

UNIVERSITY of NORTH CAROLINA PEMBROKE

Faculty-Led Study Abroad Program Leader Handbook



Welcome and Introduction

Thank you and congratulations on your decision to design, develop, and lead a Faculty-Led Study Abroad Program (FLSA) with the University of North Carolina at Pembroke (UNCP)!

Because of your personal commitment of time and energy, combined with your academic and international expertise, students who might not otherwise have the opportunity to travel and study abroad will be able to experience first-hand what it is like to experience another culture. By infusing a hands-on intercultural experience into your course curriculum, you offer UNCP students an invaluable opportunity to deepen their understanding of complex issues within a global dimension.

Leading an FLSA will greatly broaden your leadership and organizational skills given that a Faculty-Lead acts not only as an instructor, but also as a mentor, counselor, cross-cultural informant, geographical guide, group leader, rule enforcer, bookkeeper, administrator, and manager of logistics -- all on a 24-hour basis!

This handbook was written to assist you in the planning and implementation of your program. It provides important guidelines and recommendations, as well as the official policies and requirements of Global Engagement (OGE) and UNCP for conducting an FLSA. Although planning and leading an FLSA involves a great deal of responsibility, we trust that you will find the personal and professional rewards well worth the effort!

ACKNOWLEDGEMENTS: OGE would like to thank NC State University and Appalachian State University for allowing us to borrow ideas and content for this handbook. We also would like to acknowledge the invaluable contribution of the *NAFSA Guide to Successful Short-Term Programs Abroad* to the writing of this handbook.

UNCP is committed to providing equal opportunity in education and employment to all applicants, students, and employees. The university does not discriminate in access to its educational programs and activities, or with respect to hiring or the terms and conditions of employment, on the basis of race, color, national origin, religion, creed, sex, gender identity and expression, political affiliation, age, disability, veteran status, or sexual orientation. The university actively promotes diversity among students and employees.

Our mission at OGE is to assist faculty and academic departments in the development of international educational experiences abroad. We look forward to hearing about the successes (and challenges) of your program upon your return.

Sincerely,

Office of Global Engagement Staff

TABLE OF CONTENTS

Welcome and Introduction1

Table of Contents. 4-5

I. Important Contacts.....8-10

II. Creating an FLSA Program..... 12

 A. FLSA Program Leaders Workshop

 B. Call for Proposals - Designing the Program

 i. Deadlines

 C. FLSA Program Approval Process

 D. Developing the Program Plan

 E. Pre-Departure Orientation

 F. Final Preparations & Post-Program Wrap-Up

III. Program Considerations

 A. Academics

 i. Course Registration Information

 ii. Graduation Date Issues

 B. Application Process (Students)

 i. Eligibility Criteria

 C. Cultural Preparation

 D. Emergency Protocol

 i. Logistical Information

 ii. Emergency Contact Cards

 iii. Emergency Packet

 iv. Campus Check-In

 v. Emergency Contingency Plan

 E. Export Controls and Human Subject Research / IRB Regulations

 i. Definition

 ii. Process

 F. Finances

G. Health

- i. Local Health Concerns
- ii. Students with Disabilities
- iii. Physicals and Immunizations
- iv. Medications
- v. First Aid Kit
- vi. GEOBLUE Insurance

H. LGBTQ

I. Logistics

- i. Program Itinerary
- ii. Transportation
- iii. On-Site Arrangements
- iv. Traveling Rules
- v. What to Pack

J. Marketing and Recruitment

- i. FLSA Website
- ii. Annual International Festival (IEW)
- iii. Classroom Visits
- iv. Advertisements, Flyers and Announcements
- v. Personal Announcement and Notification E-mails
- vi. Timing of the Program Publicity
- vii. Information Sessions

K. Safety Concerns

- i. Monitoring the Risk of the Destination
- ii. Student Registration with STEP
- iii. Driving Overseas
- iv. Student Safety

L. Student Conduct

- i. Students with Conduct Records
- ii. Academic and Behavioral Expectations

M. Travel Documentation

- i. Passport
- ii. Visa

APPENDICES

FACULTY FORMS / INFORMATION

Appendix A: FLSA Timeline

Appendix B: Information Session Checklist

Appendix C: Student Conditions of Participation

Appendix D: Study Abroad Medical/Physical Form

Appendix E: Study Abroad Itinerary (Example)

Appendix F: Pre-Departure Orientation Checklist

Appendix G: Faculty-Lead Pre-Departure Checklist

Appendix H: FLSA Student Evaluation Form

I. IMPORTANT CONTACTS

OGE staff should be contacted as quickly as possible in the event of an emergency involving:

1. Serious illness, injury or death;
2. Emotional or psychological stress which requires professional attention;
3. Being the victim of a crime: theft, assault, rape, harassment, etc., or being accused of committing a crime;
4. In-country crisis, i.e., political uprising or a natural disaster.

UNCP Police Emergency (emergency; collect calls accepted 24/7).....	+1
(910) 521-6235	
Global Engagement).....	Tel.: +1 (910) 775-4095
Study Abroad Coordinator	+1
(910) 775-4718	
Associate VC & Dean of Students	+1
(910) 521-6304	
Vice Chancellor for Students	+1
(910) 521-6175	
Counseling and Psychological Service	+1
(910) 521-6202	
Student Conduct	+1
(910) 521-6851	
Student Health Services: (Main phone number).....	+1
(910) 521-6219	
General Counsel	+1
(910) 775-4593	

GeoBlue International Medical Insurance

- **24/7 Phone Application Services**
[Apple](#)
[Android](#)
- **24/7 GeoBlue Member Services**
Outside the U.S.: +1-610-263-2847
Toll Free Within the U.S.: 1-844-268-2686
customerservice@geo-blue.com
- **24/7 Medical Assistance and Evacuation**
Collect Calls Accepted +1-610-254-8771
Globalhealth@geo-blue.com
- **Elaine Del Rossi**
Client Experience Officer
610-389-7303 Mobile
610-254-8706 Office
edelrossi@geo-blue.com

*Please advise that Elaine is not for claims but true emergencies only

U.S. Department of State

Please visit the U.S. Department of State website at www.travel.state.gov for information pertaining to:

- International travel, passports, and visas
- Travel warnings and alerts
- Country specific information
- U.S. and foreign embassies and consulates
- Smart Traveler Enrollment Program or STEP (formerly known as “Travel Registration” or “Registration with Embassies”)

Overseas Citizens Services:

Call 1 (888) 407-4747 [from overseas: +1 (202) 501-4444] for answers related to questions concerning a crisis/emergency involving American citizens abroad.

II. CREATING A FACULTY-LED STUDY ABROAD PROGRAM

FLSA programs are designed to give UNCP faculty an opportunity to design and lead a course with a study abroad component. These programs are collaborative ventures between a faculty member and the Study Abroad Coordinator (SA Coordinator). Faculty interested in leading a FLSA will follow the following procedures to propose and implement an FLSA course. While developing an FLSA, the faculty member should work with his/her department chair and the SA Coordinator.

Typically, faculty plan to lead FLSA's immediately following the fall and spring semesters (traveling in December/May), during Spring Break, or during the summer. The time spent abroad varies according to program need, time available, and university academic and financial aid policies, which will be reviewed later in the manual. Faculty must apply to lead an FLSA each year, even if the program has been led before.

While the Faculty-Lead has the primary responsibility for the FLSA course and for leading the group abroad, the role of the SA Coordinator includes the following:

- Schedule a one-on-one meeting between faculty/staff
- Advising Faculty regarding the creation of budgets, timelines, and travel arrangements
- Final Approval of FLSA program proposals and plans
- Overseeing the application and student payment process
- Student payments go through the Cashier's Office
- Administering the financial management of the program by disbursing funds, collecting receipts, and communicating with the financial offices on campus
- Facilitating travel arrangements and communicating with university-approved travel agents. (*Note that the SA Coordinator has a UNCP credit card for purchases.*)
- Marketing and promotion via the OGE website and social media
- Facilitating two orientation sessions with Faculty-Lead and students
- Discussing emergency and safety protocols, including risk assessment for travel
- Meeting with the faculty member for a post-program wrap-up as needed

A. FLSA PROGRAM LEADERS

An orientation meeting is required for all faculty/staff members who are intending to propose and/or co-lead an FLSA Program. The meeting with the Study Abroad Coordinator will provide an overview of the FLSA Program, highlight changes from previous years and explain the proposal process. This also provides an opportunity for prospective Faculty-Leads to ask questions and connect with other faculty who have led a study abroad at UNCP. Workshops are also available as needed. Contact OGE or TLC for information.

B. CALL FOR PROPOSALS — DESIGNING THE PROGRAM IDEA

The Faculty-Lead is responsible for writing the Program Proposal. This signals an intent to offer an FLSA and provides preliminary information regarding the itinerary, budget, course description, activities, and other program information. The Program Proposal must be approved before promotion may begin.

Please make sure to attach a syllabus to the proposal for each course linked to the program. The syllabus should account for all course contact hours offered prior to, during, and after the program dates. It is imperative to ensure the FLSA will supplement an academic course, be credit bearing, and that all travel will serve an educational purpose. This is NOT a vacation for faculty or students and should never be treated as such. The syllabus must highlight the educational outcomes/products of this experience for the students.

Choosing a Program Date

Several factors should be considered when choosing when to offer a faculty-led program. These include (but are not limited to):

- The amount of time needed to plan and promote the program
- The academic calendar and class schedule for your department
- Financial aid policies, which may affect students' ability to participate
- Other programs that will be offered at the same time
- The best times to travel abroad in the location
- Conflicting events in the location
- The security risks of the location

NOTE: Many of our students rely on financial aid to help with their tuition and program payments. FLSA classes that are scheduled for Maymester, Summer I, or Summer II may experience problems with enrollment due to the timing of financial aid disbursements. Please consider the following:

- Federal requirements for financial aid require that all courses be completed two weeks after the end of the semester. Consequently, all travel must be completed by these dates. See the [FLSA Website](#) for a list of this year's dates.
- Students must be enrolled in 6 hours over the course of the summer and their financial aid will be disbursed once they meet their 6 hour requirement. For instance, students enrolled in 3 hours for Summer I and 3 hours for Summer II will have their funds disbursed after Summer II begins.
- Maymester funds will not be disbursed until Summer I begins.

Approved Travelers

We understand the difficulty of balancing FLSA duties with family expectations, especially given the amount of time and energy it takes to lead a program abroad, so it is highly recommended that faculty leads and assistant leads carefully consider whether they are able to fully undertake the responsibilities required. As a faculty-led program is primarily an academic experience for the students, which they are paying to attend, faculty leads and assistant leads are encouraged to carefully consider the possible impacts any unaffiliated persons may have on their ability to effectively fulfill their leadership roles.

Unaffiliated participants may distract from the program, and add unnecessary liability or safety concerns. Consequently, UNCP takes no responsibility (logistical, financial or legal), for any unaffiliated persons.

C. Proposal Submission

After completion of the proposal, it will need the approval/signature of the respective department chair, college dean, dean of the graduate school (if applicable), the Provost, and the university research compliance officer (if applicable). Only then should the proposal be submitted to OGE for approval by the FLSA Programs Committee.

Please visit our website to access the appropriate [Program Proposal form](#).

D. Deadlines for Submission

Submit Program Proposal

Winter Break Trip: 9 months prior
Spring Break Trip: 9 months prior
Maymester/Summer Trip: 9 months prior

Submit Program Plan

September 1 (5 months prior)
October 1 (5 months prior)
December 1 (5 months prior)

E. FLSA PROGRAM APPROVAL PROCESS

The SA Coordinator and OGE Director will review all new program proposals to ensure the integrity and rigor of the FLSA's academic, health and safety, and logistical components. Additional information and/or modifications may be required at this time. The SA Coordinator will notify the Faculty-Lead of the results. Do not start advertising or recruiting until after you have received official approval from the SA Coordinator. Premature program advertising, recruitment, and other program-related arrangements may harm the reputation of UNCP and put the Faculty-Lead and the university at legal and financial risk.

F. DEVELOPING THE PROGRAM PLAN

Please be aware that FLSA programs require a minimum of 8 students and final approval of the Program Plan is contingent upon meeting that minimum (some exceptions can be made on a case by case basis and you may contact the SA Coordinator to discuss the situation). Faculty-Lead will develop the Program Plan while they market the program and assist students with applications. The Program Plan must include a finalized course syllabus, budget, travel itinerary, names and addresses of all accommodations and student payment deadlines. While it may not be possible at this time to submit *all* the logistical details such as flights and hotel invoices, it is important that the academic, health, safety, and budget outlines be as thorough as possible. The [Travel Request](#) for the program is also due at this time. The SA Coordinator can assist with scheduling the two mandatory pre-departure orientations and will determine if the plan is ready for submission.

After completion of the Program Plan it will need the approval and signature of the respective department chair, college dean, dean of the graduate school (if applicable), the Provost, and the university research compliance officer (if applicable). Only then should the Program Plan be submitted to OGE for final approval by the FLSA Committee.

G. REQUIRED BUDGET MEETINGS

There are two required budget meetings: 1) 1st Budget Meeting -- within a month of approval of the Program Proposal and 2) 2nd Budget Meeting -- one week after the 3rd student payment deadline

1st Budget Meeting -- The Faculty-Lead and the SA Coordinator will work on the final budget portion of the Program Plan.

2nd Budget Meeting -- The Faculty-Lead and the SA Coordinator will do the following:

- Allocate and/or finalize any remaining payments to be made on behalf of the program.
- Determine the amount of the remaining funds available in the program account
- Agree on funds to be released to the Faculty-Lead as a “travel advance” to pay for on-site expenses. Travel advances may be disbursed by check or prepaid debit card.

H. PRE-DEPARTURE ORIENTATIONS

All program participants must attend two (2) mandatory pre-departure orientations. These are normally scheduled during class hours. The first orientation should be three to four months prior to departure. It will cover information on safety, health, legal, environmental, political, cultural and religious conditions in the host country, potential health and safety risks, appropriate emergency response measures other relevant travel information. Please plan for 1.5 hours.

The second orientation should be one month prior to departure in a computer lab with internet access. Students must bring their passports so that they can be enrolled in STEP and GEOBLUE Student. An OGE staff member will take photos of each student and faculty member for the Emergency Packet. Please plan for 1.5 hours.

I. FINAL PREPARATIONS MEETING & POST-PROGRAM WRAP-UP

Final Preparations Meetings -- a week before departure, the SA Coordinator will meet with the Faculty-Lead to answer last minute questions, review the Emergency Packet, discuss check-in procedures and pick up a UNCP pennant.

Post-Program Wrap-Up -- within 14 days of return, the Faculty-Lead will meet with the SA Coordinator to discuss the trip, offer feedback and/or suggestions and submit receipts, remaining cash (USD) and Travel Reimbursements (if applicable).

III. PROGRAM CONSIDERATIONS **(in alphabetical order)**

A. ACADEMICS

i. Course Registration Information

The Faculty-Lead must ensure that their department chair has set up the course(s) registration information with the Registrar's Office. The Faculty-Lead's department will need to forward the following information to OGE:

- Course title(s) and number(s)*
- Number of credit hours
- Name of instructor of record for each course
- Program travel dates
- CAP of 0 (closed enrollment)

Setting up a closed enrollment for the program course(s), will ensure that only program participants can be registered for the course(s). The Faculty-Lead will register all students into the course. Students should not attempt to register themselves. The Faculty-Lead is responsible for enrolling student participants into FLSA courses and checking for holds at that time.

ii. Graduation Date Issues

If a student's scheduled graduation date precedes the program dates the student should contact the Registrar's office for guidance.

B. APPLICATION PROCESS (STUDENTS)

i. Eligibility Criteria

- Students must have a 2.5 GPA
- Students must have successfully completed one semester at UNCP
- Check for possible course prerequisites or other requirements for participation in the program

ii. Applying

- Students can also access the [study abroad application](#) on our website or pick up a hard copy in the OGE office. Applications can also be provided to students at the information sessions.
- Applications should be submitted to OGE and approved by the SA Coordinator.
- The deadline for student application submission and receipt of the final student roster is four (4) months prior to the departure date.
- Students are responsible for ensuring that all documents and fees are submitted by the deadlines.

C. CULTURAL PREPARATION

OGE will include information about cultural adjustment and culture shock in one of the required orientation sessions. If available, invite a guest from the host country or a former program participant to provide country-specific information.

The following topics may be relevant to the program participants:

- **General context**: geography, climate, political and economic system, history, current events, living standards, relations and history with the U.S., political unrest and terrorism, local laws, etc.
- **Cultural differences**: male/female relationships, norms for personal space, privacy, appropriate clothing, body language, formality, gifts, concepts of time, taboos, value system and its effects on society, local customs (eating etiquette, acceptable use of alcohol...), daily life, religion(s) (differences, taboos, norms), cultural faux pas to avoid, cross-cultural communications, metric conversions etc.
- **Language preparation**: “survival” or key language to know, greeting norms, etc.
- **Diversity**: LGBTQ, gender, minority students abroad, etc.
- **Regional differences**: local dialects, regional tensions, political issues, etc.
- **Perceptions about Americans**: how Americans are perceived in host country, how to handle anti-American criticism,
- **Coping with homesickness and culture shock**
- **Materials for cultural and language preparation**: recommended books, articles, films, music, travel guides, etc.

D. EMERGENCY PROTOCOL

i. Definitions

It is customary to make a distinction between real and perceived emergencies.

- **Real emergencies** are those that pose a genuine and sometimes immediate risk to, or that have already disturbed, the health, safety, and/or well-being of participants. They include such occurrences as serious illness or injury; natural and manmade disasters; incarcerations; accidents; physical assaults; disappearances or kidnappings; coups and other civil disturbances; and terrorist threats and attacks.
- **Perceived emergencies** are those which pose no significant risks to the participants, but which may be seen as threatening by family members in the U.S. or by others, including students and colleagues at UNCP. Perceptions of threat can arise out of a number of things, including the sensational reporting of an event

abroad, the distortion of information provided by a participant in a telephone call, text or e-mail, or simple nervousness of a family member or student with little or no international experience. Such perceptions will sometimes affect family members and others in the U.S. more strongly than will real emergencies.

Whether an emergency is real or perceived, it must be dealt with in a timely and appropriate manner. Perceived emergencies can yield as many, if not more, negative consequences as real ones.

ii. Operating Principles

OGE will be guided in their decision-making before, during, and after a crisis, by the following operating principles:

1. All responses to a crisis will be performed with the highest concern for the health, safety, and well-being of program participants. Responses will be offered in a timely manner to students and parents with attention given to the well-being of the whole person.
2. All reasonable and prudent measures will be taken to limit the University's legal liabilities, while simultaneously endeavoring to conform to the standards of [ethical practice for education abroad](#).
3. OGE will exercise caution and restraint in deciding when, and with whom, information about an emergency should be shared.
4. OGE will operate according to the procedures outlined in the OGE Emergency Plan, UNCP policies and procedures, and federal guidelines, except when otherwise directed by senior University administration or agencies outside the University's control.

iii. Emergency Preparedness

The following items pertain to the safe and prepared operation of an FLSA. For further information, refer to the [OGE Emergency Plan](#).

1. Gather the Following Logistical Information Prior to Departure:

- The telephone number and address of the U.S. Embassy or Consulate closest to the program site.
- A cell phone that will operate overseas. Faculty-Lead is required to secure cell phone access where he/she can be reached abroad 24/7. If the program site is located in a remote area, renting a satellite phone may be necessary.
- The GEOBLUE website is available to any person covered by GEOBLUE insurance and offers information on local doctors, hospitals, and emergency numbers. A secure login is required.

2. Emergency Contact Cards

OGE will provide wallet-size "emergency contact cards" for participants to carry with them at all times. The cards will include phone numbers for the following contacts:

- OGE Staff numbers
- UNCP police numbers
- Faculty-Lead's on-site contact information

3. Emergency Packet

A week before departure, OGE will prepare an emergency packet for the Faculty-Lead and Campus Safety. It will include copies of participants' passports, emergency contact information, insurance cards, photos and daily itinerary. OGE will retain a copy on file.

4. Campus Check-In

The Faculty-Lead is required to check in with the SA Coordinator at the following times:

- Once the group has cleared security at the departure airport
- Upon arriving at destination (after clearing customs and before the group retires for the night)
- Every 3-5 days throughout the trip
- Once the group has cleared security at the destination airport
- Once the group has been dismissed from the FLSA

5. Emergency contingency plan

Explain to students what procedures they should follow in case of a crisis, such as a political or natural disaster emergency (e.g., location of gathering place for emergencies) and remind students of the importance of carrying their "emergency contact cards" with them at all times. Also explain what students should do in case they get separated from the group at any time. Consider the following:

- **Communication during and after a crisis:** Discuss emergency protocol so that program participants are aware of the proper channels of communication should a crisis occur. Emphasize the need to contact the appropriate individual(s) in a timely and calm manner. Remind participants that it is inadvisable to speak to local or international media about a crisis, as it is the responsibility of the university to speak on behalf of its faculty, staff and students.
- **Evacuation and cancellation procedures:** The Faculty-Lead should assess the situation with OGE and UNCP General Counsel in consultation with the nearest U.S. embassy or consulate.
- **Student crises:** Highlight steps students should follow in situations such as missing classmate, loss of personal property, injury, or criminal victimization,
- **What to do in case the Faculty-Lead is incapacitated:** Explain the availability of assistance on site as well the possible involvement of OGE and what to do in case the leader is not able to continue leading the program.

D. EXPORT CONTROLS AND HUMAN SUBJECT RESEARCH / IRB REGULATIONS

i. Definitions

Export controls are the set of laws, policies, and regulations that restrict the export of certain goods, software and technology for reasons of national security and foreign policy. While the vast majority of research and teaching activities are excluded from export controls, it is important that faculty and staff are aware of activities that are subject to the regulations. Violations of export controls laws carry monetary and/or criminal penalties, for both the individual committing the violation and for the University.

Export control laws are implemented by both the Department of Commerce through its Export Administration Regulations (EAR) (www.bis.doc.gov/index.php/regulations/export-administration-regulations-ear) and the Department of State through its International Traffic in Arms Regulations (ITAR) (www.pmddtc.state.gov/regulations_laws/itar.html)

UNCP's Institutional Review Board (IRB) is a federally-mandated university committee established to protect the rights and welfare of human subjects participating in research projects undertaken by UNCP faculty, staff or students. Any UNCP program, regardless of funding, that involves human subjects must be reviewed and approved by the IRB.

ii. Process

It is the Faculty-Lead's responsibility to learn early how export controls and human subject research regulations may affect the program and program participants. If the answer to any of the questions below is "yes," the Faculty-Lead will need to consult the Office of Sponsored Research and Programs website at [INSERT WEBSITE](#) and contact the Director of Research Protections at [INSERT EMAIL](#) or (910) –XXX-XXXX for any further assistance in making sure the program is in compliance with federal regulations. If compliance approval cannot be obtained at the time the program proposal is submitted, consider alternative programmatic options.

1. Does the program involve directly interacting with or collecting data about individuals for research purposes?
2. Will any UNCP owned equipment (laptops, GPS, etc.) be transported abroad or being received from abroad?
3. Will there be a contract with a non-U.S. citizen/entity or provide technical data, technical assistance or funds to a non-U.S. individual/entity?
4. Will students be required to bring any items other than necessary personal effects (e.g., a personal laptop)?

F. FINANCES

i. Budget

All payments (excluding Tuition and fees) go through the Study Abroad Office.

This list is not exhaustive, but consists of items you might need to consider. If an item(s) is not on this list, feel free to add it.

Any expenses not included in the budget will not be approved by OGE and the faculty CANNOT request reimbursement from AA or their department.

- Transportation: To/from host country, in-country flights, ground transportation (bus, train, subway, taxi, etc.)
- Lodging: Hotel 1, Hotel 2, Hotel 3, etc.
- Meals: Welcome Dinner, Good-bye Dinner, etc.
- Excursions: Museum entry, historical sites, cultural events, etc.
- Immigration: Visas
- Immunizations/Medical: Medical Clearance Physical, GEOBLUE insurance for all students
- Faculty Costs: Airport parking, visa, flight, per diem, mileage, GEOBLUE insurance, immunization, etc.

NOTE: Faculty-Lead summer session salaries are mostly determined through academic college deans, but academic departments may also be involved in using their summer school funding allocations. OGE strongly recommends that the Faculty-Lead first consult with his or her department chair to discuss the summer school salary while working on the program proposal.

ii. Payment Deadlines

1) No later than 4 months prior to departure - payment should be enough to cover flights (Travel Requests must be approved and signed prior to purchasing airline tickets)

2) No later than 3 months prior to departure - payment should be enough to cover lodging and major transportation expenses

3) No later than 2 months prior to departure - payment should cover insurance and any additional expenses

It is the Faculty-Lead's responsibility to set the payment dates (using the parameters above) and to enforce the deadlines with students. Failure to collect all payments will result in automatic program cancellation. All payments MUST be paid in full. NO payment plans will be offered. Once something has been purchased or reserved for a student NO refund is possible.

iii. Program Payments

OGE strongly recommends prepayment of as many expenses as possible. Types of prepayments include, but are not limited to, airfare, group tours, accommodations, and ground transportation.

- **Airline Tickets:** Airline tickets will be purchased after all students have submitted their 1st payment. Students must also provide a copy of their passport prior to most ticket purchases. Tickets are purchased through the UNCP-approved travel agent. Faculty-Lead will work with the SA Coordinator to reserve tickets at the lowest possible rate. Most often, group ticket sales offer the lowest rates.
- **Lodging:** Lodging will be purchased after all students have submitted their 2nd payment. Faculty-Lead is responsible for making all lodging arrangements, providing the SA Coordinator with an invoice and indicating preferred method of payment. All payments will be made via the Accounts Payable Office and/or the UNCP-approved travel agent. Possible methods of payment include check, OGE travel card, credit card, and wire transfer.
- **Other Expenses:** Other expenses include group tours, entry fees for sites, on-site transportation (bus tickets, metro cards, ferries, etc.) and any other expenses that can be arranged in advance. Faculty-Lead is responsible for making all lodging arrangements, providing the SA Coordinator with an invoice and indicating preferred method of payment. All payments will be made via the Accounts Payable Office and/or the UNCP-approved travel agent. Possible methods of payment include check, OGE travel card, credit card, and wire transfer.
- **In-country Expenses:** These are expenses that are not prepaid; Faculty-Lead will pay for these in the host country. These expenses include (but are not limited to) group dinners, site entry fees, on-site transportation, special events, unexpected expenses, etc. Possible methods of payment include cash advance, faculty prepaid Visa cards and/or reimbursement. Program leaders are discouraged from carrying large amounts of cash with them when managing a program's budget abroad. Please refer to the [State Department website](#) for currency restrictions for entry into the host country.

iv. Methods of Payment

Invoices

Prepayment requires that an invoice be printed on business letterhead and contain the following information:

- Type of service(s) from vendor
- Vendor's name and physical address
- Date of invoice
- Name of person(s) receiving service(s) (if a group of students receives services, a people count for services is acceptable — “22 students on a bus” — for example)
- Date(s) of service(s)
- Current amount due (showing deposit, down payment or remaining balance)
- Due date
- Banking information if payment is to be issued by wire

NOTE: Please be aware that some vendors may find an invoice template indicating the required fields particularly useful as not all countries produce invoices in a similar manner.

In order to pay a vendor, OGE/Controller's Office requests that an original invoice and a completed Check Request be submitted before payment can be processed. Please see the SA Coordinator for assistance and approval.

Cash Advances

Once the Faculty-Lead determines how much money will be needed for in-country expenses, they should contact the SA Coordinator about completing a Check Request. This must be done at least one month prior to departure to ensure that Accounts Payable has sufficient time to process the request. Once OGE receives the check, the SA Coordinator will contact the Faculty-Lead. The Faculty-Lead should cash the check prior to departure. While in the host country, the Faculty-Lead should collect receipts and upon return submit them to the SA Coordinator, along with any remaining cash (USD). Any money spent without an accompanying receipt will be charged to the Faculty-Lead. Receipts must be as official as possible (handwritten receipts are highly discouraged).

Checks

Payments by check can only be issued in U.S. dollars. Prepayments by check can take anywhere from two to three weeks after the invoice has been submitted to OGE to be released and mailed to the vendor. Please keep this in mind when making arrangements. Invoices for prepaid expenses should be submitted to OGE as soon as possible to allow time for payment by due dates. This is especially important for vendors located overseas, as mailed payments will take a couple of weeks to reach the vendor in most locations. It is the Faculty-Lead's responsibility to research the safest and most economical way to send a payment overseas. If the postal system of the destination country is unreliable, the Faculty-Lead may need to consider alternative payment options. Please note that OGE cannot change the University's accounting rules or expedite payments. Extra time should be allowed for processing payments during the holidays.

Electronic Wire

Paying by electronic wire rather than check is probably not the most expeditious or economical way to pay for an invoice overseas. Keep in mind that a wire fee will be charged on the program account, which could reach or exceed \$100. There are numerous steps to be completed before a wire transfer can be sent. OGE cannot change the

University's accounting rules or expedite payments. A minimum of 1 month may be needed to complete some wire transfers. Please allow extra time for processing during the holidays.

NOTE: Payments by check or by wire transfer to a foreign entity require completion by the vendor of the W-8-BEN-E or W-8-BEN. This is an IRS requirement as of January 1, 2015.

Pre-paid Visa Card

Faculty can apply for a pre-paid Visa card to cover in-country expenses. The Faculty-Lead must complete **an Excel spreadsheet** for Accounts Payable, who will assist with issuing the card. This card will be mailed to the address indicated on the spreadsheet in a plain white envelope.

Once the Faculty-Lead determines how much money will be needed for in-country expenses, they should contact the SA Coordinator about completing a Check Request. This must be done at least one month prior to departure to ensure that Accounts Payable has sufficient time to process the request.

While in the host country, the Faculty-Lead should collect receipts and upon return submit them to the SA Coordinator. Any money spent without an accompanying receipt will be charged to the Faculty-Lead. Receipts must be as official as possible (handwritten receipts are highly discouraged).

A few things to remember:

1. It is important to inform the card carrier of where you will be going and on what dates.
2. As the card is in your name, you must contact the card carrier should any issues arise. OGE cannot assist on your behalf.
3. Exercise common sense precautions when using the Visa card at banks, ATMs, or businesses. Do not use ATMs after bank hours.
4. Seek immediate help if the card will not work. Repeated attempts to withdraw funds and/or initiate transactions may incur fraud alerts rendering the card inactive.
5. Be aware of withdrawal fees and bank surcharges.

Travel Agent

UNCP has a contractual agreement with a travel agent who works with OGE to reserve airline tickets, lodging, etc. A small surcharge will be added to every transaction conducted by the travel agent. The SA Coordinator will facilitate all travel arrangements with the agent on the Faculty-Lead's behalf.

Travel Card

In order to make an online payment, the Faculty-Lead should meet with OGE personnel to make the appropriate purchase via the vendor's website.

Use of the OGE Travel Card is available for the following expenses:

- Airfare
- Ground transportation
- Housing
- Event tickets
- Registration fees

Reimbursements

Faculty will submit a travel reimbursement for per diem, and other covered expenses upon return. Please familiarize yourself with the current UNCP Travel Policies and Per Diem Rates. Upon return the faculty member will be required to submit receipts for all purchases made in-country. Purchases made without a receipt will be the responsibility of the faculty member.

NOTE: To avoid possible issues in accessing the funds overseas, a Faculty-Lead should contact his or her domestic bank and the foreign bank(s) to determine the maximum amount allowed for daily/weekly transactions, payments, and cash withdrawals, and inquire about possible limitations in accessing the funds overseas, as well as any international transaction banking fees that may apply.

STUDENT FINANCES:

Students will need to be aware of the following expenses:

- Tuition and Fees
- Program Costs (Airfare, lodging, activity costs, etc.)
- Additional expenses as required (visa, passport, immunizations, physicals, meals, etc.)

Students should follow the program's payment schedule and submit their payments by the due dates to OGE. Student can pay with cash, check or credit card. Faculty-Lead is responsible for ensuring that students pay their program costs and related tuition by the due date(s).

Cancellation Policy

- In the event of cancellation, students will be refunded any payments that have not been spent on their behalf, such as airfare or hotel reservations.
- Refunds must be a minimum of \$50.00
- The initial application fee is non-refundable.
- If a student decides to cancel his/her participation, he/she needs to inform the Faculty-Lead and SA Coordinator in writing.

Financial Aid:

Students need to have a clear understanding of what their financial aid will cover before signing up for any FLSA Program. They are strongly encouraged to contact their Financial Aid advisor PRIOR to submitting their application

IMPORTANT: When financial aid disbursements are credited to the student's account the awards are not automatically applied toward the program cost and may be refunded to the student. Students are responsible for paying all program costs through OGE. Please cover this at the pre-departure meeting.

G. HEALTH

Travel abroad can lead to a variety of minor illnesses and ailments - and medical catastrophes are always possible. Faculty-Lead should not perform the function of group "nurse" or "pharmacist" However, one should be prepared to direct students to appropriate sources for health care advice and be familiar with the local health care delivery system, as well as how students may obtain routine health remedies.

If a student becomes ill during the course of the program, she/ he must inform the Faculty-Lead so that an informed decision can be made regarding treatment. While we do not realistically expect students to inform leaders of every cold or upset stomach, ailments that do not disappear in a few days should be reported. Prompt treatment may eliminate the need for hospitalization.

In the event of more serious injuries or illnesses, the Faculty-Lead should be prepared to accompany the student to a medical facility for care, having made arrangements for the second faculty/ staff person to take over the leadership role in the interim. It will be important to make sure the student, if able, can communicate effectively and understand their medical options and instructions. The Faculty-Lead will be responsible for communicating any serious medical events to the SA Coordinator.

i. Local Health Concerns

It is a good idea to inform students of possible constraints and risks associated with the program destination. This will help students make an informed decision about applying to the program.

- Remind students of the health risks specific to the destination country, such as climate, sanitary conditions, mosquitoes, pollution, etc.
- Advise the students of any **planned activities in the program that may pose unusual risk** or require physical exertion. Discuss risks associated with walking or standing for prolonged periods of time, hiking on uneven terrain, dehydration, exposure to new flora or fauna and swimming. Please swim in safe conditions. Do not swim alone or where there are no lifeguards on duty.
- The Faculty-Lead should consult The Centers for Disease Control and Prevention (CDC) (www.cdc.gov/travel), World Health Organization (WHO) (<http://www.who.int/en/>) and the Consular Information Program at the U.S. Department of State (travel.state.gov/content/travel/english.html) for additional information and resources.

ii. Students With Disabilities

- The Americans with Disability Act (ADA) precludes requiring those with disabilities from disclosing them, however, the Faculty-Lead should clearly state that disabilities or health issues not voluntarily disclosed cannot be accommodated. Advise students that if they have a disability, medications, or medical treatment that requires accommodations in order to participate in the program, they must register with the Office of Disability Services and work with that office, OGE, and the Faculty-Lead(s) to determine whether a reasonable accommodation in the host country is feasible. A student should never be denied participation in a program without the Faculty-Lead first consulting with OGE and the university attorneys.

iii. Physicals and Immunizations

- Students are required to discuss their program participation with their doctor prior to departure. The students need to be well informed about any health concerns or medications that may be a factor in their ability to safely participate in the program.
- All students are required to provide the Study Abroad office with the signed Physician Certification Form. Students are also encouraged to submit the Medical/Physical Form in a sealed envelope to their Faculty-Lead, to be opened only in the case of an emergency.
- If immunizations are required for entry into the country, it is the Faculty-Lead's responsibility to ensure that students submit a copy of their immunizations records prior to departure.
- Item #19 in the Conditions of Participation form state that the student is *"medically able and capable to participate in the program, in the activities associated with the program and in the travel incident to the program."* Should the medical status of a student change to the point that he/she is no longer medically fit to participate in the program, please remind the student of the cancellation policy and its financial implications.

iv. Medications

- Some medications may be illegal or unavailable in certain program destinations. Check with the GEOBLUE insurance website for availability of prescription medicine in the host country and for medical term translations. It is the student's responsibility to ensure that they have sufficient and appropriate medication for the duration of the program.
- All medications should be transported in their original, labeled container along with documentation of the prescription to avoid problems at customs. It is advised that students bring extra medication in the event of travel delays and other

potential emergencies. Always keep prescription medications in your carry-on bags while in transit. Students should not plan on filling a prescription abroad.

- Explain to students that some over-the-counter medicines may have differences in availability and quality depending on the nature of the local health care system. It may be a good idea to remind students to pack extra glasses/contacts and extra contact solution.

v. First Aid Kit

Encourage the students to travel with a small First Aid Kit appropriate for the destination and length of the program. The most common health problems while traveling are diarrhea, constipation, upper respiratory infections, and skin conditions. The following items are suggested for inclusion in a First Aid Kit (check airline regulations):

- Pain medicines such as aspirin, acetaminophen and/or ibuprofen
- Hand wipes and hand sanitizers
- Scissors, tweezers, nail clippers, earplugs, and thermometer
- Medicine for motion and/or altitude sickness
- Antacids, anti-diarrheal medication and mild laxatives
- Insect repellent, sunscreen, lip balm, and aloe
- Antibiotic ointment, adhesive bandages, hydrocortisone cream, moleskin for blisters, sunscreen and lip balm, rubbing alcohol and hydrogen peroxide
- Non-drowsy decongestants and antihistamines
- Cough and cold medicines
- Feminine hygiene products (they are sometimes difficult to find abroad)

vi. GEOBLUE Insurance

The UNC system mandates enrollment in the GEOBLUE Worldwide Insurance Services plan which provides comprehensive primary medical insurance, repatriation of remains, international medical assistance and evacuation services. OGE processes the enrollment of participants in the plan.

Coverage is \$25 per student. Program leaders will automatically be covered by the same policy (check with GEOBLUE for current rates. Be sure to include this cost in the program budget.)

Insurance Process

- Prior to the second pre-departure orientation OGE will enroll students and faculty in GEOBLUE insurance. Once the insurance information is processed by, OGE will provide the Faculty-Lead with insurance cards for all participants in the program.
 - Please send below link to all students in order for OGE to enroll
[https://docs.google.com/forms/d/e/1FAIpQLScCB1xp0VEgPADlaTzXdhI ZUAWiim7Ygo5kkEQmOboowYIXMA/viewform?usp=sf link](https://docs.google.com/forms/d/e/1FAIpQLScCB1xp0VEgPADlaTzXdhI ZUAWiim7Ygo5kkEQmOboowYIXMA/viewform?usp=sf_link)
- Remember to remind students that the GEOBLUE insurance plan does not apply until the group has left the U.S.
- Students will register with GEOBLUE during the second orientation session. To register, go to the GEOBLUE website at www.geobluetravelinsurance.com. You will need to provide the individual certificate number listed on your GEOBLUE insurance card.

- To request medical reimbursement, a Claims Form must be submitted online.
- NOTE: The UNC system-mandated GEOBLUE health insurance plan has restrictions regarding pre-existing conditions, but it will provide and make arrangements for evacuation from the program site, should this become medically necessary. Specific questions regarding coverage should be directed to GEOBLUE Worldwide (See *Important Contacts* on page 7-8). Please refer the students to the FLSA Student Handbook posted on our website for more information about GEOBLUE.
- Students should acquaint themselves with the medical plan, its exclusions, the payment and reimbursement process, and information for the medical doctors/facilities available on site. Encourage students to share that information with their family. **It is also important to remind them that the insurance plan does not cover expenses incurred in the U.S. (at a U.S. airport for example) and that sickness/injuries due to alcohol and drug use are not covered.**

H. LGBTQ

While preparing for the study abroad experience, participants should research the LGBTQ climate of the host country. It is very important to become familiar with the legal issues pertaining to lesbian, gay, bisexual, or transgendered individuals in the host country. Even if participants do not plan to have a sexual relationship while away, he/she will need to be informed about specific laws regarding sexual behavior and sexual/gender orientation. When looking for information, try to determine:

- The legality of same-sex sexual behavior (sometimes male-male behavior is illegal when female-female sexual behavior is not)
- The age of consent for sexual behavior (this can be different for same-sex sexual behavior than it is for opposite-sex sexual behavior, make sure you get the right information)
- Restrictions on freedom of association or expression for LGBTQ people.
- Anti-discrimination laws (these can be national laws or laws specific to local areas)
- Sodomy laws
- Obtaining a deeper understanding of how the host country views its LGBTQ citizens can also be helpful.

The Faculty-Lead should give students guidelines as to the local cultural norms and laws regarding issues of sexuality.

NOTE: The Department of Homeland Security has developed policies to specifically address the challenges faced by transgender people when traveling. The following websites have information and tips for transgender individuals traveling through airports:

- National Center for Transgender Equality (transequality.org/Issues/travel.html)

- U.S. Department of State (travel.state.gov/content/passports/english/go/lgbt.html)

When students who are in transition from one sex/gender to another are planning to travel abroad, they may need to consider a few issues prior to committing to the program. Important considerations involve, but are not limited to, legal name and official gender/sex marker for official documents, culture, and privacy for housing and restroom use.

For information explaining the new Passport Gender Change Policy from the State Department, please consult: transequality.org/Resources/passports_2012.pdf

For additional information please contact the Office of Diversity and Inclusion or Counseling and Psychological Services.

I. LOGISTICS

i. Program Itinerary

- Clearly state the official beginning and end times and locations of the program (i.e. airport, UNCP). OGE recommends that each participant organize his/her own transportation to and from the airport.
- Distribute a detailed itinerary and maps of the program activities and sites, including addresses and phone numbers of accommodations and sites.

ii. Transportation

- Students should carry their flight itinerary and airline tickets with them in case they get separated from the group.
- Explain airline regulations regarding luggage fees, restrictions, and security. See the Transportation Security Administration at www.tsa.gov/traveler-information for additional information.
- Explain the local transportation system with city maps or guides.
- In the event of weather-related or other unanticipated airline cancellations, please note that students must be re-routed by an airline representative at the airport or via the approved UNCP travel agent. The SA Coordinator will help facilitate communication with the travel agent, if needed. Additional expenses incurred due to unexpected cancellations/delays will be the responsibility of the students.

iii. On-Site Arrangements

- Third Party Providers - Any third party assisting with logistics for a program must be able to provide documentation of appropriate licenses, insurance, etc. to contract services with UNCP. Copies of all documentation (licenses, insurance, etc.) may be sent to OGE prior to payment and departure. Examples of third party providers that you may consult:

- CIEE: <https://www.ciee.org/faculty-led-study-abroad/>
 - EF Tours: <http://www.eftours.com/>
 - Educational Travel Adventures: www.ETAdventures.com
- Embassy Information - Distribute closest embassy or consulate information.
 - Housing - According to UNCP General Counsel, men and women may not share the same room. Gender will be determined via the person's legally recognized gender.
 - Phone and Internet - Explain how to make phone calls to and from the program sites and where students can access internet. Remind students who are planning to use their personal cell phones or other handheld devices to ensure that they will have international coverage and to check with their cell phone providers about what options are available to them. Internet accessibility and cell phone service are not guaranteed while abroad, and students are responsible for covering any additional fees that may be incurred.
 - Money Matters - Discuss money matters such as the amount of spending money needed, currency, exchange rate, safe ways to withdraw and carry cash, uses of debit and credit cards, and the practicality (or not) of carrying traveler's checks. OGE strongly encourages students and faculty to consider bringing several types of money (currency, credit/debit cards, etc.) on any trip abroad. Make sure that you have a backup plan in case one type does not work. If you are planning to credit/ debit cards abroad, be sure to inform your credit card company before leaving the US.

Advise the students to call their banking institution prior to departure to notify them of upcoming overseas charges and to inquire about cash limits abroad. Remind participants to inquire about how to report the loss of a card from overseas as 800 numbers don't work abroad.

- Miscellaneous Needs - Discuss where to get basic necessities on site such as food, laundry service, post office, drug store, etc.
- Damaged Property - Students are individually financially responsible for any breakage and /or damage that they cause while abroad.

iv. Traveling Rules

For safety purposes, observe the following travel rules:

- Maintain a low profile and wear appropriate attire
- Do not accept anything from a stranger
- Do not agree to watch someone else's bags
- Keep personal luggage close at all times
- Comply with security instructions
- Be patient, courteous and cooperative with security personnel.

v. What to Pack

- Students should be reminded that they are responsible for their luggage, and must always ensure that all items are accounted for at each transfer point. Overpacking should be discouraged.
- Remind students to label their luggage (inside and outside) with their name, address, and telephone number. Encourage students to use covered luggage tags.
- Student should ensure that they have all required documentation for traveling (passports, visas, etc.) as well as copies of important documents for security.
- Discuss what to pack for the program activities. Remind students to pack light as they may need extra room in their luggage for items they bring back to the U.S.
- Students are discouraged from bringing valuable and/or irreplaceable items (jewelry, electronics, etc.)
- Students may want to bring electrical adapters/converters for personal electronics.

J. MARKETING AND RECRUITMENT

Responsibility for marketing the program falls mainly on the Faculty-Lead. A few basic ideas and venues are listed below:

i. FLSA Website

Program descriptions on the website allow students to retrieve program information and access the online application form. Students can easily retrieve the program information and access the program-specific [online application form](#). Faculty-Leads are asked to provide pictures during their study abroad program (via e-mail or social media) for marketing purposes.

ii. Annual International Festival

The Study Abroad Fair is held mid-November as part of International Education Week. All approved FLSA Programs are invited to promote and recruit at this event. Faculty are encouraged to utilize promotional materials (brochures, displays, artifacts, slide shows, etc.) and invite former program participants.

iii. Classroom Visits

Word of mouth is one of the most effective ways of informing students about FLSA Programs. Ask colleagues for the opportunity to visit their class for five minutes at the beginning or end to inform students about the program. It may be helpful to circulate a “sign-up sheet” for interested students to write down their contact information.

iv. Advertisements, Flyers, and Announcements

Please keep in mind that all promotional materials are legally binding documents. Make sure that there is visual continuity between flyers and ads and always refer to the program

by the same title. Refer students to the OGE scholarships page for university scholarships and other funding opportunities.

Target specific groups likely to be interested in the program, e.g., students who need to satisfy a major or minor requirement, student organizations which have a tie to the course content, on-campus cultural or academic events related to the geographic area or content of the program. Even if the program is targeted at a particular field of study, it may be necessary to recruit students from outside the field to reach minimum enrollment. Stress other degree requirements (humanities electives, language proficiency, etc.) the offered course can fulfill. Keep a running list of student names and e-mail addresses, and follow up with students who have expressed interest in the program.

Flyers should be simple, information and visually enticing. Brochures and other promotional materials can be more detailed and include the following:

- Program name
- Program dates (specified as “tentative,” if not finalized at point of promotion)
- Program location(s), academic goals, and main activities
- Program cost:
 - *List what is included in the program cost and provide estimate for out-of-pocket expenses not included in the program cost.*
 - *Include the cost of tuition as a separate expense.*
- Payment deadlines with the note: **“Students will not be officially enrolled in [name of program] until they submit the application, pay the required deposit, and return the signed application to OGE.”**
- Course title(s) and credits
- Degree or other requirements fulfilled by the program course offering(s)
- Class Dates and Times
- Note if there are any required elements of the program, projects, etc.
- Required vaccinations/medications
- Faculty-Lead contact information
- OGE website address to retrieve application materials
- **All promotional literature should include the following disclaimer: “UNCP reserves the right to cancel or alter the program format or to change costs in case of conditions beyond the university’s control.”**

v. Personal Announcement and Notification Emails

Posting to the UNCP student list serves is a very efficient way to send pertinent information to students.

vi. Timing of the Program Publicity

We have found that students usually discuss summer plans with their parents during the Thanksgiving and winter holiday breaks. Therefore, it is important to begin publicizing the program as early as possible and to continue to publicize it in many different venues until the application deadline set forth for all programs by OGE (2 weeks after the appropriate semester or summer census) or until the program is full, whichever comes first.

Remember: Market the program reasonably and honestly and deliver what is promised. It is essential to only advertise the minimum programmatic activities that the lowest recruitment number will allow.

vii. Information Sessions

Information Sessions are NOT Pre-Departure Orientation meetings. They should focus on informing students about the program in general, and about the application requirements.

The participation of student study abroad returnees (and their photo albums) can be a great draw. “Theme” sessions (e.g., tea and biscuits for the London Experience) can also be a good approach. Free food of any kind is always an attractive feature and should be prominently mentioned in ads!

Please note that for the Faculty-Lead’s convenience, we have created an Information Session Checklist of items to cover at each information session and with each additional prospective student (see Appendix A to retrieve the checklist). OGE is willing to speak to the students about the application process at these information sessions. However, it is important that the Faculty-Lead is personally familiar with the enrollment process as described below regardless of OGE’s participation in the information session(s).

K. SAFETY CONSIDERATIONS

i. Monitoring the Risks of the Destination(s)

In the months prior to departure, the Faculty-Lead should monitor the security status of the destination country. Please visit the [U.S. Department of State’s Travel website](https://travel.state.gov) for information regarding:

- Safety and security (including traffic safety and road conditions);
- Medical and health information;
- Tips for American students;
- Special circumstances;
- Travel advisories and warnings.

We require that the Faculty-Lead subscribe to the U.S. Department of State’s *Smart Traveler Enrollment Program (STEP)* to receive the latest travel updates and information. One enrolled in STEP, the Faculty-Lead will receive up-to-date information about the program destination.

It is imperative to inform students of any potential risks associated with the program destination. Be sure to inform students of these risks at the **mandatory orientation meeting and in writing.**

Should a Travel Warning be issued for the program destination prior to departure, OGE reserves the right to cancel the program or make alternate travel arrangements.

ii. Student Registration with STEP

Prior to departure, all participants will enroll in **STEP**, which is available on the [U.S. Department of State STEP website](#). The travel and contact information entered into STEP will make it easier for consular officers in U.S. embassies and consulates around the world to contact the program participants in case of an emergency. Please know that in accordance with the Privacy Act, information on the program's welfare and whereabouts will not be released to others by the State Department without the Faculty-Lead's expressed authorization.

iii. Driving Overseas

If one of the program leaders is planning to drive students at any time during the program, prior approval from the OGE office needs to be obtained. A copy of the potential driver's valid driver's license must be submitted to OGE at least two (2) months prior to departure. This license information will be forwarded to the university police who will perform a driving record check. It is the Faculty-Lead's responsibility to find out if an international driving permit must be obtained. Student driving is not permitted.

iv. Student Safety

Discuss the following safety concerns:

Street Safety:

- High crime areas
- Mandate a "buddy system"
- Advise against using shortcuts, narrow alleys, or poorly lit streets.
- Advise students to exercise caution in crowded areas
- Advise students to beware of scam artists and of strangers who may approach offering bargains or other services
- Students should not discuss travel plans or other personal matters with strangers.
- Advise students to keep their personal belongings secure, i.e. money belts/neck belt, purses that zip and can be worn over a shoulder, wallets in front pockets, etc. Keep only the money you will need for that day, all other currency/documents should be kept in a safe location, such as a hotel safe.
- Students should maintain a low profile (conservative clothing, avoiding loud conversations, etc.) and if needed, ask for help/directions from an individual in authority.
- Excessive drinking as a risk factor in addition to being a violation of the Student Code of Conduct. Do not leave friends at bars or clubs alone.
- Do not accept food or drink from strangers.
- Teach a few key words and phrases in the local language to signal a need for help (i.e. police, doctor, etc.). A brief handout might be helpful.
- Students should be prepared to give up some independence and freedom of expression; plan on living by the host culture's "rules". What is okay to do in the US may not be okay in the host country.
- Trust your instincts- If a situation feels wrong, trust that and get out - even if it has some potential to offend others.

Hotel Safety:

- Keep hotel doors locked at all times.
- Do not tell strangers where you are staying or your room number.
- Do not leave money and other valuables in the hotel room. Use the hotel safe.
- Know where the nearest fire exit and alternate exits are located.

Public Transportation Safety:

- Beware of unmarked cabs. Ask for, and where appropriate, negotiate the fare before entering the cab.
- Exercise caution when getting on and off public transportation.
- Do not be afraid to alert authorities if feeling threatened.

Money Safety:

- Avoid carrying large amounts of cash.
- Do not flash large amounts of money when paying a bill.
- Make sure credit cards are returned after each transaction.
- Deal only with authorized agents when exchanging money.
- Be careful when using an ATM. Keep the 4-digit code secure. Preferably use an ATM located inside a bank during the day.
- If possessions are lost or stolen, report the loss immediately to the local police. Keep a copy of the police report for insurance claims and as an explanation of the situation. After reporting missing items to the police, report the loss or theft of traveler's checks, credit cards, identification to the appropriate institutions.

Sexual Safety

- Learn about the destination's culture with regard to acceptable and safe sexual behavior.
- Research the legal definition of consent in the destination country
- Understand the local norms and patterns of relationships between genders in the host country. For instance, what are the local dating patterns? Is it the custom for female to have male friends (or vice versa) or is that considered unusual? If one accepts a drink or some other "gift", is she/he tacitly consenting to sexual activity?
- Sexually transmitted diseases are prevalent everywhere. Students should practice safe sex and be cautious of their sexual activity while abroad.

Avoiding Legal Difficulties

- Familiarize students with the laws of the host country. Refer to the U.S. Department of State country pages to learn more.
- Exercise caution when taking photographs. Photographing police, military installations, government buildings, border areas, transportation facilities, and even children may be illegal in some countries.
- Remind students that when they are in a foreign country, they are subject to its laws and are under its jurisdiction. As a result, U.S. consular offices abroad

cannot demand a U.S. citizen's release, represent the detainee at trial or intervene in a foreign country's court system or judicial process.

- Explain that in many countries around the world, counterfeit and pirated goods are widely available. Inform the students that transactions involving such products may be illegal under local laws and that bringing back such products to the U.S. may result in forfeitures and/or fines.
- Advise students to consult the U.S. Customs website www.cbp.gov/ to find the most updated information on U.S. Customs rules and tax regulations regarding items and gifts purchased overseas. Plant and animal products cannot be brought back to the U.S.

Travel Warning Guidelines

One of the top priorities of UNCP's OGE office is to ensure the safety of the students and faculty participating in an approved program. To do this, OGE relies on information gathered by a number of sources. One source in particular is the U.S. Department of State, which monitors threat levels in other countries and decides whether the activity in the country warrants a Travel Alert or Travel Warning.

Please see the guidelines on Travel Alerts and Travel Warnings provided by the U.S. Department of State below.

Travel Warnings

We issue a Travel Warning when we want you to consider very carefully whether you should go to a country at all. Examples of reasons for issuing a Travel Warning might include unstable government, civil war, ongoing intense crime or violence, or frequent terrorist attacks. We want you to know the risks of traveling to these places and to strongly consider not going to them at all. Travel Warnings remain in place until the situation changes; some have been in effect for years.

Travel Alerts

We issue a Travel Alert for short-term events we think you should know about when planning travel to a country. Examples of reasons for issuing a Travel Alert might include an election season that is bound to have many strikes, demonstrations, or disturbances; a health alert like an outbreak of H1N1; or evidence of an elevated risk of terrorist attacks. When these short-term events are over, we cancel the Travel Alert.

If the proposed program is planned in country with no Travel Alert or Travel Warning, then the program will follow a standard Emergency Plan, as noted in the Faculty-Led handbook.

If the proposed program is planned in country with a Travel Alert, then the program will monitor the situation and determine if minor adjustments to the program are needed. As Travel Alerts tend to be temporary in nature, usually only minor changes to the program may be necessary. Adjustments may relate to an itinerary change, hotel change, etc.

If the proposed program is planned in country with a Travel Warning, then UNCP's OGE office will review the warning and decide if approval of the program is warranted. A Travel Warning may incorporate an entire country or provinces/states within in a country and therefore additional review and consideration will be necessary. If the U.S. Department of State has issued a Travel Warning for an entire country (for example, Iran), then non-essential travel will not be approved. If the Travel Warning is specific to a province/state within a country (for example, Mexico has a Travel Warning related to several states but not the entire country) and a proposed program itinerary does not include travel in a Travel Warning location, then the program may receive approval, provided the faculty-led demonstrate the itinerary will not include travel outside an approved area. If the itinerary includes travel to a province/state under a Travel Warning, then the faculty-lead will have an opportunity to revise the program accordingly.

L. STUDENT CONDUCT

i. Students with Conduct Records

In order to ensure the safety of all program participants and legal compliance in all programs, OGE will certify that all participants are approved by the Office of Student Conduct. If a student has an active record or has been previously suspended from UNCP, the Director of Student Conduct, the Faculty-Lead and the Director of OGE will evaluate that student's eligibility for participation. Please cover this at the pre-departure meeting.

ii. Academic and Behavioral Expectations

Your role as a Faculty-Lead will be to work with students who may be unwilling to follow the program guidelines or university policy. Once violations have been noticed or reported by other students, it is required that the Faculty-Lead address the conduct immediately. In the event of serious violation, the Faculty-Lead should notify the SA Coordinator and the UNCP Office of Student Conduct immediately. It is possible that serious violations will result in the student being sent back to US early, at their own expense.

Review the following with your students prior to the trip:

- Discuss the UNCP Code of Conduct's expectations and consequences for non-compliance (see UNCP Student Handbook).
- If the program requires additional expectations and student responsibilities, the Faculty-Lead may want to go over them and have the students sign a "contract" specific to the program.
- Go over the course syllabus for the program and remind students that to receive academic credit, they must participate in all pre- and post-travel orientation and academic sessions, attend all on-site scheduled events and complete all course requirements. OGE recommends that the leader outline in writing the following information on the course syllabus:

- Academic, behavioral and financial consequences for non-compliance with the UNCP Code of Student Conduct, including the Faculty-Lead's authority to send a student home early for non-compliance with the Code of Conduct.

M. TRAVEL DOCUMENTATION

i. Passport

- Students must have a passport before flights and hotel reservations can be purchased on their behalf. If students have a passport, they must ensure that it is valid for at least six months after the return date to the U.S.
- The University Post Office accepts passport applications on behalf of the U.S. Department of State. Students and program leaders may apply for their passport at the University Post Office by scheduling an appointment. Routine processing of passport applications can take anywhere from four to six weeks. Expedited service is available for an additional fee. **Please note that in most cases, persons applying for a new passport are required to submit a *certified* birth certificate. This requirement can take time depending on the municipality issuing the birth certificate.**
- Passport application forms, fees, current processing times, and other information can be found on the U.S. State Department website (www.state.gov).

ii. Visa

- Some program locations may require a visa for entry. Visa requirements vary by the country of destination, the citizenship of the traveler and/or the purpose of travel. U.S. citizens can find visa requirements and links to embassies on the State Department website at travel.state.gov/content/passports/english/country.html.
- Non-U.S. citizens may have different travel requirements to the program destination. International students should be reminded that they must check with the OGE Director to make sure that their paperwork has been completed in order to re-enter the United States.
- Undocumented students should research their ability to leave the U.S., enter another country and, return to the U.S. OGE is not able to advise undocumented students or international students not sponsored by UNCP.

Appendix A – FLSA Timeline

TIMELINE	TO-DO LIST
Winter Break – 9 months prior Spring Break – 9 months prior Maymester/Summer program – 9 months prior	Turn in FLSA Program Proposal to SA Coordinator.
One week after deadline for Faculty-led Program Proposal	SA Coordinator will review the Program Proposal and inform Faculty-Lead of acceptance/denial of Program Proposal. If accepted, Faculty-Lead may begin to promote FLSA
From Approval of FLSA Program Proposal through 4 months prior to departure	Students bring applications and fees to the OGE office.
Within a month Program Proposal Approval	Faculty-Lead meets with SA Coordinator to discuss the program budget
Winter Break – September 1 Spring Break – October 1 May/Summer program – December 1	Faculty-Lead turns in completed FLSA Program Plan to SA Coordinator.
4 months prior to departure	<ul style="list-style-type: none"> ● Faculty-Lead provides the complete student list to SA Coordinator. ● OGE will begin to verify names with CAPS & Student Conduct to ensure that each student is in good academic standing & eligible for participation. ● Student Applications are due ● OGE gives final approval of the FLSA based on the number of students ● 1st student payments is due.
1 week after 1st payment deadline	Work with SA Coordinator & Wright Travel to Purchase Flights.
2 months prior to departure (between 1st & 2nd student payment)	SA Coordinator conducts the 1st mandatory Pre-Departure Orientation.
3 months prior to departure	2 nd student payment is due
1 week after 2nd payment deadline	<ul style="list-style-type: none"> ● OGE works with Faculty-Lead to finalize lodging arrangements. ● Faculty-Lead submits Pre-Paid Travel Card Request (if applicable) to Accounts Payable
2 months prior to departure	3rd student payment is due

1 week after 3rd payment deadline	OGE works with Faculty-Lead to finalized remaining program pre-payments (such as on-site transportation, excursions, etc.) and on-site payment methods (Pre-Paid Visa, cash advance, etc).
1 month prior to departure	<ul style="list-style-type: none"> ● OGE will purchase GeoBlue insurance for the students and faculty. ● SA Coordinator conducts 2nd mandatory Pre-Departure Orientation (students must bring passports and have access to a computer with internet access).
1 week before departure	Faculty-Lead meets with SA Coordinator for the Final Preparations meeting.
Departure Date from U.S.	Faculty-Lead contacts SA Coordinator after the group clears security at the departure airport.
Arrival in host country	Faculty-Lead contacts SA Coordinator upon arriving at destination. (After clearing customs and before the group retires for the night.)
During FLSA	Faculty-Lead should check in with SA Coordinator every 3-5 days of the trip.
Departure Date from host country	Faculty-Lead contacts SA Coordinator after the group clears security at the departure airport.
Arrival back in the U.S.	Faculty-Lead contacts SA Coordinator once the group has been dismissed from FLSA
Within 14 days of return	Faculty-Lead will meet with SA Coordinator for the Post-Program Wrap-Up.

Appendix B – Information Session Checklist

1. Student Contact Info Sheet: collect students' names, e-mail addresses, phone numbers, etc.
2. Review Student Eligibility Criteria
3. Review Academic Expectations: course content, credits, syllabus, activities, etc.
4. Financial Information: tuition & fees, financial aid, scholarships, program costs, extra expenses, etc.
5. Travel Requirements: passports and visas
6. Health Issues: immunizations, health risks, physical, GeoBlue insurance:
7. Course Registration Process
8. Student Application Process & Payment Deadlines

Appendix C – Student Conditions of Participation

Appendix D – SA Student Application - Conditions of Participation

Read & sign the following statements. It constitutes conditions for participation in all University of North Carolina at Pembroke (UNCP) sponsored or co-sponsored study abroad programs.

I, am a student at UNCP. I plan to participate in a Study Abroad program. In consideration for being permitted to participate in the program, I hereby agree & represent that:

1. PROGRAM ARRANGEMENTS

I understand that although UNCP will attempt to implement the program as described in its documentation, it reserves the right to change/cancel the program at any time and for any reason it deems sufficient to promote program objectives, safety issues or institutional needs. _____(Please initial)

2. PRE-DEPARTURE ORIENTATION

I understand that UNCP or affiliate will conduct a mandatory pre-departure orientation. I agree to attend the event (parents are welcome) at the time & location as announced. I understand that if I do not attend that I may not be able to participate in my study abroad. _____(Please initial)

3. TRANSCRIPTS

a. I understand that I will need to provide my official UNCP transcripts to the SA Coordinator at the time of application. _____(Please initial)

4. TRAVEL AND ACCOMMODATION ARRANGEMENTS

a. I understand that adaptation is needed for differences in physical accommodations which may be perceived as inconvenient or uncomfortable by U.S. standards. _____(Please initial)

b. I further understand that changes in accommodations may be necessary in the best interest of the program or the best interest of UNCP. _____(Please initial)

c. I further understand that UNCP does not represent or act as an agent for, & cannot control the acts or omissions of: any host institution, a host family, other host arrangements, land transportation, air transportation, carrier, hotel or similar accommodation, tour agent, tour organizer or other provider of goods or services related to the Program. _____(Please initial)

d. I understand that the university is not responsible for matters that are not within its direct control. I understand and agree that UNCP shall not be liable for any injury, loss, damage, accident, delay, expense or inconvenience arising out of any such matters. I do therefore release UNCP from any such liability. _____(Please initial)

5. PASSPORT REQUIREMENTS

a. I understand that I am required to have a U.S. passport for travel associated outside the U.S. It is my sole responsibility to obtain a U.S. passport for participation in a study abroad. If I do not have an official passport in time for the study abroad departure date, I understand that

I am still responsible for all costs associated with the study abroad program & no refunds will be issued. If necessary, I understand that I may be responsible to pay additional fees associated with expediting my passport application. _____(Please initial)

b. If I have a passport issued by another country (other than the U.S.), I understand that it is my responsibility to obtain the necessary visa for travel. I understand that all cost associated with my visa are my responsibility. _____(Please initial). *If not applicable, please put N/A.*

c. I understand that all costs associated with obtaining a passport and/or visa are my responsibility and are not part of the study abroad program cost (unless specified). _____(Please initial)

6. VISA REQUIREMENTS

Depending on your program location/length, you may be required to obtain a visa to entry a specific country. You will need to file for and obtain the appropriate visa or entry documentation at least 90 days prior to your departure. UNCP and International Programs are not able to advise on the visa process, however, we can provide resources to provide guidance. _____(Please initial)

7. APPLICATION QUESTIONNAIRE

I will complete the Application Questionnaire. _____(Please initial)

8. SITE SPECIFIC ISSUES

I understand that there may be cultural, economic, political & societal factors which may impact this program and my participation. I agree to make reasonable effort to acquaint myself with these factors and to adjust my behavior accordingly. _____(Please initial)

9. COMMUNICATION REQUIREMENTS

I understand that maintaining contact with program leaders, university officials & other program participants may be very important for safety, health & emergency purposes. I agree to select and utilize appropriate & ongoing communication links with these persons. I also agree to maintain ongoing contact with my family or other support structure. _____(Please initial)

10. INDEPENDENT TRAVEL AND ACTIVITIES

I understand that neither UNCP, any faculty member nor any other university representative or agent is responsible for any injuries, loss or damage I may suffer when I am traveling independently or am otherwise separated or absent from any university-supervised activities even if a faculty member or other university representative or agent accompanies me in any independent travel or activity not sponsored by or affiliated with the university. I understand that the program in which I am participating requires that I travel with the program to the program destination, remain with the program & will return with the program to the U.S. _____(Please initial)

11. SAFETY ISSUES

- a. I understand that there are safety risks associated with the program & travel incident thereto & that UNCP is not responsible for such risks or injuries, damages or loss caused by them. (Please initial)
- b. I agree that UNCP shall not be liable for such injuries, damages or loss except as may be caused by the gross negligence or willful misconduct of the employees, officials or agents of UNCP. I further agree that UNCP cannot prevent me or other individuals from engaging in illegal, dangerous or unsafe activities. _____(Please initial)
- c. I therefore agree that the university shall not be liable for injury, damages or loss caused by such activities. _____(Please initial)

12. PROGRAM CHANGES

I understand that the program is subject to modification or cancellation because of natural disasters, political instability, insufficient participation, diseases, travel warnings or other causes. I further understand that if one of these occurs, I may not have any fees or expenses refunded. I further understand that program fees & charges are based on current airfares, lodging rates and travel costs, which are subject to change and for which I am responsible. I further understand that if I leave or am excluded from the program for any reason there will be no refund of fees paid or expenses incurred. I further agree that if I lose connections or become detached from the program group or if I become sick or injured, I will at my own expense contact and reach the program group. _____(Please initial)

13. PROGRAM PAYMENT/FINANCIAL AID

- a. I understand that I am responsible for all payment by the program deadline. I understand that I am responsible for speaking with Financial Aid about what I qualify for. I understand that I must be a registered full-time student to receive financial aid, and that if I do not receive a grade of 'C' or higher that my financial aid may be affected. _____(Please initial)
- b. I understand that all application fees and deposits/payments are non-refundable. _____(Please initial)

14. OTHER EXPENSES OR INSURANCE

I understand that I am responsible for my own accident, travel, baggage, missed flight & life insurance coverage. I also understand that I am responsible for all debts and expenses I incur abroad other than those covered by the required program fees. _____(Please initial)

15. VOLUNTARY ACKNOWLEDGEMENT

- a. I represent that my agreement to the provisions herein is wholly voluntary, & further understand that, prior to signing this agreement; I have the right to consult with the advisor, counselor or attorney of my choice. _____(Please initial)
- b. I understand the SA Coordinator, in conjunction with the Director of International Programs, may deny my application for future participation in study abroad based on my past academic performance while studying abroad. _____(Please initial)

16. INTERPRETATION OF AGREEMENT

I agree and acknowledge that the laws of North Carolina govern this agreement and that North Carolina shall be the forum for any lawsuit, hearings or adjudications filed under or incident to this agreement or to the program. I further agree that should any provision or aspect of this agreement be found to be unenforceable, that all remaining provisions of the agreement shall remain in full force and effect. _____(Please initial)

17. I have received Country Specific Information, via the Department of State, from the International Programs Office. _____(Please initial/Student) _____ (Initial/Study Abroad Coordinator).

18. RELEASE FORM

a. I hereby grant UNCP permission to use my photographs from my study abroad experience & quotes from e-mails/postings on the UNCP Study Abroad website and in Study Abroad print publications without payment or any other consideration. I understand this is for promotional purposes of the UNCP Study Abroad Program. _____(Please initial)

b. In addition, if I post pictures on Facebook or any alternative Social Networking posting site, I give UNCP permission to copy those photos for Study Abroad promotion only. _____(Please initial)

c. I am 18 years of age or older and I am competent to contract in my own name. I fully understand the contents, meaning, and impact of this release. _____(Please initial)

19. HEALTH AND MEDICAL ISSUES

a. I understand that travel abroad may expose me to certain conditions, diseases or illnesses. I have acquired all immunizations recommended by the U.S. Center for Disease Control & all other inoculations necessary for safe travel in the areas I am visiting. I agree to make reasonable efforts to acquaint myself with the health factors & issues endemic to these areas and to prepare myself accordingly for my study abroad travel & activities. I understand that any fees associated with a program are at cost to me. _____(Please initial)

b. I understand that I must secure international health insurance through UNCP during my program dates. I understand that UNCP is not obligated to pay for medical treatment or hospital care in a foreign country or in the U.S. during my participation in the program. I further understand that UNCP is not responsible for the quality of such treatment or care. _____(Please initial)

c. I have consulted with a medical doctor or comparable health care provider with regard to my personal medical status & needs. I certify that I am medically able and capable to participate in the program, in the activities associated with the program and in the travel incident to the program. I certify that I do not have a medical condition which would endanger the health of others associated with the program. _____(Please initial)

d. I am aware of all of my personal medical needs and I certify that I am capable of and prepared to deal with those needs. I understand that the university is not obligated to attend to my medical or medication needs. _____(Please initial)

e. I understand that there are health risks associated with the program & travel activities. I further understand that my home university will not be responsible for the health risks, injuries, damages or loss beyond its direct control. _____(Please initial)

f. I agree that if I am injured or become ill, UNCP or its agents may secure hospitalization &/or medical treatment for me & I agree to pay all expenses related thereto. I further agree that UNCP or its agents may release information to other persons who may need this information to assist me or to assist others in the program. _____ (Please initial)

g. I hereby release the university from all liability for any of its actions or its agents actions related to the activities listed above. _____(Please initial)

h. I understand that I will need to have a medical assessment/physical, or have had one within the past year, with my medical provider to ensure any medical concerns or issues have been

properly addressed. That I am aware of any medical condition that might hinder my ability to fully function on a program. That I have discussed any/all medicines with my medical provider, the ability to use/take any such medications to a program destination. _____(Please initial)

i. As you are probably aware, there are from time to time, outbreaks of contagious diseases in many locations throughout the world. UNCP monitors such situations in coordination with the U.S. State Department, the World Health Organization (WHO), the U.S. Centers for Disease Control and Prevention (CDC), and GEOBLUE Worldwide, our international health insurance provider. Should action be required, the university will do so in accordance with the recommendations of the above authorities. _____(Please initial)

j. I understand that International Programs will provide my name to the Director of Counseling and Psychological Services (CAPS). _____(Please initial)

20. STANDARDS OF CONDUCT

a. I understand that each foreign country has its own laws & regulations & has standards of acceptable conduct in the areas of dress, manners, morals, politics, alcohol use, drug use & behavior. I recognize that behavior or conduct which violate those laws or standards could harm the program's effectiveness and UNCP's relations with those countries in which the program is located. I also understand explicitly that behavior or conduct which violates those laws or standards could harm my own health & safety as well as the health & safety of other participants in the program. I take full responsibility for my behavior & conduct and agree that UNCP & its agents will be released & indemnified for any claim, loss, injury or liability that may be caused by my behavior or conduct. This acceptance of responsibility and release and indemnification applies to my conduct and behavior whether I am or I am not under the direct supervision of UNCP, university agents or program officials. _____(Please initial)

b. I agree to make reasonable & good faith efforts to become informed of all laws, regulations & standards for each country to or through which I travel during my participation. I further agree that I will abide by & comply with those laws, regulations & standards. _____
(Please initial)

c. I also agree to comply with all UNCP rules, standards & instructions for student behavior including but not limited to those set forth in the Student Information Handbook on the World-wide Web at: <http://www.uncp.edu/sa/handbook/>. I further agree to comply with any supplemental rules or standards adopted by the university for the programs in which I am participating. _____(Please initial)

d. I agree that UNCP has the right to enforce all of the standards of conduct, rules & regulations described above. I further agree that if I violate those standards, rules or regulations, I may be sanctioned including immediate exclusion from the program. I recognize that due to the circumstances of international travel & international study programs, normally applicable procedures for notice, hearing & appeal in student disciplinary proceedings may not be practicable & therefore may not apply. I explicitly waive all claims based on alleged inadequate disciplinary procedures. _____(Please initial)

e. If I am excluded from the program, I consent to being sent home at my own expense with no refund of fees or expenses. I further understand that I may be subject to further disciplinary, civil &/or criminal action upon my return to UNCP. _____(Please initial)

f. I also recognize that if my behavior is determined to be detrimental to or incompatible with the interest, harmony and welfare of UNCP, or program or program participants, my acceptance of responsibility, my waiver of process & my consent to being sent home also apply if I engage in such detrimental or incompatible behavior. _____(Please initial)

g. I agree that I am fully responsible for any legal problems that I have. I also agree that I am responsible for any encounters that I have with any international government or any individual. I understand & agree that UNCP is not responsible for providing any assistance under such circumstances. _____(Please initial)

h. I understand that the UNCP Office of Global Engagement will provide my name to the Director of Student Conduct to ensure there are no documented issues that would affect my ability to participate in a program of study & that if there is found to be a factor that would hinder my ability to participate in a program, International Programs reserves the right to retract my participation in a program. _____(Please initial)

21. ACKNOWLEDGEMENT OF MY RESPONSIBILITY AND ASSUMPTION OF RISK

a. I fully understand that this program will expose me to many risks associated with foreign travel & participation in a program abroad. I fully accept this possibility of risks & assume all risks associated with this program. I therefore agree to release, hold harmless, discharge & indemnify UNCP, the UNC Board of Governors, University officials, employees, agents & volunteers from any present or future liability, claim or demand that may be asserted in connection with (a) emergencies, accidents, illnesses, injuries or other consequences or events arising from my participation in the program, (b) any cause, event or occurrence beyond the direct control of UNCP or its agents including, but not limited to, natural disasters, wars, civil disturbances, terrorist acts or the negligence of other persons, & (c) events or occurrences caused by my behavior or conduct while traveling or participating in the program. Further, I understand and agree that this acknowledgement, discharge, hold harmless agreement, release, indemnification & assumption of risk shall be binding on me, my heirs, my assigns, members of my family, my executors and administrators & my personal representatives.
_____(Please initial)

b. Of course, travel (in general) may expose one to certain conditions, diseases or illnesses, even at home. We genuinely hope that your study abroad experience is not only enlightening and educational, but also – fun! Please recognize, nonetheless, that such hazards potentially do exist, and acknowledge your understanding of the potential risks, the receipt of information, and your voluntary participation in your program, below. By doing so, you acknowledge that you have given up substantial rights and that you do so of your own volition.
_____(Please initial)

c. While abroad, should you need immediate emergency medical attention of any sort: 1) Contact your local (foreign) emergency service (Upon arrival, ask for and write down the local “911” number and keep it with you at all times) or go straight to an emergency room. Otherwise (2), contact your group leader or your principal contact abroad at your local (foreign) study abroad location. (3) GeoBlue is also available to assist you. The number is on your GeoBlue card. Call collect. Simply call UNCP Police at (+1) 910- 521-6235. They will either assist you directly or contact Global Engagement. In an extreme emergency (Terrorism, etc.), call the U.S. State Department’s Overseas Citizens Services office (24/7) collect at (+1) 202-501-4444. If you have an international cell phone with you – or rent one – please enter all the above numbers in your “Phone Book.” _____(Please initial)

22. PROGRAM FEES AND RESPONSIBILITY

a. I understand that if I cancel or terminate my participation in this program I am responsible for payments of all associated fees and expenses associated with the program, including but not limited to flights, hotels, transportation, admission fees, etc., that have been purchased or reserved in my name and/or on my behalf. I understand that only refunds I will be provided, if

any, are related to overpay funds at the end of the program and only refunds above \$50.
_____ (Please initial)

23. INSURANCE

a. I understand that to participate in a program I must have medical insurance that includes medical evaluation and repatriation. I understand that General Administration (GA) with the UNC System requires all students participating in a study abroad experience purchase/use GeoBlue insurance for such insurance. I understand that this should be my primary insurance during the dates of my program. I understand that I can continue to carry my own insurance in conjunction with GeoBlue. I understand that UNCP OGE will provide my contact and needed information to GeoBlue in order to obtain the insurance and will pay the necessary payment for such insurance.

_____ (Please initial)

I have read & understand all of the Conditions of Participation. I certify that the information I have provided in the application and in the attachments is true and accurate to the best of my knowledge.

Print

Signature

Date

Appendix D – Study Abroad Medical/Physical Form

This form serves to ensure the student has an opportunity to discuss medical needs, medications/prescriptions, questions/concerns related to participation in a study abroad program. The **original** form, pages 1&3, will be sealed in an envelope, and the second portion of the form, page 4, the Physical Certification, is to be submitted to the UNCP SA Coordinator with OGE along with the sealed envelope. The student should keep a copy of the Medical/Physical Form with them on the SA experience in case there is an emergency.

LAST Name: _____ First Name: _____

Travel Itinerary: List all countries of travel, including layovers and any countries you plan with visit.

Reason for travel abroad: _____ Return Date to the U.S.: _____

Arrival Date	Country	City, Region, or Area	Departure Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

General Data: DOB: _____ Gender: _____ Height: _____ Weight: _____

Blood Pressure: _____ Pulse: _____ Vision: R-20/____L-20/____ Corrected: __Y __N

Pupils: ____Equal ____Not Equal Hearing: Normal ____Y __No Corrected: __Y __N

Known Allergies:

Current or existent medical conditions, including dietary:

Known accommodations related to a current or existent medical condition:

Current Medications/Prescriptions, including over-the-counter and vitamins:

Consume alcohol? __Y __N If yes, how often? _____ Smoke? __Y __N If yes, how often? _____

E-Cig? ___Y ___N If yes, how often? _____ Oral Tobacco? ___Y ___N If yes, how often?
 Nicotine Patch? ___Y ___N If yes, how often? _____ Cigar? ___Y ___N If yes, how often?
 Illegal Drug Use? ___Y ___N If yes, what drug(s)? _____ If yes, how often? _____

Immunizations you have received and dates:

Tetanus (last): TDAP _____ Td _____	MMR: 1 _____ 2 _____	Hepatitis B: 1 _____ 2 _____
Polio (last) _____	Japanese Encephalitis _____	Hepatitis A: 1 _____ 2 _____
Yellow Fever _____	Typhoid Oral caps _____	Hepatitis A&B: 1 _____ 2 _____
Varicella 1 _____ 2 _____	Typhoid injection _____	Meningococcal _____
Pneumococcal 23-valent _____	Influenza _____	Rabies (>3 doses) _____

Risk Assessment: Please check all that apply:

Time w/animals Farms, zoo	Excessive Walking	Rural Area ONLY	Urban Areas ONLY	Biking	Stay w/local family	High altitude (over 8,000 ft/2,500 m)	Scuba Diving
Excessive Walking	Spelunking/caving	Excessive freshwater exposure	Mosquitoes	Share living space	Public transport	Excessive saltwater exposure	Historic Location, including uneven pavement

Medical Conditions:

Positive TB Skin Test	Severe Headaches	Blood Clotting Disorder, a DVT or PE
Heart Problems	Pregnant/Breastfeeding	Any Thymus Disorders
Seizure Disorders	Sickle Cell Anemia or Sickle Cell Trait	Tested for G6 ^{PD} deficiency
Psoriasis	History of tendon rupture	Splenectomy
Asthma	Diabetes	Immune Deficiency
Psychiatric Disorder	Carry and Epinephrine-EpiPen	Latex Allergy
Penicillin Allergy	Other:	Other:

Health History:

- Anemia - Have you ever been diagnosed with or sought treatment for Anemia?
- Asthma/Hay Fever - Have you ever been diagnosed with or sought treatment for Asthma/Hay Fever?
- Blood Pressure Problems - Have you ever been diagnosed with or sought treatment for Blood Pressure Problems? High or Low Blood Pressure Problems.
- Cancer/Tumors - Have you ever been diagnosed with or sought treatment for Cancer/Tumors?
- Chemical Dependency - Have you ever been diagnosed with or sought treatment for Chemical Dependency?
- Have you ever been diagnosed with Chicken Pox?
- Have you ever been diagnosed with Convulsive Disorders?
- Depression/Anxiety – Have you ever been diagnosed with or sought treatment for Depression/Anxiety?
- Diabetes - Have you ever been diagnosed with or sought treatment for Diabetes?
- Eating Related Disorders - Have you ever been diagnosed with or sought treatment for Eating Related Disorders?
- Heart Disease/Rheumatic Fever - Have you ever been diagnosed with or sought treatment for Heart Disease/Rheumatic Fever?
- Kidney Disease – Have you ever been diagnosed with or sought treatment for Kidney Disease?
- Malaria - Have you ever been diagnosed with or sought treatment for Malaria?
- Panic Attacks - Have you ever been diagnosed with or sought treatment for Panic Attacks?
- Stomach/Intestinal Disorders - Have you ever been diagnosed with or sought treatment for Stomach/Intestinal Disorders?

Any other concerns:

Physician Certification Form

This form serves to ensure the student has an opportunity to discuss medical needs, medications/prescriptions, questions/concerns related to participation in a study abroad program. This portion of the form needs to be submitted to the UNCP SA Coordinator with OGE.

LAST Name: _____ First Name:

Banner ID: _____ Signature: _____ Date:

To ensure the patient is aware of the recommended or required immunizations for travel to the country (ies) listed above, the Center for Disease Control (CDC), the World Health Organization (WHO), the U.S. Department of State, and GEOBLUE Worldwide (the required student insurance) are resources for advising.

- It is my professional/medical opinion, this patient meets the physical/medical requirements to participate in a study abroad program based on the information provided by the student.
- All listed medications have been discussed with regard to entering the country(ies) listed above, the ability to have a prescription filled in the host country(ies), and/or a generic medication/prescription (in case the primary medication/prescription is not permitted to be taken into said country(ies) or obtained in said country(ies), etc.
- I have discussed with the patient all possible conditions, diseases or other factors the student may be exposed to while participating in this study abroad program, per the countries and activities listed above.
- I have discussed all recommended or required vaccines and/or immunizations for the country(ies) listed above. **If any immunization are required the student will need to obtain proof of the vaccines and/or immunizations**

Name (Print): _____ Facility Name: _____

Phone: _____ Address: _____

Signature: _____ Date: _____

Appendix E – Study Abroad Itinerary (Example)

Apartheid and Post-Apartheid South Africa May 17 – June 8, 2009 Contact and Flight Information

Saturday, May 17

01:35 PM Depart Charlotte, NC for Washington DC (US Airways 2236)
05:48 PM Depart Washington DC for Johannesburg (South African Airways 208)

Sunday, May 18

03:35 PM Arrive in Johannesburg

Sunday May 18 – Sunday May 25

Main Contact:
Alternative Contact:
Lodging/Hotel:

Sunday, May 25

01:55 PM Fly from Johannesburg to Durban (South African Airways 559)
03:10 PM Arrive in Durban

Sunday, May 25 – Saturday, June 7

Main Contact:
Alternative Contact:
Lodging/Hotel:

Saturday, June 7

02:10 PM Depart Durban for Johannesburg (South African Airways 338)
04:25 PM Depart Johannesburg for Dakar, Senegal (South African Airways 145)
09:06 PM Depart Dakar for Washington, DC (South African Airways 207)

Sunday, June 8

06:00 AM Arrive in Washington, DC
09:00 AM Depart Washington, DC for Charlotte (US Airways 1123)
10:26 AM Arrive in Charlotte (US Airways 1123)

Appendix F – Pre-Departure Orientation Checklist

1. Travel Information

- Official beginning and end times and places of the program.
- Itinerary
- Airline and Customs regulations (luggage, customs, prohibited items, currency restrictions, etc)
- U.S. Department of State Country Information: see website (travel.state.gov)
- What to pack

2. Logistical Information

- Scheduled activities, “free time”
- Housing and meal arrangements
- Money matters: currency exchange, credit cards, etc.
- Local transportation system (include maps)
- Local points of interest (include maps)

3. Safety

- Street safety
- Hotel safety
- Public transportation safety
- Money safety
- Sexual safety
- Avoiding legal difficulties
- Risks associated with scheduled activities (hiking, swimming, etc.)
- Emergency contact cards
- Basic emergency plan

4. Academic and Behavioral Expectations

- UNCP Code of Conduct (drinking, illegal drug use, behavioral issues, consequences of non-compliance)
- Course requirements (to receive academic credit, students must participate in all pre- and post-travel orientation and academic sessions, attend all on-site scheduled events and complete all course requirements)

5. Cultural Context

- General (weather, geography, history, politics, etc.)
- Cultural differences (clothing, taboos, customs, etc.)
- Language (basic/”survival” phrases)
- Diversity issues (minority and LGBTQ students)
- Regional differences
- Perceptions of the U.S. and Americans
- Culture shock and homesickness

Appendix G – Faculty-Lead Pre-Departure Checklist

In addition to class-specific materials, make sure that the following items are ready before departure:

- Transportation arrangements and tickets
- List of local doctors and hospitals (consult the GEOBLUE insurance website to access English-speaking medical providers)
- FLSA Program Leader Handbook
- OGE emergency contact sheet (OGE will e-mail to the program leader before departure)
- Crisis Management Protocols
- Emergency Packet
- Calendar of program academic and cultural activities
- Bank phone numbers (in case of issues with accessing program funds from overseas)

Appendix H – FLSA Student Evaluation Form

This form has been designed to help evaluate Faculty-Led Study Abroad (FLSA) programs at UNCP. Please do not sign this form as the evaluation process should be anonymous. Your response will help improve the programs, so please be honest. If there are questions that do not apply to your experience abroad, please mark N/A after any such question.

Name of Program: _____

Program Dates: From: _____ To: _____

1. How did you first learn about this program? _____
2. What degree requirements did the course(s) linked to the program fulfill? Please check appropriate box.
 - Major Credit(s)
 - Minor Credit(s)
 - Elective Credit(s)

Please use the following scale for all rated questions

1: very poor, 2: poor, 3: adequate, 4: good, 5: excellent, N/A: not applicable

- | | | | | | | |
|---|---|---|---|---|---|-----|
| 3. Relevance & quality of information on Study Abroad webpage. | 1 | 2 | 3 | 4 | 5 | N/A |
| Comments: _____ | | | | | | |
| 4. Ease of use and clarity of the application packet. | 1 | 2 | 3 | 4 | 5 | N/A |
| Comments: _____ | | | | | | |
| 5. Quality of support and services provided by OGE staff. | 1 | 2 | 3 | 4 | 5 | |
| N/A | | | | | | |
| Comments: _____ | | | | | | |
| 6. Program specific publicity materials (flyers, website, etc.) ... | 1 | 2 | 3 | 4 | 5 | N/A |
| 7. Pre-departure orientation(s) and information | 1 | 2 | 3 | 4 | 5 | N/A |
| 8. On-site orientation(s) | 1 | 2 | 3 | 4 | 5 | N/A |
| 9. On-site personal, academic and informal support | 1 | 2 | 3 | 4 | 5 | N/A |
| 10. Lodging Arrangements | 1 | 2 | 3 | 4 | 5 | N/A |
| 11. Meal arrangements | 1 | 2 | 3 | 4 | 5 | N/A |
| 12. Quality of cultural experience | 1 | 2 | 3 | 4 | 5 | N/A |
| 13. Quality of program activities | 1 | 2 | 3 | 4 | 5 | N/A |

14. Did the program impact your understanding of another culture and/or global issues? If so, how?

15. Did the program allow you to act/think/speak with a global perspective? If so, how?

16. What was the best aspect of your program abroad?

17. What was the least valuable experience of your program abroad?

18. What suggestions do you have for improving the program?

19. Would you recommend this program to other students?

Yes No Reason: _____

20. After this experience, would you be interested in enrolling in another faculty-led program?

Yes No Reason: _____

21. After this experience, would you be interested in studying for a semester or a year abroad?

Yes No Reason: _____

Additional comments are welcome:

*If you would like your personal experiences to be shared on the Study Abroad website, Facebook, Instagram and other social media, we welcome your contribution. Please e-mail them to OGE@uncp.edu. Photos welcome.