

# Faculty-Led Education Abroad Manual 2024

## Contents

### Section 1: Pre-Approval

- [Responsibilities of Program Directors](#)
- [Program Approval Form](#)
- [Program Proposal](#)

### Section 2: Post-Approval

- [Checklist for Program Directors](#)

### Section 3: Prepare for Departure

- [Insurance](#)
- [Emergency Action Protocol](#)
- [Recommended Course of Action in Case of an Emergency](#)
- [USI Study/Travel Abroad Policy](#)
- [Additional Planning Tips and Required Participant Forms](#)

## USI Policy Regarding Program Administration

All program directors responsible for USI student or faculty travel abroad must adhere to the USI policy regarding Study Abroad and Faculty-Led Travel programs. These guidelines have been established to ensure the health and safety of all program participants.

### Responsibilities of Program Directors

1. Obtain approval for proposed programs from appropriate sources in department, college, and from the Office of Academic Affairs.
2. Attend the annual orientation program for program directors covering safety and liability and other pertinent topics, sponsored by the Center for International Programs (CIP), Travel Services (TS), and Risk Management (RM).
3. When possible, conduct site evaluations for proposed new programs as well as periodic reviews of existing programs with regards to health and safety.
4. Consider health and safety issues in evaluating the appropriateness of an individual's participation in a study abroad program. Monitor health-related issues through the [U.S. Center for Disease Control](#). Alert participants of risks in the areas of travel.
5. Monitor the social and political situations of the host countries, at a minimum, through the [US Department of State Travel Advisories](#). USI restricts international student travel to countries with a Level Three (Reconsider Travel) or Level Four (Do Not Travel) U.S. Department of State Travel Advisory. In case of change in the threat level prior to or during the program, consult with the Study Abroad Risk Management team to determine the necessary action. **Refer to Study/Travel Advisory Policy on page 18.**
6. Work closely with the offices of the Registrar, Student Financial Assistance, the Dean of Students, and the Bursar on the program participants' status, registration, tuition, and financial accountability as well as receipt of foreign transcripts upon completion of program if applicable.
7. Conduct, or have conducted on their behalf, regular, on-site inspections, and reviews of their respective programs to ensure the safety of each international experience and location. Every USI student should have timely on-site access to a USI faculty/staff member or officially designated in-country professional provided by the host institution/organization to assist with academic, logistical, and organizational problems during the program.
8. Provide their respective participants with accurate and reliable pre-departure information through orientation meetings and publications, including information on the culture as well as on travel advisories announced by the U.S. Department of State, disclosure of known risks to health and personal safety, academic practices at the host institution, and cultural and legal norms that vary from customs in the United States.

9. Work with the CIP to set up your program's myUSI study abroad portal application once your program is approved. Require your participants to complete the application whether they are current USI students or external participants.
10. Require participants to show evidence of comprehensive health insurance coverage for the countries in which the program will take place for the duration of the program.
11. Ensure that all participants have supplemental travel insurance which includes repatriation and medical evacuation. Groups traveling in the name of USI may be covered through a travel abroad insurance policy purchased by the Office of Risk Management. Reminder: USI coverage does not apply if traveler is citizen of country visited. Additional trip cancellation insurance is strongly recommended for all student groups.
12. Ensure that all participants complete a study abroad application through myUSI, read and sign a Participant Agreement and Release Form, an Authorization of Medical and Surgical Consultation/Treatment Form, and complete the Health Information Form before participation in the program. Forms are available through the myUSI study abroad portal managed by the Center for International Programs.
13. Provide information for participants and their parents/guardians regarding when and where the sponsor's responsibility ends, and the range of aspects of participants' international experiences that are beyond the sponsor's control. Program sponsors and directors generally:
  - a. Cannot guarantee or assure the safety of participants or eliminate all risks from the study abroad environments.
  - b. Cannot monitor or control all the daily personal decisions, choices, and activities of individual participants.
  - c. Cannot prevent participants from engaging in illegal, dangerous, or unwise activities.
  - d. Cannot assure that U.S. standards of due process apply in legal proceedings outside of the U.S. or provide or pay for legal representation for participants.
  - e. Cannot assume responsibility for the actions of persons not employed or otherwise engaged by the program sponsor, for events that are not part of the program, or that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.
  - f. Cannot assure that home-country cultural values and norms will apply in the host country.
14. Develop contingency plans to follow in case of an emergency while leading a group outside the U.S. Provide information to participants on whom to contact in case of an emergency both at home and abroad. Follow appropriate USI Emergency Action Protocol (p.17) when an emergency occurs in the U.S. or abroad. Submit a copy of your emergency plan to the CIP before departure.
15. When reasonable and appropriate, conduct a post-program debriefing for participants which addresses issues of reverse culture shock and re-entry into American society.

## **The Center for International Programs (CIP)**

1. With input from the faculty member, CIP creates a program brochure, accessible through the study abroad portal of myUSI, maintains the program description and application materials and manages the submission of required documents.
2. Provides information and resources to program directors on issues of health and safety abroad.
3. Upon request, provides consultation and review of program proposals.
4. Upon request, assists with pre-departure orientation and re-entry programs.
5. Provides emergency action protocol that enables program directors abroad to contact USI on a 24-hour basis.
6. Coordinates on-campus action of the Study Abroad Risk Management Task Force (in cooperation with the Provost and the Vice President for Student Affairs) in case of an emergency abroad.
7. Conduct a post-program debriefing with faculty-leaders to discuss challenges faced by students and faculty and how to improve for future.

## USI International Study/Travel Program Proposal

Below you will find the requirements to submit your study/travel program proposal. This guide will help you prepare your information and materials. When you are ready to submit, you will complete the online application. Select Credit-Bearing if students will earn USI credits as part of your program. Select No Credit if they will not earn USI credit.

- a. [USI International Program Application – Academic Department](#)
- b. [USI International Program Application – Administrative Department](#)

**Program Dates.** Provide the target start and end date of your program.

**Eligibility.** Explain how you will select participants for your program. What eligibility requirements will be used? For example, academic requirements (GPA, prerequisites, class standing, major/minor, language level); Open to USI students only? Students outside USI? Cohort selected based on other USI strategic priorities? Participant essay required or recommendation/reference letter required? Are you considering limitations for students who may be differently abled and may not be able to participate in all elements of your program?

**Program Location.** List all countries and countries in which the program will take place. Keep in mind that programs with multi-city destinations tend to be more expensive.

**Experience in host country.** Did you do a site visit to review all program locations? Have you been to this location before? What is your familiarity with the local language? Have you identified on-site support to assist with development of the program emergency action plan? Are you aware of local/country health requirements for participants? What about visa requirements? If daily living standards at the host site differ significantly from what participants are used to here, how will you advise and prepare them for the differences?

**Academic Credit.** Will students earn academic credit on the program?

**Target Enrollment.** What is the target enrollment goal? What is your recruitment plan to meet this target enrollment goal? Please share a target minimum and maximum of participants.

**Program Proposal.** Briefly describe the proposed program and its location. At what academic institution abroad will the program take place, if any? Co-sponsoring U.S. institutions or organizations, if any? Is there any conflict or overlap with existing USI study abroad programs? What evidence is there of USI student demand/need for this program?

Briefly describe the overall instructional program. How many credits will each participant be required to take? If no credits will be earned, what is the academic purpose of the program? Which degree requirements can be satisfied on the program? Instructional schedule and classroom contact hours. Describe classroom or other teaching facilities on site. Who will determine students' grades and on what basis?

Indicate whether students will be enrolled in courses:

- 1) taught by an accompanying U.S. faculty member (include course description), regular host university courses: Description of university, range of courses offered, and illustrative course descriptions;
- 2) Special courses for international students taught by host country faculty
  - a) Course descriptions for courses that will be taught and the USI equivalent course number for each
  - b) CV's or qualifications of instructors

**Program Budget.** Upload a draft budget for your program. Contact International Programs (465-1248) or Travel Procurement at [travel.usi@usi.edu](mailto:travel.usi@usi.edu) if you would like assistance in preparing a realistic budget projection. See [sample budget template](#). Program budgets should be based on a minimum of 12 participants. You will need to consider costs for the following:

- Salaries for instructional staff
- U.S. staff travel to program site
- Tuition & fees to host institution abroad
- Tuition & fees to USI
- Fees for use of instructional space
- Administrative costs (publicity, office expenses)
- Group excursions (bus rental, hotels, guides, admission fees, etc.)
- Student housing (if paid through program fee)
- Student meals (if included in program fee)
- Supplemental insurance
- Exchange rate differential
- Study abroad administration fee \$75 for non-credit faculty-led trips, \$300 for Summer or Semester
- Explanation of costs that will be covered by the department, college, or grant funding

### **Student Fees**

What fee will USI charge for this program? What costs will the USI fee include (fees to host institution, room & board, health insurance, excursions, books, and other materials)? If not included in the USI fee, what are estimated costs for room and board, personal expenses, and international airfare?

**Supplemental Activity List.** Describe excursions or group activities that complement the program. Include any third parties that will be employed to provide transportation or otherwise facilitate these activities. See [sample activity list](#).

**Accommodations.** Where will faculty/staff be housed? Where will participants be housed? Will room sharing be required? Can participants walk to the program site? If not, what transportation will be used? Be sure to review the [Student Affairs lodging requirements](#) to be sure that your plans align with established policies.

**Meals.** Will meals be provided? If not, how will participants be advised on where to eat and expected cost of meals?

**Third-party provider.** A third-party provider is an organization that coordinates educational experiences abroad. It is recommended for risk management reasons to work with a third-party provider to give the

faculty leader additional support for the logistics and emergency response management of the program. In order to use a third-party provider, they must be vetted by USI as meeting our risk management standards for education abroad. Have you identified a third-party provider to assist with the logistics and implementation of the program? If not, would you like for our office to assist you in selecting a third-party provider?

**Program Administration.** If this program will not be administered through Center for International Programs, describe the procedure for registering students, collecting fees, paying program costs abroad, acquiring student health insurance, signing of Agreement and Release Forms, etc. All participants must submit an application for the program and all required forms through the myUSI study abroad portal.

**Pre-departure Orientation, On-site orientation.** Describe your plans for conducting these.

## Checklist for Program Directors

### 1-2 Years Prior to Trip

- Review USI Policies & Procedures for Study Abroad & Faculty-Led Travel Programs (beginning page 2 of this document)
- Begin preliminary research on trip costs, itinerary and course description
- Discuss any contracts with USI Procurement Services

### 12-18 Months Prior to Trip (6 months minimum)

Complete and submit the following documents to your department chair:

- Academic Affairs Travel Request [www.usi.edu/provost/faculty-travel](http://www.usi.edu/provost/faculty-travel)
- International Program Application
  - [USI International Program Application Credit-Bearing](#)
  - [USI International Program Application No Credit](#)
- Course Description(s)
- Sample contract with the sponsoring agency and/or travel vendors, if applicable. Once the program is approved, submit final contract to USI Procurement Services and a copy to the CIP.
- Begin Chrome River process and discussions with Travel Procurement regarding how travel and lodging will be booked. A Pre-Approval report needs to be completed in Chrome River before trip related payments will be made with Travel Card, check/ACH, etc.

*Once the paperwork is processed, the offices of Travel Procurement and International Programs will contact the program director with confirmation and information emails. CIP will then work with program directors to build the program in the myUSI study abroad portal.*

### 4 Months Prior to Trip

- Contact CIP to register for the Study Abroad policy and procedures workshop.
- Review Responsibilities and Liability of Program Directors
- Review Insurance for USI Employees Traveling on Business
- Review Risk Management website information regarding Export Controls which may impact the program activity <https://www.usi.edu/risk-management/international-travel>.
- Instruct students to apply through the myUSI study abroad portal and complete all forms.
- Approve each applicant in the myUSI study abroad portal for your program only after their participation is confirmed. If you do not have space guaranteed for the student, do not approve them until the space is confirmed.
- Begin Chrome River process and discussions with Travel Procurement regarding how travel and lodging will be booked.

### 2 Months Prior to Trip

- Submit final trip itinerary to CIP and through Chrome River. Detail all travel arrangements to be purchased by the CIP and charged to students.
- Submit list of all participants on trip (including staff) to CIP - full names as they appear on passport and Banner ID number. If any students have not completed the myUSI study abroad app for your program get them completed.



- Hold a pre-departure orientation for program participants. The CIP will provide an orientation packet including country information, health and safety information, required documents, insurance cards, etc.

### **1 Month Prior to Trip**

- Submit detailed Emergency Action Plan to CIP
- Submit on-site emergency information to CIP
- Verify participants have submitted required documents through the myUSI study abroad portal
- Submit any additions/deletions/correction to the participant list to CIP
- Hold a make-up pre-departure orientation for program participants who missed original session. The CIP will provide an orientation packet including country information, health, and safety information, required documents, insurance cards, etc.

### **2 Weeks Prior to Trip**

- Obtain copies of important documents from CIP
- Review Emergency Action Protocol (page 17 of this document)

### **1 Week Prior to Trip**

- Register group with US embassy in host country through the US Department of State Smart Traveler Program at <https://step.state.gov/step/>

## Insurance for International Travel

**USI employees, including “volunteer workers”** are covered by the AIG’s Travel Guard for Employees, Worldrisk Assistance. Nationals of the host country will not be covered by USI’s plan. Details of the coverage limits can be viewed by logging into the Risk Management website in the International Travel section. <https://www.usi.edu/risk-management/international-travel>. To access the details, you will need to log in with your USI login credentials. The faculty/staff leader needs to access these for the participants in their program.

The following is a general outline of the coverage and does not detail all of the specific exclusions and coverage limitations. If you have questions, please contact Risk Management at [usi1riskmgt@usi.edu](mailto:usi1riskmgt@usi.edu).

### **International Commercial General Liability Coverage:**

This coverage provides bodily injury, property damage, and personal injury liability protection for the University. Insureds include the University and its employees, but only for their acts within the scope of their employment by the University. There is no coverage extended for students or anyone else in the traveling party. It is highly recommended that all non-university employees be required to obtain their own insurance.

### **International Excess Automobile Liability Coverage:**

This coverage provides automobile liability coverage for bodily injury and property damage. Insureds include the University as well as anyone using a covered automobile with the University's permission; however, the auto insurance is more than the compulsory admitted insurance for the jurisdiction where the vehicle is licensed. This auto coverage is NOT a substitute for compulsory admitted coverage. When renting a vehicle, purchase the insurance coverage offered by the rental firm.

### **International Workers Compensation Coverage:**

This coverage provides Workers Compensation coverage for the University's employees in the same manner as they would be covered under the laws of Indiana. The coverage is on a 24-hour basis while our employees are in foreign jurisdictions. The coverage will also pay for repatriation expense.

### **Worldwide Travel Assistance**

Medical, Personal and Travel Assistance Services including repatriation and emergency evacuation assistance.

## Emergency Action Protocol

### USI Study Abroad and Faculty-Led Travel Programs

#### USI Study Abroad Risk Management Committee

- Task Force Co-Chair: **Dr. Emilija Zlatkovska**, Executive Director, Center for International Programs and Director, Intensive English Program
- Task Force Co-Chair: **Melissa Gonnerman**, Associate Director, Center for International Programs
- **Susanne Stanley**, Manager of Travel and Credit Card Operations
- **Ryan Kaczmariski**, Assistant Director, Risk Management
- **Jeff Sponn**, Director of Procurement Services
- **Steve Bequette**, Director, Public Safety
- **Sam Preston**, Assistant Director, Public Safety
- **Dr. Shelly Blunt**, Interim Provost
- **Dr. Khalilah Doss**, Vice President for Student Affairs
- **Dr. Laurie Berry**, Dean of Students
- **Kindra Strupp**, Vice President for Marketing and Communication
- **John Farless**, Chief Communications Officer, University Marketing and Communication
- **Chelsea Givens**, Title IX Coordinator
- **Haley Wade**, Practice Manager, USI Student Health Center
- **vacant**, Director, Housing and Residence Life

#### Study Abroad Risk Management Task Force (SARMTF)

- Task Force Co-Chair: **Dr. Emilija Zlatkovska**, Executive Director, Center for International Programs and Director, Intensive English Program
- Task Force Co-Chair: **Melissa Gonnerman**, Associate Director, Center for International Programs
- **Susanne Stanley**, Manager of Travel and Credit Card Operations, Travel Procurement
- **Ryan Kaczmariski**, Assistant Director, Risk Management

#### Responsibilities of the Study Abroad Risk Management Committee

- Review and approve policy recommendations related to study abroad risk management. Recommendations are made to the University executive leadership for final approval.
- Participate in tabletop exercises regarding the Manual for Directors of Short-Term Programs Abroad.
- Serve University in response to emergencies abroad as necessary.

#### Responsibilities of the Study Abroad Risk Management Task Force

- Review policy and make recommendations related to study abroad risk management to the Study Abroad Risk Management Committee.
- Coordinate tabletop exercises regarding the Manual for Directors of Short-Term Programs Abroad.
- Conduct case-by-case review of study abroad program sites for COVID-19 Pop-Up Policy exception.

- Address issues of health, safety, academic concerns, financial aid, public relations, and legal liability.
- Address immediate action necessary to maintain security and health of program participants, faculty, and staff.
- Identify additional appropriate steps to take abroad (e.g., addressing student reactions, creating written action plan, sending USI staff or faculty to program site, etc.).
- Develop and help with an evacuation plan should one become necessary.
- Designate an individual to assume responsibility for handling the situation at home campus and program site.
- Develop a communication document to be utilized by all personnel involved.
- Prepare a list of persons to be alerted.
- Develop a daily communication plan.
- Assess impact of the event once ended and document all actions taken in a written report.

### **Definition of an Emergency**

- A. Death of a participant or faculty member
- B. Serious injury or illness that can be defined as one requiring hospitalization, or one that makes it impossible for the participant or faculty member to continue the program
- C. Emotional or psychological condition requiring removal from the situation or professional attention
- D. Being the victim of a serious crime (assault, rape, etc.)
- E. Being accused of committing a crime
- F. A situation--either in the US or at a program site--arises that causes serious concern, i.e., a political uprising or a natural disaster, an act of war, or other event causing or threatening harm to program participants or faculty member
- G. Sudden evacuation of a participant or faculty member in response to a stateside emergency
- H. Travel Warning issued by the US State Department specific to a country, region, or worldwide

### **Definition of a Perceived Emergency**

Perceived emergency results from events that are not immediately threatening to the health or safety of program participants, faculty, or staff, but which may be viewed as such by family and friends at home, or by the media. In many instances, a perceived emergency must be treated as a real emergency.

### **Decision Making in Times of Crisis**

The University will be prepared for two alternatives: continuing the program at an alternative site or closing the program. In deciding whether to move or close a program and evacuate the participants, the physical safety of the participants must be the paramount issue. The decision to terminate a program or evacuate the participants will be made by the Study Abroad Risk Management Task Force, in consultation with the program director, who should have the best understanding of the local conditions.

In the event of a crisis at or near the location of the specific program site location, the program director should be prepared to report on the following:

- The safety of the students
- The geographic proximity of the program to the crisis
- The impact of the crisis on the quality of life (availability of food, water, medical supplies, the protection of law and order)
- The target of the unrest if the crisis is political.
- The intensity of military presence in the area of the program
- The continuance of classes or field experiences at local universities

The program director should contact the nearest US Consulate to discuss the need for evacuation and any measures that the US is taking to evacuate its citizens. University staff will also contact other institutions with programs in that vicinity to discuss what actions they are taking. The Provost and Vice President for Student Affairs will convene the Risk Management Task Force to decide the best course of action and decide about evacuation.

After the students have been evacuated to safety, the University will make academic and financial arrangements appropriate to the program at the time of its termination. Once a decision has been made to evacuate students, the University cannot be responsible for the safety of any student or staff member who refused to comply with the evacuation procedures arranged by the University.

### **Communicating in Case of an Emergency Abroad**

The Vice President for Marketing and Communications, via the director of University Communications, in consultation with the Study Abroad Risk Management Task Force, will coordinate all information released externally by the University associated with the incident and respond to all requests for information by media personnel. Faculty directors and USI study abroad staff should not seek contact with the press because difficulties may arise when more than one source releases information to the media. The Vice President for Student Affairs (or designee) will contact the family of all students involved, officials, and on-site coordinators.

### **Notification of Next of Kin in Case of Death Abroad**

In the event of death, it is the responsibility of the Vice President for Student Affairs (or designee) to see that next of kin are appropriately and promptly notified. The appropriate embassy officials will take charge in the event of the death of a U.S. citizen abroad. In most cases, the next of kin are contacted directly by the representatives of the U.S. State Department or local authorities.

## **Recommended Course of Action in Case of an Emergency**

**If you have an emergency involving an individual's health, a natural disaster/new pandemic, civil unrest/terrorism, or other type of emergency, then take the following steps.**

### **Immediate Actions**

- 1. Call AIG to report the matter and seek guidance**
- 2. Call USI Public Safety to assure that the appropriate USI personnel are notified**

### **Immediate Responsibilities of On-Site Program Director in Case of Medical Emergency**

- 1) Remove individual(s) from immediate danger, if feasible.
- 2) Attend to the immediate needs of a participant or faculty member involved.
  - a) NEVER LEAVE A PARTICIPANT (STUDENT/FACULTY/CHAPERONE) ALONE UNDER ANY CIRCUMSTANCES IN A LOCATION. Example: A student/faculty/chaperone must go to the hospital for a serious injury. Someone needs to be with them for the duration of that hospital stay. (Could be a few hours, could be a few days)
- 3) Contact local law enforcement/medical if immediately needed for the situation.
  - a) Call AIG to report the incident & determine the next steps to assure the appropriate medical facilities and personnel are being used.
- 4) For an individual holding a U.S passport, contact the U.S. Embassy or consulate, on-site health and/or counseling provider to begin local action necessary to handle & resolve the situation if possible.
- 5) Contact USI Public Safety (812-492-7777). Public Safety will then notify the USI representatives. (Refer to page 12 for contacts)
- 6) Assess physical & emotional needs of students and staff.
- 7) Inform program sponsor if additional staff are needed on-site to carry out necessary arrangements, or to provide counseling to students.
- 8) Reassess and adjust planned activities for the program as necessary. Attempt to avoid subjecting students and staff to additional stress. Evaluate options to continue or terminate the program/trip in conjunction with the Study Abroad Risk Management Task Force.
- 9) Stay in close communication with the Center for International Programs for instructions and/or input from Risk Management Task Force.
- 10) Document all activities. Collect written statements from students, faculty, and staff as soon as possible following incident.

### **Immediate Responsibilities of the On-Site Program Director in Case of Civil Unrest, Natural Disaster, or Terrorism**

1. Call AIG to report the incident and determine next steps.
2. Contact the USI Public Safety (812-492-7777). Public Safety will notify USI representatives.
3. Contact, as appropriate, local medical emergency officials, law enforcement officers, the U.S. Embassy or Consulate, on-site health and/or counseling provider to begin local action necessary to handle and resolve the situation.

4. Assess physical and emotional needs of students and staff.
5. Inform program sponsor if additional staff are needed on-site to carry out necessary arrangements, or to provide counseling to students.
6. Reassess and adjust planned activities for the program as necessary. Attempt to avoid subjecting students and staff to additional stress. Evaluate options to continue or terminate the program/trip in conjunction with the Study Abroad Risk Management Task Force.
7. Stay in close communication with the Center for International Programs for instructions and/or input from Risk Management Task Force.
8. Document all activities. Collect written statements from students, faculty and staff as soon as possible following incident.

### **Immediate Responsibilities of USI Office of Public Safety**

Upon receiving a call from on-site faculty director concerning a serious injury, death or other emergency, the Office of Public Safety will:

1. Begin a log of all calls and activities pertaining to the incident.
2. Has on-site faculty director called AIG? If no one on site is able to, then the Assistant Director of Risk Management can submit a claim on behalf of the faculty member based on information gathered.
3. Collect the following information from the on-site personnel:
  - o Name, identity, and location of caller.
  - o Nature and brief description of emergency.
  - o Location of emergency and its proximity to program participants, if not directly affected.
  - o Identity of program participants involved, if applicable.
  - o Contact information (phone & fax number, e-mail address) where caller can be reached; and
  - o Any information previously released to the media.
4. Verify calls have been placed to emergency response services, and will be placed to US Embassy or Consulate if situation warrants;
5. Instruct caller to call again after emergency response team or law enforcement have arrived, if applicable;
6. Contact Assistant Director of Risk Management, Executive Director for the Center for International Programs, Dean of Students, Provost, President, Vice President for Student Affairs, Vice President for Marketing and Communications.

### **Immediate Responsibilities of USI Center for International Programs**

1. Coordinate with the Assistant Director of Risk Management to notify the USI insurance company or the partner program insurance providing services of any information they need regarding the student participant(s) and to gather a case number to be used for future actions. Share case number with Dean of Students and Human Resources as appropriate.
2. Notify Provost, the Vice President for Student Affairs, Vice President for Marketing and Communications, and the Dean of Students of any statements already made to media. Refer press inquiries to Vice President for Marketing and Communications. In-house legal counsel will be notified if necessary.
3. Once important facts have been collected, the Center for International Programs will notify members of the Study Abroad Risk Management Task Force. Whenever possible, faculty with specialization in the affected region or emergency may also be included.

4. Communicate with on-site director or coordinator, on-campus constituencies, parents, and US Health Insurance Provider, etc. throughout emergency.
5. Contact and consult with other key USI administrators, such as the appropriate dean(s).
6. Call US offices of other institutions with students in the program location to compare information (if appropriate).
7. Continue coordination throughout emergency and communicate with the parent/guardian throughout the emergency as appropriate.

**Follow-up Procedures to be Coordinated by USI Center for International Programs**

1. Ensure written accounts of incident are obtained as soon as possible from all witnesses and affected students, faculty and staff. Group leader needs to submit the initial information.
2. Debrief with the group to review what took place and to ask what could have been done better, what can we learn from this?
3. If appropriate, prepare detailed factual report, including preliminary recommendations without judgments, analysis, or conclusions. Provide generic terms for emergencies and protect student's information.
4. Submit report to the Provost. Provost will determine if report should be shared to the Study Abroad Risk Management Task Force.
5. Assess effectiveness of these procedures and revise as appropriate.

**Post-Trip Procedures for Program Director**

1. Provide all documentation of emergency incident to the Center for International Programs.



## Pre-Trip Additional Actions for Risk Reduction

The program director shall:

- Conduct detailed pre-departure orientation program for all participants.
- Designate a secondary responsible person who is traveling with the group. The secondary person can be:
  - A second USI faculty or staff member
  - A graduate student who has experience with international travel
  - An emergency response support system set up through the study abroad host university or third-party partner
  - A non-USI employee volunteer. Require them to sign up through Volunteer Services and/or sign a volunteer agreement specific to this program? This person can receive travel benefits because they are serving a business purpose for the university. Run by HR to make sure they can be unpaid volunteers.

The secondary person cannot be:

- A spouse/partner
  - An undergraduate student
  - A participant in the program because they would not receive the experience for which they have paid.
- Have all trip participants register through Smart Traveler Enrollment Program (STEP) prior to departure <https://step.state.gov/>.
  - Provide each participant an emergency contact list with specific contact information and phone numbers in case of an emergency (program director, US Embassy, USI, insurance, 911 in that country, etc.). Instruct all participants to program the contacts into their phones.
  - Complete detailed on-site orientation regarding all aspects of program that includes appropriate and inappropriate cultural and social behavior and emergency procedures.
  - Daily, or more often as required, provide information to participants on emergency gathering area in case phone and Internet services are disrupted. For example, hotel lobby, partner university office, etc.
  - Keep list of housing information (address, phone, group name) where each participant is staying and for each excursion.
  - Assure program itinerary is accurate in myUSI study abroad portal including all program excursions.
  - Assure participants enter their itinerary information in the myUSI study abroad portal for any independent travel. If Internet access is not available, trip leader can collect the information and update as soon as possible.
  - All participants are required to carry an active cell phone with an appropriate cellular service.
  - Require international data plan for primary and secondary trip leaders to assure group safety.
  - Update program Emergency Action Plan while on site.

## USI Study/Travel Abroad Policy regarding

### U.S. State Department Travel Advisories

*Updated February 27, 2020*

The University of Southern Indiana (USI) is dedicated to offering a wide variety of study abroad opportunities to meet the needs of a diverse student population. The University has recognized the importance of establishing policies and procedures to protect the safety and well-being of study abroad participants. Therefore, the following policy regarding study/travel abroad and U.S. State Department Travel Advisories has been adopted by the Study Abroad Risk Management Task Force.

This policy is based on the U.S. Department of State (USDOS) Travel Advisory System and the Center for Disease Control (CDC) Travel Notice Definitions (refer to pages 4-5). The USI Center for International Programs and other responsible departments also monitor information from the Overseas Security Advisory Council (OSAC), NAFSA: Association of International Educators, and other resources.

#### Scope of Policy

This policy applies to all University of Southern Indiana students who travel internationally as part of USI education, case competition, service, research or internship/employment. International travel applicable to this policy includes, but is not limited to, travel that is eligible for USI-approved course credit as well as travel under USI auspices for noncredit experiences; travel within the scope of a USI-sponsored research grant or contract; and student travel under the direction or supervision of USI faculty or staff. Students who take a leave of absence from USI enrollment to travel either on their own or through non-USI study abroad programs are not subject to this policy.

#### Policy Summary

1. USI students are eligible to participate in a USI approved credit-bearing study abroad program, international internship, or USI sponsored international travel or research in a country with an overall **Travel Advisory Level 1** (Exercise Normal Precautions) or **Level 2** (Exercise Increased Caution).
2. USI students will not be allowed to travel to areas within these countries which have been designated as either **Level 3** (Reconsider Travel) or **Level 4** (Do Not Travel) locations.
3. USI **WILL NOT** provide any support to students who wish to participate in non-USI study abroad programs located in countries with **Level 3 or Level 4** Travel Advisories (CDC **Level 3**). Should a student wish to participate in study/intern/travel in a non-USI program in a country with a Level 3 or Level 4 Travel Advisory, USI will not process or transfer financial aid, scholarships or insurance coverage, and will not maintain the student's enrollment at USI. Students traveling to countries with a Level 3 or Level 4 Travel Advisory in effect are ineligible for USI travel grants or other financial support.

#### **Automatic Program Suspension for USI Student Participants Prior to Departure from US**

- When the U.S. Department of State issues a Level 3 or a Level 4 Travel Advisory for a country in which USI has approved study/internship/travel programs, all programs whose participants have yet to depart for travel to the country which is subject to the Travel Advisory are automatically suspended.

- Programs that entail travel to multiple countries can still go forward after removing from the itinerary the country or region within a country that is subject to the Level 3 or Level 4 Travel Advisory.

**When a USI approved study/internship/travel program is underway in a country where a Level 3 or Level 4 Travel Advisory is announced for the first time**

- In the case of an immediate threat to student health, safety or welfare, the Provost has authority to immediately cancel or alter a program. If immediate action is not required, the process for regular review will be applied immediately and the Study Abroad Risk Management Task Force will meet as soon as possible to determine whether the program should be suspended, and whether current student program participants should be asked to return home.
- If a Level 3 Travel Advisory is announced for a limited time period (for circumstances such as hurricanes or elections), the Study Abroad Risk Management Task Force will convene to assess its impact on the program and to determine whether the program should be suspended, and whether current participants should be asked to return home.

## USI Travel Advisory Policy Summary

US Department of State Advisory Level/US Center for Disease Control Travel Notice	USI Administered and Co-sponsored Study Abroad/Internship Programs	USI Approved Programs through Third Party Providers (e.g., CEA)	Individual Student Travel
US DOS Level 1 – Exercise Normal Precaution Or CDC Level 1: Watch	Travel supported subject to normal safety/security preparations	Travel supported subject to normal safety/security preparations	USI funds may be used
US DOS Level 2-Exercise Increased Caution Or CDC Level 2: Alert	Travel supported subject to safety/security preparations commensurate with the travel advisory	Travel supported subject to safety/security preparations commensurate with the travel advisory	USI funds may be used
US DOS Level 3: Reconsider Travel (includes designated areas in countries otherwise at Levels 1 and 2) CDC Level 3: Warning	Travel not supported	Travel not supported	USI funds may not be used
USDOS Level 4: Do not Travel (includes designated areas in countries otherwise at Levels 1-3) CDC Level 3: Warning	Travel not supported	Travel not supported	USI funds may not be used

## US Department of State Travel Advisories

The US Department of State (USDOS) issues a Travel Advisory for each country of the world. Travel Advisories follow a consistent format and use plain language to help U.S. citizens find and use important security information. Travel Advisories apply up to four standard levels of advice, describe the risks, and provide clear actions U.S. citizens should take to help ensure their safety.

**Level 1 - Exercise Normal Precautions:** This is the lowest advisory level for safety and security risk. There is some risk in any international travel. Conditions in other countries may differ from those in the United States and may change at any time.

**Level 2 - Exercise Increased Caution:** Be aware of heightened risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

**Level 3 - Reconsider Travel:** Avoid travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

**Level 4 – Do Not Travel:** This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the U.S. government may have very limited ability to provide assistance. The Department of State advises that U.S. citizens not travel to the country or to leave as soon as it is safe to do so. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.



## **Varying Levels**

The USDOS issues an overall Travel Advisory level for a country, but levels of advice may vary for specific locations or areas within a country. For instance, USDOS may advise U.S. citizens to “Exercise increased caution” (Level 2) in a country, but to “Reconsider travel” (Level 3) to a particular area within the country.

## **Risk Indicators**

Travel Advisories at Levels 2-4 contain clear reasons for the level assigned, using established risk indicators and specific advice to U.S. citizens who choose to travel there. These are:

- **C – Crime:** Widespread violent or organized crime is present in areas of the country. Local law enforcement may have limited ability to respond to serious crimes.
- **T – Terrorism:** Terrorist attacks have occurred and/or specific threats against civilians, groups, or other targets may exist.
- **U – Civil Unrest:** Political, economic, religious, and/or ethnic instability exists and may cause violence, major disruptions, and/or safety risks.

- **H – Health:** Health risks, including current disease outbreaks or a crisis that disrupts a country’s medical infrastructure, are present. The issuance of a Centers for Disease Control Travel Notice may also be a factor.
- **N - Natural Disaster:** A natural disaster, or its aftermath, poses danger.
- **E - Time-limited Event:** Short-term event, such as elections, sporting events, or other incidents that may pose safety risks.
- **O – Other:** There are potential risks not covered by previous risk indicators. Read the country’s Travel Advisory for details.
- **K – Kidnapping or Hostage Taking:** Criminal or terrorist individuals or groups have threatened to and/or have seized or detained and threatened to kill, injure or continue to detain individuals in order to compel a third party (including a governmental organization) to do or abstain from doing something as a condition of release.

**Center for Disease Control Travel Notice Definitions**

The Center for Disease Control (CDC) issues different types of notices for international travelers. As of April 5, 2013, these definitions have been refined to make the announcements more easily understood by travelers, health-care providers, and the general public. They describe both levels of risk for the traveler and recommended preventive measures to take at each level of risk.

Notice Level	Action
<p><b>Level 1: Watch</b></p>	<p>Reminder to follow usual precautions for this destination, as described in the Travel Notice and/or on CDC’s Travelers’ Health website.</p> <p>Following usual precautions, including being up to date on all recommended vaccines and practicing appropriate mosquito avoidance, is the best possible protection against this identified increased risk.</p>
<p><b>Level 2: Alert</b></p>	<p>Follow enhanced precautions for this destination.</p> <p>Travel Notice describes additional precautions added, or defines a specific at-risk population, to protect against this identified increased risk.</p>
<p><b>Level 3: Warning</b></p>	<p>Avoid all non-essential travel to this destination</p> <p>High risk to travelers, no precaution available to protect against the identified increased risk.</p>



**USI Study/Travel Abroad Program**

**Emergency Telephone Numbers**

**Emergency Contacts in Host Country**

**Phone number including country code:**

Program director	
Host site contact	
American Embassy Register group with US embassy in host country at <a href="https://step.state.gov/">https://step.state.gov/</a>	
Emergency Health Care 24 hours/day	
Local Hospital	
Other local contacts:	

**Emergency Contacts in United States**

<b><u>USI Public Safety</u></b> Emergency 24 hours/7 days per week	812-492-7777
<b><u>USI Center for International Programs</u></b> Dr. Emilija (Emi) Zlatkovska Executive Director (ezlatkovsk@usi.edu)	812-465-1248 (office) 812-272-4255 (cell)
Melissa Gonnerman Associate Director (mgonnerman@usi.edu)	812-322-1750 (cell)
Center for International Programs	812-465-1248 (office)
<b><u>AIG Worldrisk Assistance<sup>1</sup></u></b> Download the AIG Travel Assistance App Collect from overseas From U.S. or Canada	Policy: WS11013883  (01) 817-826-7008 800-401-2678

<sup>1</sup>Download insurance information from USI Risk Management website prior to departure.

## NAFSA: Association of International Educators

### Responsible Study Abroad: Good Practices for Health and Safety

<https://www.nafsa.org/professional-resources/browse-by-interest/responsible-study-abroad-good-practices-health-and-safety>

## Export Controls

### What are export controls?

Export controls are US laws and regulations which govern the export of strategically important technology, services and information, including equipment and technology used in research, for reasons of foreign policy and national security. The Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR) are the bodies of regulations most likely to affect research institutions. Additionally, the US government, through the Office of Foreign Assets Control (OFAC) regulations, maintains boycotts and embargoes of certain countries that can affect many of the activities and financial transactions that take place in an academic institution.

How do export controls affect my study abroad program at USI?

Travel to most countries does not usually constitute an export control problem. However, any export of technology, even temporarily, is subject to US export control regulations and, in some cases, the host country's import regulations. This law can apply to laptops and other widely available technologies. Additionally, certain entities have been placed on "restricted-party" lists that could prohibit us from doing business with them. The USI Office of Risk Management monitors this area on behalf of the university, and has further information on its website <https://www.usi.edu/risk-management/international-travel>.

### What do I need to do before embarking on a study abroad program?

- Ensure that your destination is not subject to a boycott or embargo (e.g., Cuba, Iran, North Korea). If it is, licenses must be obtained and additional restrictions could apply to the program.
- If USI property (laptops, PDAs, etc) is being exported during the study abroad program, follow the normal procedure for clearing it through the Risk Management Office.
- If USI is entering into an agreement or contract with a foreign entity in conjunction with your study abroad program, restricted party screening will be run prior to entering the agreement or contract to ensure that the entity does not appear on any restricted-party list.

If the USI program involves conducting or collaborating on research abroad, or the students and/or faculty are planning to take potentially export-controlled research with them, contact the Risk Management office at least 4 months prior to your departure from the US.



## A Safe Trip Abroad (US Department of State website)

<https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-checklist.html>

<https://travel.state.gov/content/travel/en/international-travel/emergencies/what-can-you-do-crisis-abroad.html>

The U.S. Department of State provides good information to prepare for a safe trip abroad. We recommend all faculty leaders review the information in the above links prior to holding their pre-departure orientation with the students.

The screenshot displays the Travel.State.Gov website interface. At the top left is the U.S. Department of State seal and the text "Travel.State.Gov U.S. DEPARTMENT OF STATE — BUREAU OF CONSULAR AFFAIRS". A search bar is located at the top right. Below this is a navigation menu with categories: "U.S. Passports", "International Travel" (highlighted in red), "U.S. Visas", "Intercountry Adoption", "International Parental Child Abduction", and "Replace or Certify Documents". Under "International Travel", there are sub-links: "Before You Go", "Learn About Your Destination", "While Abroad", and "Emergencies".

The main content area shows the breadcrumb trail: "Travel.State.Gov > International Travel > Before You Go > Traveler's Checklist". The "Traveler's Checklist" page features a sidebar on the left with several sections, each with a checkmark icon: "Safety and Security Messaging", "Smart Traveler Enrollment Program (STEP)", "Traveler Information", "Crisis Abroad: Be Ready", "Your Health Abroad" (with sub-links for "Driving and Road Safety Abroad", "Customs and Import Restrictions", and "Information for U.S. Citizens").

The main content area is titled "Traveler's Checklist" and contains three expandable items: "Get Informed", "Get Required Documents", and "Get Enrolled", each with a plus sign icon. A "Download the checklist" button is located at the top right of this section.

On the right side of the page, there is a "Download the checklist" button with a blue download icon and the text "Download the [Traveler's Checklist](#) before you go!". Below this is a "STEP" section featuring a video player with a red play button and the text "TravelStateGov".

## **Documents Required of All USI Participants**

- Participant Agreement and Release Form (now electronic through study abroad portal of myUSI)
- Release and Acceptance of Responsibility Form (now electronic through study abroad portal of myUSI)
- Authorization of Medical or Surgical Consultation/Treatment Form- signed and notarized (Kara Beu in the CIP is a notary public.) (Now downloaded from study abroad portal of myUSI)
- Proof of health insurance coverage effective for the host country or countries. Property and personal liability coverage is also highly recommended. For more information regarding health issues for travelers, including information on insurance providers, please consult the U.S. Department of State website at <https://travel.state.gov/content/passports/en/go/health.html>
- Copy of passport photo page with passport number and expiration date submitted through study abroad portal of myUSI
- Proof of required inoculations, if applicable (see the [Center for Disease Control](#)).

# Authorization of Medical or Surgical Consultation/Treatment



For and in consideration of the grant of permission by The Board of Trustees of the University of Southern Indiana for \_\_\_\_\_

(participant name)

to participate in the Study Abroad Program of the University of Southern Indiana, the undersigned hereby authorizes The Board of Trustees of the University of Southern Indiana and designated representatives thereof to grant permission for the medical and surgical treatment of said student during the participation of Student in the aforementioned Study Abroad Program.

Although the undersigned understands that when possible advance permission of the undersigned will be sought for any necessary surgical treatment, the undersigned agrees that any and all medical treatment and surgery may be performed when, in the opinion of competent medical authorities, the health or welfare of the Student will be adversely affected by any delay. It is understood that such permission may be required by law of the host country in which the Student is resident.

The undersigned also authorizes the Student Health Service, Counseling Center of the University of Southern Indiana, and/or the Student's private physician or therapist, to inform the University Office of International Programs and Services regarding any health problem Student is found to have which might require special consideration and/or follow-up treatment while studying abroad, and that this shall extend to and apply with respect to any medical and surgical treatment rendered the Student pursuant to this authorization.

## **SIGN ONLY IN PRESENCE OF NOTARY PUBLIC**

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

**State of** \_\_\_\_\_

**County** \_\_\_\_\_

**on** \_\_\_\_\_

**Before me** \_\_\_\_\_

(Insert name and title of the office)

**personally appeared** \_\_\_\_\_

(Insert name of student)

personally known to me (or proved to me based on satisfactory evidence) to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature of Notary Public

**UNIVERSITY OF SOUTHERN INDIANA STUDY ABROAD**

**PARTICIPATION AGREEMENT AND RELEASE**



The party/ies to this Study Abroad Participation Agreement and Release is/are \_\_\_\_\_ (Participant) or \_\_\_\_\_ (Participant’s parents or legal guardian, if participant is under 18) both referred to hereafter jointly and severally as “Participant”), and the University of Southern Indiana (hereafter “USI”).

**THE STUDY ABROAD PROGRAM**

The Participant, with the consent of the Participant’s parents or legal guardian, has chosen to participate in the USI \_\_\_\_\_ Program in \_\_\_\_\_ (hereafter “Program”), during [TERM]..

**PARTICIPANT RESPONSIBILITIES**

Participant understands and agrees that in addition to USI policies and procedures, Participant will obey all rules, regulations, and laws of the respective countries to be visited, and all travel regulations, any rules or precautions issued by USI, its representatives or by any associated institutions or organizations or the United States government. The USI Code of Student Behavior shall apply to student Participants throughout the course of the program. The University may remove the Participant from the program should the University determine that the Participant’s actions, conduct, or behavior impede, disrupt or obstruct the program in any way, subject the University to risk of liability, or jeopardize the Participant’s health or safety or that of the other program participants. Participant also understands that in the sole discretion of the Program representative, a violation of the above may result in an immediate expulsion from the Program and any additional costs incurred as a result will be the responsibility of the Participant.

Participant understands and agrees to attend and participate in all excursions that are a part of the Program. Participant understands that failure to do so will result in a reduction of grade including the possibility of course failure.

It is understood and agreed that should Participant elect to remain overseas at the location of the Program or elsewhere after participation in the Program, USI will cease to act as a sponsor for Participant. Should Participant drop out of the Program voluntarily or involuntarily, USI will cease to act as a sponsor for Participant. In both foregoing events, this Release shall remain in full force and effect.

Participant understands and agrees that foreign travel may be dangerous, and Participant expressly assumes the risks involved in such travel.

All Participants are considered adults and are expected to take responsibility for their actions while taking part in the Program. As adults, any activities that a Participant takes part in, whether as a part of a Program or separate from the Program, will be considered to have been done with their approval and understanding of all risks involved. Neither USI nor its faculty assumes any responsibility to supervise the Participant's conduct. (Participants under 18 and/or considered dependents of their parents or guardians are solely responsible for giving all background or other relevant information about the Program to their parents or guardians.)

Participant understands the Participant's medical insurance may not provide coverage outside the United States and represents the Participant has either verified coverage or has obtained medical coverage. Participant agrees to be responsible for any medical services that may be provided.

Participant understands and agrees the University of Southern Indiana reserves the right to cancel any Program in the case of an emergency beyond its control or to cancel Programs or substitute classes due to low enrollments or unavailability of faculty or facilities.

#### **RELEASE OF CLAIMS**

In consideration of USI accepting Participant into the Program, Participant hereby releases USI, its officers, trustees, faculty, employees, agents, and representatives (hereafter "released parties") from any and all claims and voluntarily waives any and all liability which may arise from any cause whatsoever while the Participant is taking part in the Program, any excursions and any activity incidental to the Program. The Participant further releases the released parties from responsibility for and voluntarily waives all claims related to and all liability for any accident, illness or injury, wrongful death, property damage, or other consequence arising or resulting directly or indirectly from participation in the Program. This release also binds the Participant's parents, siblings, heirs, executors, successors and assigns.

The Participant recognizes and agrees that the released parties assume no responsibility for any liability, damage or injury that may be caused by Participant's negligence or willful acts committed related to or during participation in the Program, or for any liability, damage or injury caused by the intentional or negligent acts or omissions of any other participant in the Program or caused by any other person.

Participant hereby agrees to indemnify and hold harmless the released parties from any loss or liability whatsoever including reasonable attorney's fees, caused by any act or omission of Participant resulting from direct or indirect participation in the Program.

Participant agrees participation in the Program is sufficient consideration for the Release.

#### **GENERAL PROVISIONS**

It is understood and agreed that if any provision of this Release or its application is held invalid, the invalidity shall not affect other provisions or applications of this Release which can be given effect without the invalid provisions or applications and to this end the provisions of this Release are declared severable.

This Release shall be construed in accordance with and governed by the laws of the State of Indiana.

The language of all parts of the Release shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any party.

This Release is the entire, complete, and only agreement of the parties relating in any way to the subject matter hereof. No statements, promises or representations have been made by any party to any other, or relied upon, and no consideration has been offered or promised other than as may be expressly provided herein. This Release supersedes any earlier written or oral understandings or agreements between the parties.

**ACKNOWLEDGMENT**

I have read this three-page Study Abroad Participation Agreement and Release and understand its meaning and effect. I knowingly and voluntarily agree to its terms. By signing it, I am giving up legal rights and remedies which may be available to me and am assuming the Participant Responsibilities stated above.

DATE: \_\_\_\_\_ PARTICIPANT: \_\_\_\_\_

DATE: \_\_\_\_\_ Witness: \_\_\_\_\_

**If Participant is under 18:**

DATE: \_\_\_\_\_ Parents or Legal Guardian \_\_\_\_\_

DATE: \_\_\_\_\_ USI: \_\_\_\_\_

**PLEASE RETURN TO: Signed online through myUSI study abroad portal**



Center for International Programs

**UNIVERSITY OF SOUTHERN INDIANA STUDY ABROAD RELEASE AND ACCEPTANCE OF RESPONSIBILITY FORM**

The student has chosen to participate in the USI approved program

\_\_\_\_\_ during \_\_\_\_\_  
(Term & Year)

**RELEASE AND RESPONSIBILITY INFORMATION**

- \_\_\_ I give permission to the Center for International Programs to release information regarding my participation in a study abroad program including cost and other financial aspects to my parents or guardians.
- \_\_\_ I give permission to the Dean of Students office to release my disciplinary records to the Center for International Programs and study abroad agencies, as requested.
- \_\_\_ I attest that I have received a binder from the Center for International Programs including important pre-departure materials.
- \_\_\_ I attest that I have been advised to attend pre-departure orientation and understand that if I cannot attend, I will be responsible for obtaining the required information.
- \_\_\_ I am aware of the cost of study abroad program I have chosen and USI's additional fees, which may exceed USI tuition, and have identified resources available for participation.
- \_\_\_ I understand that it is my responsibility to communicate with the Office of Financial Aid to determine how my specific aid and scholarship will apply toward my program fee.
- \_\_\_ I am aware of the withdraw policy for my program and associated fees if I withdraw.
- \_\_\_ I understand my responsibilities as a USI Study abroad participant as outlined in the NAFSA Responsible Study Abroad: Good Practices for Health & Safety.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN TO: Signed online through myUSI study abroad portal**