can distribute the payment of the salaries to two or more faculty members teaching those courses. For example, in a six semester hour program, one faculty member can receive a salary for teaching six semester hours, or two faculty members can receive a salary for teaching three semester hours each.

- Faculty members teaching Radford University courses as part of an approved study abroad program offered during the summer terms will be compensated in accord with the policy governing on-campus courses offered in summer terms. That is, if the enrollment targets for the courses are met, faculty members will receive a salary of 2.25% per credit hour of their academic year salary.
- In cases of enrollment of 20 or fewer students, financial support for each study abroad program, other than salary for teaching, is limited to only one Radford University faculty member.
- In cases of enrollments of 21 or more students, financial support for each study abroad program, other than salary for teaching, can be provided for two Radford University faculty members.

Role of the International Education Center - The International Education Center (IEC) is primarily a facilitative office that helps students and faculty learn about and engage in education abroad and other international opportunities. It maintains information about education abroad opportunities offered by RU and other institutions. Faculty and students can visit the IEC in 302 Cook Hall of International Education to request information about international opportunities.

The IEC supports all established RU academic advising centers and academic advisors on campus to help students integrate an international experience into their courses of study. Students need to work closely both with their academic advisors and the IEC in order to identify the most appropriate overseas opportunities for their consideration.

To support faculty program directors, the IEC will

- identify international partner institutions, third-party program providers, and other resources to help RU faculty with study abroad program logistics
- assist program leaders in developing and providing necessary and appropriate pre-departure programs for students
- refer students to the Financial Aid Office for information about eligibility for financial aid
- provide students with information about passport, visa, and insurance requirements
- work with program directors and maintain emergency notification records on all students enrolled in study abroad programs and serve as the Radford University point of contact for program leaders and members of students' families during the study abroad experience
- assist faculty members with post-experience programs for students, to include helping faculty members gather assessment information that can be used for program improvement

Renewal of Approved Programs - Each new program approved through this process is valid for five years with annual review, unless circumstances warrant

the program to be unsafe for students. Budgets will be updated annually and be submitted to the appropriate Dean for approval. To continue programs during the five-year approval period, the Program Director must send a memo annually by the first Monday in September to the Vice President for Academic Affairs through his/her Dean indicating the intention to offer the program and attaching to that memo the revised budget for the new year. A copy of that memorandum must be sent to the International Education Director for information only.

Questions about Study Abroad Proposals - Faculty members who need clarification or questions answered about proposing a study abroad program should contact the Dr. Jon Stauff, Director of the International Education Center, 302 Cook Hall, (831-6200). He and his staff will work to provide answers to these questions and assist faculty in any way possible to create a memorable international program.

(Revised 8/07)

Online Application for Summer Study Abroad

Simply fill out the form below and print it out. After appropriate approval, please submit form to International Education Center, Director of International Education.

1.Name:

2.E-mail Address:

3.Date:

4.Department:

5.Proposed Program Location:

Program Proposal

1.Program Rationale:

2.Curriculum:

3.Proposed inclusive dates of the program (include dates for all pre-travel and post-travel activities and inclusive travel dates):

4.Academic term when students will be registered:

5.How will faculty and students assess the program, to include all aspects of the learning opportunities and instruction?:

6.Participation of a Host Institution (if any):

7.List one or more faculty who could lead this program if you were unable:

Costs

1.Tuition:

In-State:

Out-of-State:

2.Travel:

3.In-country Travel:

4.Meals:

5.Lodging:

6.Field Trips:

7.Instructional Materials (books, supplies):

8.Required Insurance:

9.Host Institution Fees:

10.Other

11.Total

12.Student Requirements:

13.Faculty Requirements:

14. Endorsed by the Director of International Education Center

_____ Deadline: last Friday in January
(signature and date)

Endorsed by the Department Chair

_____ Deadline: First Friday in February
(signature and date)

Endorsed by the College Dean

_____ Deadline: First Friday in March
(signature and date)

Approved by the Provost

_____ Deadline: Last Friday in March
(signature and date)

Approved by the Vice President for Business Affairs

_____ Deadline: Last Friday in April
(signature and date)

Short-Term Program Planning Considerations

Professors must go far beyond the usual realm of course planning when developing a study abroad program because they will also become travel agents, bookkeepers, security police, first aid administrators, second-parents, and personal advisors. Of course, faculty members will first and foremost be educators! At the same time, faculty will also be responsible at times for such tasks as enforcing the student code of conduct and taking care of ill students. The commitment of time and energy goes far beyond what is expected from classroom teachers in a three-credit course.

Faculty must ensure that the proposed program contributes not only to broadening student's experiences and enhancing their understanding of other cultures, but also to furthering their academic experience and accomplishments. They must work with their department heads and college dean from the earliest moments to ensure that the program adheres to department and college expectations and procedures, and to Radford University's Strategic Plan.

Site Selection - Ideally, the site selected for the program should be one in which the faculty member has lived, worked, or visited for such a length of time as to be very familiar with the area, the culture, the laws and regulations, and the safety issues of the city(s), region(s), or country(s) proposed. Programs will be approved only if the site chosen is perceived as being safe and affordable, and if the content of the experience is in keeping with that of the mission of the department, college and University.

Program directors find it helpful when there is a local point of contact at the program site. Often this is a fellow academic who may make the support services of the host university available to the RU program, while there are a number of third-party "program providers" such as AIFS who set up logistical support for university study abroad programs. While it may be cheaper to "do it yourself," program directors should consider the additional demands upon their time while overseas. Having an extra set of hands with language expertise and local knowledge may contribute to the program's success (and potential to be sustained as a regular part of the RU international education offerings).

Throughout the planning and prior to the departure, the faculty director for that program is expected to maintain contacts and seek information as to the current "political" climate of the area, any safety or travel warnings issued by the U.S. Department of State, all health issues and warnings posted by the Center for Disease Control, and road safety issues. Homestays, if incorporated for the program must be carefully and continually monitored.

Course Content - In planning your program subject and course content, first consider how the location of the program will complement the course content. "What relevant academic, professional and/or cultural site visits, tours, lectures, or interviews might be planned? What contacts do you or your department have that may be of assistance? When you have determined your academic and cultural concentration for the program, begin thinking about the course syllabus design: readings, discussion and interviews with experts, trips, tours of sites, journal assignments, lectures. Coordinate the timing of assigned readings and related discussions to complement site visits. It is important to confirm the academic quality of planned events by speaking with on-site representatives, making advance site visits by carefully reviewing all other available information sources, pre-departure meetings that stimulate learning about the destination, de-briefing sessions upon return to campus, and introductory/conversational language component relevant to the country of your program.

Although the length of study abroad programs varies considerably, the most typical summer program is 4-5 weeks and 6 credits. Some longer programs offer 9 credits. Experience indicates that a 6-credit travel program cannot be done in fewer than four weeks.

Including a Component on Culture - As you develop your academic plan, it is important to consider how to incorporate opportunities for intercultural learning into your 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 coincidence, and they become better prepared to work in international and/or multicultural settings. They should also begin to develop a more sophisticated 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.

- Homestays with local families
- Observations 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 presentation of local news
 - Examine 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 perspectives or presentation of a given topic, such as the economy, national or local politics, or issues related to sex.
 - Guided activities sheet. 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, discussion or activities. It could compete to observe the most examples of a particular phenomenon. The staff in IEC can provide materials and discuss possibilities for your specific program needs.

Dates/Length of Program - Summer programs must coordinate with Maymester, Summer I, Summer II, or Summer III as closely as possible. The program course number must be listed by the department with the Registrar's Office for the Course Schedule publication under the appropriate term. All summer programs should be listed as an SSIII session.

The length of summer study abroad programs may vary, however, the most typical summer program is 3-4 weeks to 6-8 weeks in length. Some programs offer options of 4 weeks or 8 weeks.

Credit - Study Abroad programs must include approximately the same number of contract hours per credit as courses taught on-campus. Three credits generally signify 45 contract hours. (The challenge is how to count hours in a program in which students are moving from site to site). Try to arrange suitable space(s) for lectures without distractions and invite guest lecturers, ideally from the host country.

Some programs offer both graduate and undergraduate course credit. Some also incorporate a variable credit independent study option. Some programs meet general education requirements- thus opens the program to all majors, while some programs are major specific. These options should be considered as the program as planned as it will determine recruitment of students for the program, and program directors need to show in their proposals how students will meet the goals and objectives of these courses overseas.

Itinerary - The itinerary of the program should support the academic activities proposed by the program director. There is no one standard itinerary for faculty to follow; some faculty will base their programs in one city, need classroom space and computer facilities, and take only day trips using public transportation, while other programs will focus more on site visits and travel from one location to another, often crossing national boundaries in the process. Faculty need to remember that they will be a “group leader” of approximately 20 students! It is also a good idea to schedule rest days and free weekends to give everyone a break from intense program activities. If students know that they have free time coming to them at the end of the week, they are more likely to be attentive at 7:00am for site visits and wearing appropriate clothing for that day’s activity.

Student Registration - In order for students to be correctly billed, send complete information to the International Education Center. The information should include the following points:

- Course number
- Students’ full name
- Student identification numbers
- Session of enrollment (Maymester, Summer I, Summer II, Fall semester, spring semester)
- Whether each student is graduate or undergraduate
- Whether each student is in-state or out-of-state

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

Maymester	last week of March
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

Development of the Budget and Program Costs - It is crucial that you develop your budget early, before you announce the course (September of the previous year for a summer course). Meet with the International Education Center administrative assistant in September to plan an estimated cost sheet for your program.

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 cost down by establishing their own in-country contacts that know of more inexpensive facilities than travel agents do. The following is an illustration of items typically included in the budget:

- Round trip air fare
- Eurail pass
- Land travel (taxi trips, chartered buses, public bus, subway, etc)
- Lodging
- Meals
- Special events and admission fees (museum, theatre, guest lecturer, etc)
- Telephone, fax, etc., (included, pre-departure communications)
- Travel materials (maps, guide books, etc., whose costs add up quickly)
- Gifts
- Tips
- Surprises (for example, the restaurant automatically delivers bottled water to the entire group when it isn't requested or there is damage property in a hotel or restaurant)
- Miscellaneous contingencies (photocopies, parking fees, luggage transfers emergency funds)
- Include taxes!

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 transfer or guides. With tour packages you may be able to negotiate for one free person if the group is large enough, usually over 20 people.

Exchange Rate Fluctuation and Unexpected Expenses – Although it is necessary to keep the program as affordable as possible for students, it is important that program fees you collect are adequate. Build in some padding to compensate for rising costs after your budget is set, changes in exchange rates and costs you overlooked. 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 must 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 the following year: You can also consider putting leftover funds in the account for use the following year, either toward program costs or for a scholarship.

You should also err on the high side in advising students on the amount of additional money they bring for their own personal spending.

The minimum group size is 10 and set the per-student program cost. Some colleges support a new study abroad by permitting it to run with fewer than ten, with the understanding that the college will cover some of the cost rather than increase the cost per student.

Be sure 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 costs because of tuition variations for in-state and out-of-state students and graduate and undergraduate students.

Continue to monitor exchange rate fluctuations and update your budget as new information becomes available. There are electronic currency converters at <http://www.xe.com> and <http://finance.yahoo.com/currency>.

Handling Funds

Monitoring and Reporting Expenses - During your program, collect and keep all receipts. Some faculty suggest taking a laptop 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 disk and back up daily. After the program, you will be required to complete an expense report, and you will need to provide a daily accounting of activities. If you use a spreadsheet record, this document can be submitted with the expense report. Expenses of up to \$10 can be reimbursed without receipts. However, they should be included in the daily activity report and documented thoroughly. Explain the expenditure and how it fits into the program. To receive reimbursement for a gift tip, you may provide a statement explaining the local custom regarding services rendered.

Handling cash abroad - The best preventive measures for avoiding financial adversity while abroad are to avoid carrying large amount 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 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.

The Radford University GE/MasterCard Travel Card offers a convenient method of handling money. More information about this card may be found at http://apas-web.asp.radford.edu/accounts_payable/amex.aspx. 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 RU Corporate Purchasing Card please refer to the university's Accounting Services website at <http://apas-web.asp.radford.edu/default.aspx>.

Personal credit cards and ATM cards offer similar advantages to the RU 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 (1-800-4CIRRUS or 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 RU MasterCard, consider either American Express or Visa for your second card. They tend to be the most widely accepted in Europe.

Traveler's checks are the safest way of carrying money, but there is a cost to purchase them (unless you use the MasterCard corporate card), sometime a fee to exchange them for foreign currency and usually a higher exchange rate. These costs are reimbursable but nonetheless increase expenses a bit. Also not all business 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.

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.

Student Payment Procedures

Local Funds Account - Each program has an established local fund account. Students make deposits and program fees to this account. Students should make checks out to "RU" and take the check to Student Accounts with their student participation forms.

Advance deposits - You should require a substantial non-refundable deposit from your students well in advance of the date of departure; we recommend \$500 and up. This deposit will count toward the students' total program costs. December 1 is the recommended deadline for the deposit and allows you to easily make accurate and timely arrangements for your program. However, if this is too early, you may not get enough applicants in time. It is possible to extend already established deadlines. February 1 is the latest deadline for the first payment. The final payment is due in April. One important guideline is the deadline imposed by the travel agent or airline. In general, deadlines range from 10 to 20 weeks before departure.

Student Program Costs - You will need to establish a date for final payment of all program fees. For the final deadlines you should consider the dates by which you must make your final payment for air tickets or other arrangements. You may find it is necessary to refer students to the Financial Aid office. <http://finaid.asp.radford.edu/SBIS.doc> provides students with an overview of financial aid procedures for study abroad.

Financial agreement form - Please refer to the financial agreement for details on the procedures for program costs, tuition, and resignation from the program and refunds. This form has been approved by University Counsel. We strongly advise you to have students sign and submit such a form with their deposits. If you would like this agreement on a disk in order to make modification, contact the International Education Center administrative assistant at (540) 831-6200. If you make significant changes, it would be wise to request the feedback of University counsel. Be aware that the statements in section 4 about refunds do not mandate that you may not return refunds or other incurred expenses, but they give you the option of doing so for example, if a student who has paid the deposit becomes too ill to travel, and the place is filled by another student, you may refund the deposit.

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 recruitments 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 Radford University 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 Public Information Office will edit the brochures. If you have a specific picture or design you would like to use on the front, provide that also, and they can scan it and return the original.

Web Page - Individual web pages for the programs are an effective method for informing Radford University students. The International Education Center will also provide links to your program page from our site. Please provide our office with the site address. Otherwise, brief information about each program is currently displayed on the IEC website.

Study Abroad Fair - A Study Abroad Fair is held each year in September. Every program will be provided table space to display brochures, pictures and other artifacts. Each program director is responsible for staffing their table, or for providing students who have participated on their program to do so. For more information, contact the International Education Center at 831-6200.

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 other faculty in your department and/or in other departments to let you visit their classes to briefly introduce your program. Asking alumni from your program to speak to students is also an effective recruitment strategy.

Information Sessions - Faculty members have found it very useful to hold their own information sessions to describe their specific programs. Offering two sessions per semester is suggested.

Past Program Participants - As mentioned earlier, 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, class visits, staffing information tables at the Study Abroad Fair or setting up information tables in high-traffic areas periodically throughout the academic year, writing articles for the Tartan, designing web pages, or speaking to students at clubs and organizations, or designing and placing bulletin board displays (see below).

Posters/Fliers/Brochures - Promotion of your program can be greatly aided by the use of posters, fliers and/or informational brochures. 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 is important, but avoid overwhelming the readers with small details. Save the details for your program specific information sessions, or when speaking to interested students individually. While the International Education Center produces an annual brochure, it can only briefly describe

each program. The International Education Center also houses a Study Abroad Resource Library, with a section devoted to each individual RU program. Brochures, picture albums, information sheets, program applications, etc. can be displayed in our library when provided by the faculty director.

Bulletin Boards - The International Education Center provides a glass bulletin board in the lobby of Cook Hall, which contains three panels. Two panels are available to each faculty director on a rotating (first-request, first-serve) monthly basis. Faculty directors are encouraged to make use of this free advertising media by contacting tunderwo@radford.edu to schedule their monthly use of the bulletin board. The faculty program director will be responsible for placing items and for removing items from the bulletin board by the first Monday of their assigned month.

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, website, or newsletter. The web address for a list of student organizations, with their contact information, is available at the Heth Student Center, or at

Advertisements and Radio/Radford TV announcements - Tartan announcements is another effective marketing tool, as is placing your announcement on Radford University's TV and/or radio stations.

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.

Insurance

All students studying abroad are required to have health insurance that will cover them overseas. This insurance must include repatriation and medical evacuation coverage. The ISIC card (International Student Identity Card) includes basic insurance coverage with benefits including repatriation and medical evacuation. Students may purchase this card at the RU Bookstore.

There are a variety of "study abroad student insurance policies" available from insurance providers. An updated list is available at the International Education Center for faculty use, and the IEC Director will work together with faculty to determine whether additional coverage is needed for the program.

In addition, faculty members should confirm that their policy has such coverage. The International Teacher Identity Card (ITIC) for full-time teachers and faculty provides similar coverage. Both the ISIC and ITIC card also provides “discounts on airfare, attractions, accommodations, restaurants and more at over 17,000 locations worldwide”.

While faculty members have basic coverage outside the U.S. from Blue Cross/Blue Shield, medical evacuation and repatriation coverage are not included. The International Teacher Identity Card does provide this coverage. Contact your insurance provider to receive details about your individual or family policy’s coverage outside the U.S., or to explore possibilities of obtaining such additional coverage. A key thing for program directors to remember: payment for medical treatment abroad will likely be needed, and the US insurance provider will reimburse people upon their return to the US. The International Education Center’s Study Abroad Resource Library has brochures from several different providers of insurance policies specifically for overseas travel which are available to students and/or faculty program directors.

U.S. Passports and Overseas Entry Requirements

US Passports

U.S. Department of State Passport Services: <http://passport.state.gov>

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. We suggest providing a passport application form (available in the International Education Center or at the website above) to students when they pay the advance deposit. If you issue an acceptance letter (often needed for visa applications), you could include passport applications with your letter.

Students and Faculty can apply in person for a passport at one of the thirteen Passport Agencies in the U.S. The nearest location in Radford is at the Radford City Municipal Building, Radford Circuit Court Office, located at 619 2nd Street, Radford. Also nearby, applications are available at the Montgomery County Courthouse, located in downtown Christiansburg on Main Street.

The following is a list of items needed to apply for a U.S. Passport:

1. Proof of U.S. Citizenship
 - Previous U.S. Passport, or

- A certified copy of birth certificate (or original). Certified copy can be obtained at the same location.
2. Two identical passport photographs (2”x 2”), available at most photography stores. PFS Photography on 1158 E. Main St. in Radford is one nearby location to obtain passport pictures.
 3. Proof of Identity:
 - Previous U.S. Passport
 - Driver’s License, or
 - Government or Military ID
 4. The current passport fee (\$97 in August 2007)
 5. Social Security Number

There is no way to predict how quickly a passport will be issued after the completed application has been received by Passport Services.

Students should be advised to apply several months prior to their planned departure, especially if a visa will be required. It is possible to have a passport application processed in a shorter amount of time by paying a \$60.00 expedite fee. There are also expediting services that can obtain a passport in 7-10 days. In addition, a passport can be obtained quickly by applying with the necessary materials in person at the Washington D.C. Passport Office. We recommend you ask if students have a passport on the program application form, if any, so that they are aware early on that they will need one.

Passport Precautions - 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. You should collect a second copy from each student and keep it throughout the program. This will be very useful to you if a student has an accident or emergency and his/her passport is not available. A photocopy will also make it 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.

Overseas Entry Requirements

Details about visas and other foreign entry requirements 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/>. Additional information about foreign entry requirements is available at the following US Department of State web

address: <http://travel.state.gov/>. (From this site, go to “International Visitors” and follow the updated links to learn about documentation needed by US citizens to enter specific countries.)

If you are traveling to countries that require visas for any of your students, we strongly recommend that you 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.

It is important to remember that while non-US participants generally already have their passports, they may need visas where US students do not. We recommend that you ask for the student’s citizenship on the program application form. This will provide you with early information that you must check visa requirements for people of other nationalities.

Travel Arrangements and Transportation

Travel Agents - There is now one travel agency contracted with Radford University: Christian Travel, 1115 E. Main Street, 639-9388. The advantages of using this agency are:

- They bill our accounts directly.
- They will try to match or beat any price quote we get elsewhere
- Flight insurance, ranging from \$400,000 to \$700,000, is automatically provided.
- It is not necessary to incur a risk by making a pre-payment or deposit before the tickets are issued.

When Radford University employees choose to go outside of the contract for travel services, the following procedures apply:

- If you must make a pre-payment or deposit before receiving tickets, obtain an invoice of the services to be provided.
- To request a check made out to the vendor, submit a bill from the vendor to the International Education Center administrative assistant. This normally takes 30 days. In case of a special need Accounting will work to speed the payment to within 7-10 days.
- The other option for paying an off-contract vendor is to charge the bill on your credit card. Reimbursement would then be requested through the travel expense report **at the end of travel**.

You can use a travel agent or a study abroad program provider to pre-pay for hotels, buses, and other travel arrangements in Europe. This will enable you to significantly reduce the amount of money you will need to carry with you during the program. For non-European destinations, ask your travel agent whether this might be possible.

Transportation

Experienced program directors and travelers have suggested the following recommendations on transportation.

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 Washington DC rather than Roanoke, except for programs with dates that do not permit students to go home first, such as a semester break program. Students can get to Washington on their own from their homes in different directions. Many of our students live closer to Washington, DC than to Roanoke, so 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 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/>. For information about the BritRail pass, go to <http://www.britrail.com>.

Rail passes are also available for Australia, Japan, Thailand, Malaysia, and Canada.

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.

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 U.S., 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, youth hostels, and homestays, depending on the program and the country. A travel agent or your international contacts should be able to help you with most of the options. Educational tour companies are available to provide logistical support, reserve lodgings, and provide guide service to study abroad program. Faculty should contact the International Education Center for more information about these service providers.

There are several other 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 acceptable. 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 a 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 & Disadvantages – The homestay option offers many important benefits. First they help keep program costs low. They also offer the highest level of cultural exposure. 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.

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, and 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. From another perspective, if a student behaves inappropriately it can cause the group leader more discomfort or trouble than if the student were in a hotel.

Opening and Supervising Home stays – Homestays can be arranged through your own international contacts, through homestay organizations, or study abroad program providers. If you choose to use a homestay organization, research it and seek to confirm the quality of the homestays offered.

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.

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

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

Health and Safety Preparations

Of course we want everyone to return from their international adventures in fine health. There is no guarantee of this, of course, but program directors can help

prepare for this success by paying careful attention to health and safety matters. NAFSA publishes an excellent overview of this topic at <http://www.nafsa.org> – see http://www.nafsa.org/_/Document/_/responsible_study_abroad_2.pdf for the actual document. Another excellent source of information is the SAFETI clearinghouse – <http://www.globaled.us/safeti>. Program directors can find many useful pieces of information at that site.

The Montgomery County Health Department, located at 210 Pepper Street, Suite A in Christiansburg, Va. (540-381-7100) can provide health information and travel immunizations, as can nearly any hospital, family physician, or health care provider. Students should feel free to contact RU student health services and their family care physicians for more information as well.

Program directors should consider scheduling a special pre-departure session to discuss health and safety issues. The IEC staff will work together with other offices on campus to support the program director in any attempt to preserve the good health and security of RU students overseas.

Liability and Risk Management

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 an individual 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, but it is a concern and a possibility. Nevertheless, there are a variety of actions that should be taken to reduce risk and liability.

Radford University is committed to assisting you in your efforts to reduce risk and address liability issues. The RU Department of Environmental Health and Safety is willing to meet with faculty members at any time to discuss their concerns. A liability agreement form, which can reduce the possibility of a participant or parent filing a lawsuit against you, is also an option to consider.

Personal Liability – As a faculty member leading a Radford University study abroad program, you are acting as an agent of the university, and Radford University accepts responsibility for the results of your actions. There has never been an instance in which a RU 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, the International Education Center is aware and publicizes your program, and the students are registered for RU credit and make payment to RU. You can further clarify this distinction 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. You should be cautious about designing your program in such a way that you dissociate yourself and the program from the university. If you permit non-RU students or non-students to participate in your program without paying tuition, your exposure to liability could increase.

Faculty members who lead a program with a spouse or other person not having an official affiliation with RU can reduce the personal liability of that person by having his/her role as an official volunteer or Radford University 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 the 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.

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. Betty van der Smissen in *Legal Liability and Risk Management for Public and Private Entities* (Anderson Publishing, 1990) sets forth the following criteria for effective warnings:

1. **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 is one effective method of disclosing risks to students and thus reducing liability. The Student Agreement form covers a wide range of issues common to all RU study abroad programs. If you include homestays as a part of your program, this is not included in the sample waiver. Please feel free to consult with the IEC Director Jon Stauff at 831-6200 or jwstauff@radford.edu concerning any revisions you feel are necessary.

The timing of disclosure is important. If you do not warn students of the risks until after they have already made substantial non-refundable deposits or just prior to departure, liability will increase. Faculty members are advised to include the waiver form in their registration/application packet for students.

We also recommend that you discuss responsibility and liability issues in your pre-departure 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, feel free to contact Jon Stauff at 831-6200 or jwstauff@radford.edu.

Health Risks – It is important to include health risks when disclosing risks. Having the student meet with a staff member from the RU Student Health Center would be an effective method of disclosing health risks. For countries that require immunizations, you should require that students show proof of immunization. It is also important to require that students have appropriate health insurance coverage.

Alcohol and Drug Risks – As all experienced program leaders know, when students are too young to drink legally in the US go 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 and overseas experience becomes a positive lesson on appropriate use of alcohol. For others, it may not be so positive. 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 or sexual assault or may cause accidents.

The risks are compounded by drug use. Not only are they more vulnerable to attack or accidents while under the influence of illegal drugs, but they expose themselves to legal difficulties as well. Students should receive clear and firm warnings against any use of illegal drugs during the program, and should be made aware of the penalties for such offenses in the host country. Many countries have penalties much more severe than in the U.S.

Crisis 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 the International Education Center and other pertinent offices to permit RU’s trained response personnel to assist you when an emergency occurs.

Making written notes is also important. “If an accident does occur, it is crucial to investigate what happened on the 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. Please also refer to other sections of this handbook dealing with Crisis Management.

In summary, it is important to be aware of the risks relevant to your program, inform the students of these risks early and often, 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.

Safety and Crisis Management

The likelihood of crisis occurring during a RU Study Abroad Program is low. However, 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. After several incidents over the last two years involving U.S. students studying abroad, NAFSA: Association of International Educators, formed a task force of some of the most experienced people in the country to develop a set of guidelines for safety in study abroad. Their guidelines appear at http://www.nafsa.org/_/Document/_/responsible_study_abroad_2.pdf.

Before you go...

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 destination 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 resources on the web that all program leaders should be familiar with:

Travel Warnings and Consular Information Sheets - <http://travel.state.gov>
The Center for Disease Control and Prevention - <http://www.cdc.gov/>

You may also want to consult the following additional sources of information, and to access additional websites found in the Appendix.

- Background Notes on Countries - <http://www.state.gov/countries/>
- SAFETI Clearinghouse - <http://www.globaled.us/safeti/>
- *International Travel Health Guide*, Stuart R. Rose. This health guide is updated annually and is recommended by the US State Department. It is available from Travel Medicine, <http://www.travmed.com/index.html>.

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.

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

STUDY ABROAD PROGRAM - ESTIMATED COST SHEET
(THIS IS NOT A BILL)

Name: _____

Academic Term: _____ # of Credits: _____

Beginning / Ending Dates of Program: _____ to _____

Host Institution / Study Abroad Program: _____

Program Director: _____

Phone #: _____ FAX #: _____ Email: _____

Estimated Program Cost:

Radford University's Administration Fee \$ _____

Overseas Program Tuition and Fees: \$ _____

Radford University's Tuition (In-state): \$ _____

Radford University's Tuition (Out-of-state): \$ _____

Room and Board: \$ _____

Host Family Cost: \$ _____

Books and Supplies: \$ _____

U.S. Transportation: \$ _____

International Airfare w/ Taxes: \$ _____

Ground Travel Abroad \$ _____

Food (in addition to board) & Personal Expenses: \$ _____

Education Related Excursions & Field Trips (required) \$ _____

Education Related Excursions & Field Trips (optional): \$ _____

International Student Identity Cards \$ _____

Required Health and/or Travel Insurance Fees: \$ _____

U.S. Passport and Visa: \$ _____

ESTIMATED TOTAL COST OF PROGRAM: \$ _____

Disclaimer: This estimated cost is subject to change due to fluctuation of currency exchange rates.

Cc: Program Director
Financial Aid

STUDY ABROAD STUDENT AGREEMENT



Name of Participant: _____

(Please Print)

Program: _____ Dates: _____ to _____

ID #: _____

Tel. _____ E-mail: _____

Part I. Code of Conduct Agreement

Participants on RU's Study Abroad programs are expected to (1) exhibit sensitivity to the host culture, (2) maintain good behavior, (3) observe local rules and laws, and (4) adhere to RU standards of student conduct.

Radford University or its agent reserves the right to dismiss any participant for reasons of unacceptable personal behavior and/or academic participation. Such dismissal will be without refund and return transportation will be at the student's expense.

Listed below are basic and inviolable rules of behavior related to every program.

1. The students must maintain an adequate standard of academic work in programs and behave responsibly in their living situation and on group excursions.
2. While in the host country, students must refrain from political activity for their own safety and that of their host families. Students in overseas programs may not participate in such political activities as: joining political parties or unions, demonstrations, soliciting political material or picketing.
3. Illegal drugs in any form are not tolerated, and students dependent on their use should not participate. Laws state that possession or use of illegal drugs is punishable by fine, imprisonment, and/or deportation. Students in a program found using or possessing illegal drugs in any form are subject to immediate expulsion from the program.
4. Violent behavior results in automatic dismissal.
5. Breaches of the local law of the host community or country are referred to and handled by the appropriate law enforcement authorities in that Country.
6. Students are expected to abide by all applicable Radford University "Standards of Student Conduct".

Part II: Student/Parent Liability

In conducting study abroad programs, Radford University makes every effort to protect the welfare and safety of the participants. The official representative at the study abroad site will make such rules and regulations for the conduct of the participants as will reasonably safeguard the health, well-being, and safety of all such participants. Recognizing, however, that participation in the program is voluntary and that there are certain inherent risks that the participant must assume, the participant understands that neither the University, nor any cooperating institution, assumes any responsibility for damage to or loss of property, personal illness or injury, or death while a participant is in the program. While the University will assist in providing information on health care and insurance, it is the individual student's responsibility to ascertain that he/she has adequate health and accident coverage, valid during his/her stay abroad.

Should a participant be placed in a position where, because of his/her incapacity to act, the question arises as to who may act on the participant's behalf or as his or her parent's, guardian's or spouse's agent, the RU representative abroad shall be the duly appointed attorney-in-fact for such student and for such student and for such parent, guardian, or spouse. Every effort will be made to contact parents, guardians, or spouse. **Please complete the following Emergency Notification Information:**

(over)

Name: _____ Relationship: _____
 Address: _____
 Phone: (w) _____ (h) _____
 If not immediately available please contact:
 Name: _____ Relationship: _____
 Address: _____
 Phone: (w) _____ (h) _____

Radford University strongly discourages students owning or operating vehicles while participating in study abroad programs. Traffic congestion and different traffic laws and regulations, civil and criminal, can make driving motor vehicles in foreign countries extremely hazardous. Insurance requirements, or other financial responsibility laws, vary from country to country. If, however, a participant is determined to operate a motor vehicle while abroad, he or she recognizes that Radford University assumes no financial responsibility for legal aid or the care of the participant should he/she be involved in an accident while operating a motor vehicle. Opportunities for individual travel are plentiful and the University does not wish to discourage participants from taking advantage of them. The University, however, undertakes no responsibility for the participant when he/she is traveling apart from the program during the course of the study abroad period.

Part III.	Student/Parent Agreement
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- ◆ I understand that as a Radford University student, I will be viewed as a representative of my country and my university. It is my intention to act as a good-will ambassador and conduct myself in a fitting manner.
- ◆ I hereby release Radford University and any cooperating institution and their officers and agents from any and all claims and causes of action for damage to or loss of property, medical or hospital care, personal illness or injury, or death arising out of any travel or activity conducted by or under the control of Radford University.
- ◆ A student abroad is expected to be able to cope with day-to-day occurrences, but occasionally events arise that are of an emergency or legal nature. Therefore, we request that the student and the student's parent(s) or guardian sign this form.
- ◆ In the event of injury or illness to the undersigned, I hereby authorize the representative of Radford University, at my expense, to secure necessary treatment, including the administration of an anesthetic and surgery, and such medication as may be prescribed. It is further agreed that, if my condition so requires, I may be returned to the United States, at my expense.
- ◆ I understand that Radford University will charge a \$25.00 per credit hour administrative fee for all non-RU programs (examples: Australearn, Salzburg, Arcadia, IFSA-Butler, et al.)
- ◆ I understand that for RU courses, grades and credit are awarded.
- ◆ I understand that for non-RU courses (courses not in the RU catalog) credit, not grades will be awarded to my university record upon receipt of official transcripts from my study abroad site, which bears a grade equivalent to "C" or above.
- ◆ I understand that I must provide the International Education Center with a full disclosure of any medical or mental health history.
- ◆ I understand that I am required to carry adequate overseas health insurance coverage, and to provide a copy of the policy to the International Education Center prior to departure.
- ◆ I understand that, although Radford University will attempt to maintain the Program as described in its publications and brochures, it reserves the right to change the Program, including the itinerary, travel arrangements, or accommodations, at any time and for any reason, with or without notice, and that neither the Commonwealth of Virginia, nor Radford University, or the employees and agents of either, shall be responsible or liable for any expenses or losses that I may sustain because of these charges.

- ◆ I agree that, should any provision or aspect of this agreement be found to be unenforceable, that all remaining provisions of the agreement will remain in full force and effect.
- ◆ I represent that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this agreement, I have the right to consult with the adviser, counselor, or attorney of my choice.
- ◆ I agree that, should there be any dispute concerning my participation in the Program that would require the adjudication of a court of law, such adjudication will occur in the courts of, and be determined by the laws of, the Commonwealth of Virginia.

I have read the " Student Abroad Agreement" (front and back) and I fully understand and accept my responsibilities while studying abroad. I hereby authorize the release of my Student Conduct record from the Office of the Dean of Students to the International Education Center. I have received the RU Study Abroad Student Handbook.

I understand that if I am suspended from Radford University for conduct or academic reasons prior to the study abroad trip that I will not be allowed to participate, and any payment I have already made toward the study abroad trip will not be refunded.

<i>Student Signature</i>	<i>Date</i>
<i>Parent Signature</i>	<i>Date</i>

**Return to: Radford University, International Education Center,
P.O. Box 7002, Cook Hall 302, Radford, VA 24142**

Rev. 7/20/07

From RU Accounting Services, http://apas-web.asp.radford.edu/forms/travel/2007_03_07_Radford_University_Travel_Policies.pdf

Radford University Travel Policies (revised 3/5/07)

Overview

The Commonwealth of Virginia limits travel costs to expenses necessary for providing essential services to the Commonwealth's citizens. Use of state funds to accommodate personal comfort, convenience, or taste is not permitted. Entertainment expenses are not reimbursable. Expense falsification will be treated as fraud.

Individuals who travel on official university business must exercise economical judgment in making travel arrangements and travelers and travel planners must seek ways to reduce the costs of essential travel. The prior written approval of the University President is required for travel by four or more individuals to meetings and conferences.

All travel, by any means, must be by most direct, practical route. Any deviation must be explained in writing and submitted with the travel reimbursement voucher.

Exceptions to lodging guidelines and other items that require President or designee approval must be justified in writing and granted prior to the travel.

International Travel

International travel consists of all travel outside of the 48 contiguous United States and requires the prior written approval of the University President. Please contact Accounts Payable at 831-7616 to obtain international lodging and M&IE rates before making travel arrangements.

Request for Travel Form

A Request for Travel Form must include all associated costs such as direct-billed car rental, airfare, registration fees, lodging, meals, incidentals, etc., and be approved in writing before making any travel commitments.

All travel requests require entry into IFAS to encumber expenses and to obtain necessary approvals. *Each day's expenses must be listed separately.* The printed IFAS form with actual amounts, signatures, original receipts, and supporting documents becomes the official travel reimbursement voucher.

Send the original Request for Travel form and the approved Travel Voucher to Accounts Payable -Box 6906.

Personal Owned Vehicle (POV) Usage

Mileage and other costs incurred while commuting to and from work are considered personal expenses and cannot be reimbursed. Personal cars may however be used for official business travel. The current maximum mileage reimbursement is 48.5 cents per mile but some circumstances will limit the allowable reimbursement to 24.6 cents.

The general guidelines for selecting a personal vehicle versus an Enterprise car are:

Miles Per Day Personal Vehicle (POV) Enterprise Rental Rental Not Available

Under 150 Preferred: 48.5¢ /mi Not Preferred N/A

Over 150 Not Preferred: 24.6¢ /mi Strongly Encouraged POV with approval
48.5¢ /mi allowed

Rental Vehicles

The Enterprise Rent-A-Car contract should be used for trip over 150 miles from RU's campus. Other commercial rental agencies may be used, when warranted after reaching destination. Request the government or commercial rate. Premium cars are discouraged. Before returning this type of rental car,

refuel the vehicle or attach a justification to the travel voucher. Optional insurance must be declined by state employees if within the USA, as a state policy provides coverage. Outside the USA, accept LDW & CDW only. Non-employees may be reimbursed for LDW & CDW only.

Motor Pool

RU maintains large passenger vans. Contact the Motor Pool to make advance reservations and enter a PR in IFAS to encumber expense.

Air Travel

Tickets should be purchased by RU through the university's contract travel agency, Christian Travel, Radford, VA. Generally, air travel is limited to tourist/coach fare. **First class travel is prohibited.** Direct payment to non contract travel agencies and airlines by the university generally is not permitted. Private/chartered air travel requires prior approval by the Governor's Chief of Staff.

Internet Usage Requirements

Prior to purchasing airline tickets on the internet, document Christian Travel could not meet or beat the fare and attach the documentation to the travel reimbursement voucher. Travelers must comply with procurement guidelines. Suggested sites are: Priceline.com, Expedia.com, Orbitz.com, or Travelocity.com. Boarding passes must be submitted for airfare reimbursement.

Once the Request for Travel form is approved, payment methods may include either a university travel charge card (GE/MasterCard) or a personal credit card. Hardcopy documentation that confirms services, costs and travel class must be printed and submitted with the travel voucher.

Caution: Reimbursement of travel expenses, including airline ticket charged to the GE/MasterCard travel charge card, **cannot be made until after the travel is completed.** Refunds for unused tickets purchased by other than the Air Travel Charge Card (through Christian Travel) are the responsibility of the traveler and may result in a personal expense.

Lodging

Overnight lodging for approved, official business away from the traveler's official station is reimbursable. Expenses must be necessary and reasonable and an original itemized hotel receipt must be provided with the travel reimbursement voucher. Government rates must be requested and confirmed at reservation and at check-in.

The President or her designee is responsible for ensuring travelers understand their responsibilities to make a good faith effort to secure lodging within the guidelines before requesting exceptions. Expenses in excess of the guidelines will not be reimbursed unless pre-approved, written justification has been obtained. Written approvals must be submitted with the travel reimbursement voucher.

Lodging/Meals & Incidental Expense (M&IE) Per Diem Guideline Tables provide in-state and out-of-state rates. The lodging guidelines exclude reimbursable taxes/surcharges. Taxes and surcharges must be prorated in cases where rates exceed those allowable.

Direct agency billing of lodging expenses (room and tax only) is permitted for non-employees. A university purchase order is required. Provide the hotel with the purchase order number and request the government rate when making reservations. The purchase order number should be included on the bill from the hotel. Charges for cancelled reservations may not be reimbursed.

Alternate Lodging (e.g. apartments)

A comparison statement along with President or designee approval is required for use of alternate lodging. The traveler should document the total cost of both alternate and usual accommodations and savings.

Meals and Incidental Expenses (M&IE)

M&IE, including all taxes and tips, is based on a fixed allowance and is paid only for overnight travel

outside the official station. The maximum reimbursement for departure and return travel days is 75% of the appropriate M&IE. It is based on where you spend the first night for departure day and where you spend the previous night for return day.

Direct agency billing of meal expenses during overnight travel is not permitted.

If meals are included with registration or lodging, the traveler must record the number of meals on the voucher, indicating breakfast, lunch, or dinner for each day. The M&IE claimed shall be reduced by the amount shown for the applicable meal in the M&IE rate table.

Incidental travel expenses are reimbursed as the incidental portion of M&IE (\$3 per day) and are not prorated for departure and return days. The \$3 incidental allowance is paid only for overnight official business travel. This includes all service fees and tips (including but not limited to bellhops, skycaps, maids, waiters/waitresses, taxi and limousine drivers), laundry expenses, personal telephone calls, and transportation between places of lodging or business and places where meals are taken.

Business Meal Reimbursement

Official business meals must involve substantive and bona fide business discussion and: have the written approval of the University President or her designee; list by name all persons involved in the meal; and, state the reason for the meal. The original itemized restaurant receipt is required with all business meal reimbursement requests.

The per diem allowance applicable to the business meal must be excluded from any daily M&IE reimbursement requests and be clearly identified on the travel voucher by the traveler in overnight travel status. The individual requesting reimbursement will be paid for actual expenses up to the M&IE rate that corresponds to cost and location for the applicable meal.

The President or her designee may authorize justified business meal reimbursements up to 150% of the standard meal guideline. Alcoholic beverages are not reimbursable.

For Hire Transportation

Receipts are required for taxis, shuttle vans, and other “for hire transportation” if the charge exceeds \$10. The business related necessity of the transportation must be identified on the reimbursement voucher.

Public transportation to restaurants is allowed only for official business needs.

Non-reimbursable expenses include but are not limited to the following:

- Day meals not involving bona fide business discussions
- Lost or stolen articles
- Alcoholic beverages
- Excessive meals, lodging, tips, etc.
- Damage to personal vehicles
- Services for entry to locked vehicle
- Movies charged to hotel bills
- Entertainment expenses
- Towing charges
- Expenses for children, spouses and companions
- All expenses related to traveler’s personal negligence, such as fines

The above list is not all-inclusive. Travel expenses are open to the public and must sustain the test of public review.

Travel Credits

Travel credits, reduced rates, or free services received from public facilities (i.e., airline, car rental agencies, motels, etc.) by individuals for whatever reason accrue to the Commonwealth. Any such credit, reduced rate, or free service must be reported to the agency fiscal office and must be deducted from the amount of travel expenses claimed.

Other travel expenses that may be reimbursable with a furnished receipt include:

- Business telephone calls, telegrams & faxes
- Traveler's checks, passport and visa expenses
- Funeral attendance expenses for one employee selected to represent RU outside the employee's base point.

Some expenses not previously addressed may be reimbursable if reasonable and necessary. A full explanation of the charges must be stated on the travel voucher, accompanied by supporting documentation and any required approvals.

CONTACT ACCOUNTS PAYABLE
AT 831-7616
FOR ADDITIONAL TRAVEL GUIDANCE

THE COMPLETE STATE TRAVEL POLICY IS AVAILABLE AT:

http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20335.pdf