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Center for International Programs  
www.usi.edu/international  
UCE 1235  
465-1248
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. Attend the orientation program for program directors sponsored by the Center for International Programs (CIP), Travel Services (TS), and Risk Management (RM).
2. When possible, conduct site evaluations for proposed new programs as well as periodic reviews of existing programs with regards to health and safety.
3. 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 US Center for Disease Control.
4. Monitor the social and political situations of the host countries, at a minimum, through the US Department of State’s Travel Advisories and Warnings. USI restricts international student travel to countries with a Department of State Travel Warning. In case of a travel warning, consult with the Study Abroad Risk Management team to determine the necessary action.
5. Participate in an annual orientation covering safety and liability and other pertinent topics, sponsored by the Center for International Programs, Travel Services, and Risk Management.
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.
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 US 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. Require participants to show evidence of appropriate health insurance coverage for the duration of the program. Either provide appropriate health and travel accident insurance to participants, or provide information about how to obtain appropriate coverage.

10. Ensure that all participants have supplemental travel insurance which includes repatriation and medical evacuation. Groups traveling in the name of USI are covered by ACE USA International Advantage® Package through the Office of Risk Management. Additional trip cancellation insurance is strongly recommended for all student groups.

11. Ensure that all participants read and sign a Participant Agreement and Release Form, an Authorization of Medical and Surgical Consultation/Treatment Form, and complete the online forms Participant Data Form and Health Information Form before participation in the program. Forms available through International Programs (individual participants can obtain forms at https://www.usi.edu/international/study/ssl/login.asp).

12. 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. In particular, 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 US standards of due process apply in legal proceedings outside of the US 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.

13. Develop contingency plans to follow in case of an emergency while leading a group outside the US. Provide information to participants on whom to contact in case of an emergency both at home and abroad. Follow appropriate USI Emergency Action Protocol when an emergency occurs in the US or abroad.

14. 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. Maintains the Web site for program participants 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 Associate Provost for Student Affairs) in case of an emergency abroad.
Please check □ Program for USI Credit: □ Non-Credit Program:

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<th>PROGRAM INFORMATION</th>
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<td>Projected Program Dates:</td>
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<td>Program Location(s):</td>
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SUBMIT TO ACADEMIC AFFAIRS NO LATER THAN 6 MONTHS PRIOR TO PROGRAM DEPARTURE DATE:

- Approval Form
- Program Proposal (see enclosed outline)
- Course Description(s)
- USI Travel Authorization with appropriate Department & College Signatures

Prepared By ___________________________ Date

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<th>APPROVALS</th>
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<td>Department Chair</td>
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Dean

- Approved □ Approval Pending □ Not Approved

Date

Comment: ___________________________

Provost

- Approved □ Approval Pending □ Not Approved

Date

Comment: ___________________________
USI International Study/Travel Program Proposal

**Basic Description of the Program and Rationale.** 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?

**Eligibility.** Academic requirements (GPA, prerequisites, class standing, language level); Open to USI students only? Students outside USI?

**Pre-departure Orientation, On-site orientation:** Describe.

**Academic Program Abroad.** Briefly describe the overall instructional program. How many credits will each participant be required to take? Which major, distribution or other 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

**Supplementary Activities.** Describe excursions or group activities that complement the academic program.

**Room and Board.** Describe student housing accommodations and meal arrangements.

**Student Budget.** 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?

**Program Budget**
Contact International Programs (465-1248) or Travel Services (464-1990) if you would like assistance in preparing a realistic budget projection. 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
- 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)
o Supplemental insurance
o Exchange rate differential

Program Administration
If this program will not be administered through 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.
Checklist for Program Directors

1 Year Prior to Trip
- Begin preliminary research on trip costs, itinerary and course description
- Review USI Policy Regarding Program Administration

6 Months (minimum) Prior to Trip
Complete and submit the following documents to your department chair:
- Travel Authorization
- USI International Study/Travel Program Approval Form
- Course Description(s)
- Sample contract with the sponsoring agency and/or travel vendors, if applicable. Once the program is approved, submit final contract to International Programs and Services for review and approval.

Once the paperwork is processed, the offices of Travel Services (TS) and International Programs (CIP) will contact the program director with confirmation and information emails.

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 http://www.usi.edu/riskmanagement/insurance-and-claims-management.

2 Months Prior to Trip
- Submit final trip itinerary to CIP. It will be scanned and filed on the “O” drive.
- Submit list of all participants on trip (including staff) to CIP - full names as they appear on passport, Banner ID number or social security numbers and date of birth of each participant
- Complete participant checklist on the Study Abroad Web site
- Hold a pre-departure orientation for program participants (Additional resources can be found at http://www.usi.edu/international/usefullinks.aspx.

1 Month Prior to Trip
- Submit detailed Emergency Action Plan to CIP
- Submit on-site emergency information to CIP
- Submit Authorization of Medical and Surgical Consultation/Treatment form to IPS
- Verify participants have submitted required documents and completed his/her participant checklist on the Study Abroad Web site
- Submit any additions/deletions/correction to the participant list to CIP
- Hold a pre-departure orientation for program participants. The CIP will provide an orientation packet including country information, health and safety information, required documents, etc.

2 Weeks Prior to Trip
- Obtain copies of important documents from CIP
• Pick up Executive Assistance card and passport stickers through ACE USA from CIP
• Review [USI Emergency Action Protocol](#)

1 Week Prior to Trip
• If applicable, pick up airline tickets and other travel information from TS
• Register group with US embassy in host country at [https://travelregistration.state.gov/ibrs/](https://travelregistration.state.gov/ibrs/)
Statement of Purpose
Because the health and safety of study abroad participants are primary concerns, these statements of good practice have been developed to provide guidance to institutions, participants (including faculty and staff), and parents/guardians/families. These statements are intended to be aspirational in nature. They address issues that merit attention and thoughtful consideration by everyone involved with study abroad. They are intentionally general; they are not intended to account for all the many variations in study abroad programs and actual health, safety and security cases that will inevitably occur. In dealing with any specific situation, those responsible must also rely upon their collective experience and judgment while considering their specific circumstances.

I. Responsibilities of Program Sponsors
The term "sponsors" refers to all the entities that together develop, offer, and administer study abroad programs. Sponsors include sending institutions, host institutions, program administrators, and placement organizations. To the extent reasonably possible, program sponsors should consider how these statements of good practice may apply. At the same time, it must be noted that the structure of study abroad programs varies widely. Study abroad is usually a cooperative venture that can involve multiple sponsors. Because the role of an organization in a study abroad program may vary considerably from case to case, it is not possible to specify a division of efforts that will be applicable to all cases. Each entity should apply these statements in ways consistent with its respective role.

In general, practices that relate to obtaining health, safety and security information apply to all parties consistent with their role and involvement in the study abroad program. Much of the basic information is readily available and can be conveyed to participants by distributing it and/or by referring them to, or utilizing materials from, recognized central sources. Statements of good practice that refer to the provision of information and the preparation of participants are intended for parties that advise, refer, nominate, admit, enroll, or place students. Statements of good practice that suggest operating procedures on site apply to entities that are directly involved in the operation of the overseas program.

It is understood that program sponsors that rely heavily on the collaboration of overseas institutions may exercise less direct control over specific program components. In such cases, sponsors are urged to work with their overseas partners to develop plans and procedures for implementing good practices.

The use of letters is provided for ease of reference only and does not imply priority. Program sponsors should:

A. Conduct periodic assessments of health and safety conditions for their programs, and develop and maintain emergency preparedness processes and a crisis response plan.
B. Provide health and safety information for prospective participants so that they and their parents/guardians/families can make informed decisions concerning preparation, participation and behavior while on the program.

C. Provide information concerning aspects of home campus services and conditions that cannot be replicated at overseas locations.

D. Provide orientation to participants prior to the program and as needed on site, which includes information on safety, health, legal, environmental, political, cultural, and religious conditions in the host country. In addition to dealing with health and safety issues, the orientation should address potential health and safety risks, and appropriate emergency response measures.

E. Consider health and safety issues in evaluating the appropriateness of an individual's participation in a study abroad program.

F. Determining criteria for an individual's removal from an overseas program taking into account participant behavior, health, and safety factors.

G. Require that participants be insured. Either provide health and travel accident (emergency evacuation, repatriation) insurance to participants, or provide information about how to obtain such coverage.

H. Conduct inquiries regarding the potential health, safety and security risks of the local environment of the program, including program-sponsored accommodation, events, excursions and other activities, prior to the program. Monitor possible changes in country conditions. Provide information about changes and advise participants and their parents/guardians/families as needed.

I. Hire vendors and contractors (e.g. travel and tour agents) that have provided reputable services in the country in which the program takes place. Advise such vendors and contractors of the program sponsor's expectations with respect to their role in the health and safety of participants.

J. Conduct appropriate inquiry regarding available medical and professional services. Provide information about these services for participants and their parents/guardians/families, and help participants obtain the services they may need.

K. Develop and provide health and safety training for program directors and staff, including guidelines with respect to intervention and referral that take into account the nature and location of the study abroad program.

L. Develop codes of conduct for their programs; communicate codes of conduct and the consequences of noncompliance to participants. Take appropriate action when aware that participants are in violation.
M. In cases of serious health problems, injury, or other significant health and safety circumstances, maintain good communication among all program sponsors and others who need to know.

N. In the participant screening process, consider factors such as disciplinary history that may impact on the safety of the individual or the group.

O. Provide information for participants and their parents/guardians/families regarding when and where the sponsor’s responsibility ends and the range of aspects of participants’ overseas experiences that are beyond the sponsor’s control.

In particular, program sponsors generally:
- Cannot guarantee or assure the safety and/or security of participants or eliminate all risks from the study abroad environments.
- Cannot monitor or control all of the daily personal decisions, choices, and activities of participants.
- Cannot prevent participants from engaging in illegal, dangerous or unwise activities.
- Cannot assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
- Cannot assume responsibility for actions or for events that are not part of the program, nor for those 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.
- Cannot assure that home-country cultural values and norms will apply in the host country.

II. Responsibilities of Participants
In study abroad, as in other settings, participants can have a major impact on their own health and safety through the decisions they make before and during their program and by their day-to-day choices and behaviors.

Participants should:
  A. Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.
  B. Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies).
C. Conduct their own research on the country(ies) they plan to visit with particular emphasis on health and safety concerns, as well as the social, cultural, and political situations.

D. Consider their physical and mental health, and other personal circumstances when applying for or accepting a place in a program, and make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.

E. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.

F. Inform parents/guardians/families and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed of their whereabouts and activities.

G. Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program.

H. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.

I. Accept responsibility for their own decisions and actions.

J. Obey host-country laws.

K. Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.

L. Avoid illegal drugs and excessive or irresponsible consumption of alcohol.

M. Follow the program policies for keeping program staff informed of their whereabouts and well-being.

N. Become familiar with the procedures for obtaining emergency health and legal system services in the host county.

III. Recommendations to Parents/Guardians/Families
In study abroad, as in other settings, parents, guardians, and families can play an important role in the health and safety of participants by helping them make decisions and by influencing their behavior overseas.
Parents/guardians/families should:

A. Be informed about and involved in the decision of the participant to enroll in a particular program.

B. Obtain and carefully evaluate participant program materials, as well as related health, safety and security information.

C. Discuss with the participant any of his/her travel plans and activities that may be independent of the study abroad program.

D. Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.

E. Be responsive to requests from the program sponsor for information regarding the participant.

F. Keep in touch with the participant.

G. Be aware that the participant rather than the program may most appropriately provide some information.

Responsible Study Abroad: Good Practice for Health and Safety Guidelines, Revised November 8, 2002
Insurance for International Travel

USI employees, including “volunteer workers” are covered by the International Advantage Commercial Insurance Policy with ACE American Insurance Company by the Employers Responsibility Coverages with Executive Assistance. It includes coverage under the commercial general liability coverage form with:

- $1 million limits/$2 million annual aggregate limits of liability, voluntary compensation coverage providing Indiana limits for workers compensation coverage
- $1 million bodily injury to employees for accident or endemic illness
- $1 million policy limit for medical evacuation/repatriation.

Employees also have AD&D (Accidental Death & Dismemberment) with Medical Coverage with:

- $100,000 principal sum for AD&D
- $10,000 for coverage B—accident & sickness medical expense

This is 24 hour business travel protection. Their Executive Assistance includes medical assistance with $1 million policy limit, personal assistance, travel assistance, and security assistance.

USI students, chaperons, and other participants on a USI tour, trip, or study program are covered by the AD&D and Medical coverage for Educational Services, including travel during any bona fide trip plus up to 14 days of sojourn:

- $25,000 principal sum for AD&D (coverage A)
- $25,000 principal sum for coverage B (accident & sickness medical expense)

The Executive Assistance Services has a limit of $500,000 up to an annual aggregate of $1 million for medical assistance services. Executive Assistance Services also includes personal assistance, travel assistance, and security assistance. Medical Assistance services include emergency medical evacuation, repatriation and repatriation of mortal remains. (This coverage has been greatly enhanced since 2008).

Insurance cards can be printed from the USI Risk Management web site http://www.usi.edu/riskmanagement/insurance-and-claims-management/international-travel-insurance

The University will also provide a sticker with emergency contact phone numbers which can be placed on page 5 of the traveler’s passport. Program directors should contact International Programs or Risk Management prior to departure.

For more information click on http://www.europassistance-usa.com/customers/ace/ and then click on the more link after “ACE International Advantage Package Policies. The website to access the e-services is www.aceExecutiveAssistance.com (the USI ID is acepremier and our password of 7kilt6).
Emergency Action Protocol
USI Study Abroad and Faculty-Led Travel Programs

USI Study Abroad Risk Management Task Force
Provost
Associate Provost for Student Affairs
Assistant Vice President for Marketing and Communication
Assistant Provost, Center for International Programs
Assistant Director, Center for International Programs
Dean of Students
Travel Manager, Travel Services
Director, Risk Management and Safety
Director, Public Safety

Responsibilities of the Risk Management Task Force

- Address immediate action necessary to maintain security and health of program participants, faculty and staff.
- Address issues of health, safety, academic concerns, financial aid, public relations and legal liability.
- 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 world wide
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 Associate Provost for Student Affairs will convene the Risk Management Task Force to decide the best course of action and make a decision about evacuation.

After the students have been evacuated to safety, the University will make academic and financial arrangements appropriate to the particular 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 Assistant Vice President for Marketing and Communications, via the director of News and Information Services, 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, since difficulties may arise when more than one source releases information to the media.

The Associate Provost 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 Associate Provost 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 US citizen.
abroad. In most cases, the next of kin are contacted directly by the representatives of the US State Department or local authorities.
Recommended Course of Action in Case of an Emergency

Immediate Responsibilities of On-Site Program Director
1. Attend to the immediate needs of participant or faculty member involved.
2. Remove individual(s) from danger.
3. Contact, as appropriate, local medical emergency officials, law enforcement officers, the US Embassy or Consulate, on-site health and/or counseling provider to begin local action necessary to handle and resolve the situation.
4. Contact the USI Department of Security (812-465-1845) Security will notify the provost, Associate Provost for Student Affairs, Assistant Vice President for Marketing and Communications, Assistant Provost for International Programs, Dean of Students, and other USI units, as appropriate.

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. Collect the following information from the on-site personnel:
   - Name, identity, and location of caller;
   - Nature and brief description of emergency;
   - Location of emergency and its proximity to program participants, if not directly affected;
   - Identity of program participants involved, if applicable;
   - Contact information (phone & fax number, e-mail address) where caller can be reached; and
   - Any information previously released to the media.
3. Verify calls have been placed to emergency response services, and will be placed to US Embassy or Consulate if situation warrants;
4. Instruct caller to call again after emergency response team or law enforcement have arrived, if applicable;
5. Contact Provost, Associate Provost for Student Affairs, Assistant Vice President for Marketing and Communications, Dean of Students and Assistant Provost for International Programs.

Immediate Responsibilities of USI Center for International Programs
1. Notify Provost, the Associate Provost for Student Affairs, Assistant Vice President for Marketing and Communications, and the Dean of Students of any statements already made to media. Refer press inquiries to Assistant Vice President for Marketing and Communications.
2. Once important facts have been collected, the Office of International Programs and Services will notify members of the Risk Management Task Force. Whenever possible, faculty with specialization in the affected region may also be included.
3. Communicate with on-site director or coordinator, on-campus constituencies, parents, and US Health Insurance Provider, etc. throughout emergency.
4. Contact and consult with other key USI administrators, such as the appropriate dean(s).
5. Contact the USI Office of Risk Management and Safety for notification to the insurance broker and/or carrier within 48 hours of the incident.
6. In event of emergency other than illness or isolated accident, call the US Department of State Citizen's Emergency Center at 202/647-5225 for suggestions or assistance. Call US offices of other institutions with students in the program location to compare information and to develop a common plan of action.

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.
2. Prepare detailed factual report, including preliminary recommendations without judgments, analysis, or conclusions.
4. Convene follow-up meeting of Task Force to discuss distribution and dissemination of report and the need, if any, for further in-house or external review or investigation.
5. Communicate any pertinent information to other USI programs, as appropriate.
6. Assess effectiveness of these procedures and revise as appropriate.

Follow-up Procedures for Program Director
1. Reassess and adjust planned activities for the program as necessary. Attempt to avoid subjecting students and staff to additional stress. Plan for ways to proceed. The program should be terminated only as a last resort.
2. Stay in close communication with the Center for International Programs for instructions and/or input from Risk Management Task Force, and inform on-campus program staff of whereabouts and activities of the group.
3. Assess physical and emotional needs of students and staff.
4. Inform program sponsor if additional staff are needed on-site to carry out necessary arrangements, or to provide counseling to students.
5. Ensure all affected local and US authorities are consulted and kept informed.
6. In the event of fatality, wait for legal authority (usually local) before moving the body. Make sure photographs are taken before body is removed. Photographs and preservation of evidence may be important in other situations involving criminal activity also.
7. Document ALL activities.
8. Collect written statements from students, faculty and staff as soon as possible following incident.
Additional Actions for Risk Reduction

The program director should:
- Conduct detailed pre-departure orientation program for all participants;
- Designate another faculty member who is traveling with the group (or a mature, responsible student participant) as the assistant to the program director;
- Register with the US Embassy in the host country and provide a copy of (1) the On-Site Emergency Contact Information Form, (2) complete travel itinerary, and (3) a complete list of all participants and staff;
- Create an emergency card for each participant and staff member in the host country language that indicates specific contact information and phone numbers in case of an emergency (program director, US Embassy, USI, Executive Assistance);
- Complete detailed on-site orientation regarding all aspects of program that includes cultural and appropriate and inappropriate cultural and social behavior and emergency procedures;
- Complete information on assembly points, who should go where and when in case of an emergency;
- Keep list of contacts where each participant is housed and for each excursion, including independent travel;
- Develop and maintain list of other agencies, missionaries, government offices, private citizens who could be a resource during an emergency (including names, addresses, and telephone numbers);
- Update program Emergency Action Plan while on site.
# USI Study/Travel Abroad Program

## Emergency Telephone Numbers

<table>
<thead>
<tr>
<th>Emergency Contacts in Host Country</th>
<th>Phone number including country code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program director</td>
<td></td>
</tr>
<tr>
<td>Host site contact</td>
<td></td>
</tr>
<tr>
<td>American Embassy</td>
<td></td>
</tr>
<tr>
<td>Register group with US embassy in host country at <a href="https://travelregistration.state.gov/ibrs/">https://travelregistration.state.gov/ibrs/</a></td>
<td></td>
</tr>
<tr>
<td>Emergency Health Care</td>
<td></td>
</tr>
<tr>
<td>24 hours/day</td>
<td></td>
</tr>
<tr>
<td>Local Hospital</td>
<td></td>
</tr>
<tr>
<td>Other local contacts:</td>
<td></td>
</tr>
</tbody>
</table>

## Emergency Contacts in United States

<table>
<thead>
<tr>
<th>Emergency Contacts in United States</th>
<th>Phone number including country code:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>USI Safety and Security</strong></td>
<td>812-464-1845</td>
</tr>
<tr>
<td>Emergency 24 hours/7 days per week</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>USI International Programs and Services</strong></td>
<td></td>
</tr>
<tr>
<td>Heidi Gregori-Gahan</td>
<td>812-465-1248 (office)</td>
</tr>
<tr>
<td>Director (<a href="mailto:gahan@usi.edu">gahan@usi.edu</a>)</td>
<td>812-476-6241 (home)</td>
</tr>
<tr>
<td></td>
<td>812-589-0899 (cell)</td>
</tr>
<tr>
<td>Linda Lefler</td>
<td>812-465-1248 (office)</td>
</tr>
<tr>
<td>Sr. Administrative Assistant (<a href="mailto:llefler@usi.edu">llefler@usi.edu</a>)</td>
<td></td>
</tr>
</tbody>
</table>

**ACE Executive Assistance**

- Collect from overseas
- From U.S. or Canada
- (01) 202-659-7777
- 800-766-8206

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1 Executive Assistance provides additional coverage to USI faculty/staff (and some coverage for students). Cards and stickers for passport can be obtained from the IPS Office or Risk Management prior to departure.
When you travel abroad, the odds are you will have a safe and incident-free trip. Travelers can, however, become victims of crime and violence, or experience unexpected difficulties. No one is better able to tell you this than the U.S. consular officers who work in more than 250 U.S. embassies and consulates around the globe. Every day of the year, U.S. embassies and consulates receive calls from American citizens in distress.

Happily, most problems can be solved over the phone or with a visit to the Consular Section of the nearest U.S. embassy or consulate. There are other occasions, however, when U.S. consular officers are called upon to help U.S. citizens who are in foreign hospitals or prisons, or to assist the families of U.S. citizens who have passed away overseas.

We have prepared the following travel tips to help you avoid serious difficulties during your time abroad. We wish you a safe and wonderful journey!

Before You Go

What to Take

Safety begins when you pack. To help avoid becoming a target, do not dress in a way that could mark you as an affluent tourist. Expensive-looking jewelry, for instance, can draw the wrong attention.

Always try to travel light. You can move more quickly and will be more likely to have a free hand. You will also be less tired and less likely to set your luggage down, leaving it unattended.

Carry the minimum number of valuables, and plan places to conceal them. Your passport, cash and credit cards are most secure when locked in a hotel safe. When you have to carry them on your person, you may wish to put them each in a different place rather than all in one wallet or pouch. Avoid handbags, fanny packs and outside pockets that are easy targets for thieves. Inside pockets and a sturdy shoulder bag with the strap worn across your chest are somewhat safer. One of the safest places to carry valuables is in a pouch or money belt worn under your clothing.

If you wear glasses, pack an extra pair. Pack them and any medicines you need in your carry-on luggage. To avoid problems when passing through customs, keep medicines in their original, labeled containers. Bring copies of your prescriptions and the generic names for the drugs. If a medication is unusual or contains narcotics, carry a letter from your doctor attesting to your need to take the drug. If you have any doubt about the legality of carrying a certain drug into a country, consult the embassy or consulate of that country before you travel.

Bring travelers’ checks and one or two major credit cards instead of cash.

Pack an extra set of passport photos along with a photocopy of your passport’s information page to make replacement of your passport easier in the event it is lost or stolen.
Put your name, address and telephone numbers inside and outside of each piece of luggage. Use covered luggage tags to avoid casual observation of your identity or nationality. If possible, lock your luggage.

**What to Leave Behind**
Don't bring anything you would hate to lose. Leave at home:
- Valuable or expensive-looking jewelry
- Irreplaceable family objects
- All unnecessary credit cards
- Your Social Security card, library card, and similar items you may routinely carry in your wallet.

Leave a copy of your itinerary with family or friends at home in case they need to contact you in an emergency.

Make two photocopies of your passport identification page, airline tickets, driver's license and the credit cards that you plan to bring with you. Leave one photocopy of this data with family or friends at home; pack the other in a place separate from where you carry the originals.

Leave a copy of the serial numbers of your travelers' checks with a friend or relative at home. Carry your copy with you in a separate place and, as you cash the checks, cross them off the list.

**What to Learn About Before You Go**

*Local Laws and Customs*
When you leave the United States, you are subject to the laws of the country you are visiting. Therefore, before you go, learn as much as you can about the local laws and customs of the places you plan to visit. Good resources are your library, your travel agent, and the embassies, consulates or tourist bureaus of the countries you will visit. In addition, keep track of what is being reported in the media about recent developments in those countries.

**Things to Arrange Before You Go**

*Your Itinerary*
As much as possible, plan to stay in larger hotels that have more elaborate security. Safety experts recommend booking a room from the second to seventh floors above ground level – high enough to deter easy entry from outside, but low enough for fire equipment to reach.

When there is a choice of airport or airline, ask your travel agent about comparative safety records.

*Legal Documents*
Have your affairs in order at home. If you leave a current will, insurance documents, and power of attorney with your family or a friend, you can feel secure about traveling and will be prepared for any emergency that may arise while you are away. If you have minor children, consider making guardianship arrangements for them.

*Register your travel*
It is a good idea to sign up for the Smart Traveler Enrollment Program --think of it as checking in-- so that you may be contacted if need be, whether because of a family emergency in the U.S., or because of a crisis in the area in which you are traveling. It is a free service provided by the State Department, and is
easily accomplished online at https://travelregistration.state.gov. (In accordance with the Privacy Act, the Department of State may not release information on your welfare or whereabouts to inquirers without your express written authorization.)

**Credit**
Make a note of the credit limit on each credit card that you bring, and avoid charging over that limit while traveling. Americans have been arrested for innocently exceeding their credit limit. Ask your credit card company how to report the loss of your card from abroad. 1-800 numbers do not work from abroad, but your company should have a number that you can call while you are overseas.

**Insurance**
Find out if your personal property insurance covers you for loss or theft abroad. Also, check on whether your health insurance covers you abroad. Medicare and Medicaid do not provide payment for medical care outside the United States. Even if your health insurance will reimburse you for medical care that you pay for abroad, health insurance usually does not pay for medical evacuation from a remote area or from a country where medical facilities are inadequate. Consider purchasing a policy designed for travelers, and covering short-term health and emergency assistance, as well as medical evacuation in the event of an accident or serious illness.

**Precautions to Take While Traveling**

**Safety on the Street**
Use the same common sense traveling overseas that you would at home. Be especially cautious in (or avoid) areas where you may be more easily victimized. These include crowded subways, train stations, elevators, tourist sites, market places, festivals and crime-ridden neighborhoods.

- Don’t use short cuts, narrow alleys or poorly lit streets.
- Try not to travel alone at night.
- Avoid public demonstrations and other civil disturbances.
- Keep a low profile and avoid loud conversations or arguments.
- Do not discuss travel plans or other personal matters with strangers.
- Avoid scam artists by being wary of strangers who approach you and offer to be your guide or sell you something at bargain prices.
- Beware of pickpockets. They often have an accomplice who will:
  - jostle you,
  - ask you for directions or the time,
  - point to something spilled on your clothing,
  - or distract you by creating a disturbance.
- Beware of groups of vagrant children who could create a distraction to pick your pocket.
- Wear the shoulder strap of your bag across your chest and walk with the bag away from the curb to avoid drive-by purse-snatchers.
- Try to seem purposeful when you move about. Even if you are lost, act as if you know where you are going. Try to ask for directions only from individuals in authority.
- Know how to use a pay telephone and have the proper change or token on hand.
- Learn a few phrases in the local language or have them handy in written form so that you can signal your need for police or medical help.
• Make a note of emergency telephone numbers you may need: police, fire, your hotel, and the nearest U.S. embassy or consulate.
• If you are confronted, don't fight back -- give up your valuables.

Safety in Your Hotel
• Keep your hotel door locked at all times. Meet visitors in the lobby.
• Do not leave money and other valuables in your hotel room while you are out. Use the hotel safe.
• If you are out late at night, let someone know when you expect to return.
• If you are alone, do not get on an elevator if there is a suspicious-looking person inside.
• Read the fire safety instructions in your hotel room. Know how to report a fire, and be sure you know where the nearest fire exits and alternate exits are located. (Count the doors between your room and the nearest exit; this could be a lifesaver if you have to crawl through a smoke-filled corridor.)

Safety on Public Transportation
If a country has a pattern of tourists being targeted by criminals on public transport, that information is mentioned in each country’s Country Specific Information in the section about crime.

Taxis
Only take taxis clearly identified with official markings. Beware of unmarked cabs.

Trains
Well-organized, systematic robbery of passengers on trains along popular tourist routes is a problem. It is more common at night and especially on overnight trains.
If you see your way being blocked by a stranger and another person is very close to you from behind, move away. This can happen in the corridor of the train or on the platform or station.
Do not accept food or drink from strangers. Criminals have been known to drug food or drink offered to passengers. Criminals may also spray sleeping gas in train compartments. Where possible, lock your compartment. If it cannot be locked securely, take turns sleeping in shifts with your traveling companions. If that is not possible, stay awake. If you must sleep unprotected, tie down your luggage and secure your valuables to the extent possible.
Do not be afraid to alert authorities if you feel threatened in any way. Extra police are often assigned to ride trains on routes where crime is a serious problem.

Buses
The same type of criminal activity found on trains can be found on public buses on popular tourist routes. For example, tourists have been drugged and robbed while sleeping on buses or in bus stations. In some countries, whole busloads of passengers have been held up and robbed by gangs of bandits.

Safety When You Drive
When you rent a car, choose a type that is commonly available locally. Where possible, ask that markings that identify it as a rental car be removed. Make certain it is in good repair. If available, choose a car with universal door locks and power windows, features that give the driver better control of
access. An air conditioner, when available, is also a safety feature, allowing you to drive with windows closed. Thieves can and do snatch purses through open windows of moving cars.

- Keep car doors locked at all times. Wear seat belts.
- As much as possible, avoid driving at night.
- Don't leave valuables in the car. If you must carry things with you, keep them out of sight locked in the trunk, and then take them with you when you leave the car.
- Don't park your car on the street overnight. If the hotel or municipality does not have a parking garage or other secure area, select a well-lit area.
- Never pick up hitchhikers.
- Don't get out of the car if there are suspicious looking individuals nearby. Drive away.

**Patterns of Crime Against Motorists**

In many places frequented by tourists, including areas of southern Europe, victimization of motorists has been refined to an art. Where it is a problem, U.S. embassies are aware of it and consular officers try to work with local authorities to warn the public about the dangers. In some locations, these efforts at public awareness have paid off, reducing the frequency of incidents. You may also wish to ask your rental car agency for advice on avoiding robbery while visiting tourist destinations.

Carjackers and thieves operate at gas stations, parking lots, in city traffic and along the highway. Be suspicious of anyone who hails you or tries to get your attention when you are in or near your car. Criminals use ingenious ploys. They may pose as good Samaritans, offering help for tires that they claim are flat or that they have made flat. Or they may flag down a motorist, ask for assistance, and then steal the rescuer's luggage or car. Usually they work in groups, one person carrying on the pretense while the others rob you.

Other criminals get your attention with abuse, either trying to drive you off the road, or causing an "accident" by rear-ending you.

In some urban areas, thieves don't waste time on ploys, they simply smash car windows at traffic lights, grab your valuables or your car and get away. In cities around the world, "defensive driving" has come to mean more than avoiding auto accidents; it means keeping an eye out for potentially criminal pedestrians, cyclists and scooter riders.

**How to Handle Money Safely**

- To avoid carrying large amounts of cash, change your travelers' checks only as you need currency. Countersign travelers' checks only in front of the person who will cash them.
- Do not flash large amounts of money when paying a bill. Make sure your credit card is returned to you after each transaction.
- Deal only with authorized agents when you exchange money, buy airline tickets or purchase souvenirs. Do not change money on the black market.

If your 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 what happened.

After reporting missing items to the police, report the loss or theft of:

- Travelers' checks to the nearest agent of the issuing company
- Credit cards to the issuing company
• Airline tickets to the airline or travel agent
• Passport to the nearest U.S. embassy or consulate

How to Avoid Legal Difficulties
When you are in a foreign country, you are subject to its laws and are under its jurisdiction. You can be arrested overseas for actions that may be either legal or considered minor infractions in the United States. Familiarize yourself with legal expectations in the countries you will visit. The Country Specific Information pages include information on unusual patterns of arrests in particular countries, as appropriate.

Drug Violations
More than one-third of U.S. citizens incarcerated abroad are held on drug charges. Some countries do not distinguish between possession and trafficking, and many have mandatory sentences – even for possession of a small amount of marijuana or cocaine. A number of Americans have been arrested for possessing prescription drugs, particularly tranquilizers and amphetamines, that they purchased legally elsewhere. Other U.S. citizens have been arrested for purchasing prescription drugs abroad in quantities that local authorities suspected were for commercial use. If in doubt about foreign drug laws, ask local authorities or the nearest U.S. embassy or consulate.

Possession of Firearms
The places where U.S. citizens most often experience difficulties for illegal possession of firearms are nearby – Mexico, Canada and the Caribbean. Sentences for possession of firearms in Mexico can be up to 30 years. In general, firearms, even those legally registered in the U.S., cannot be brought into a country unless a permit is obtained in advance from the embassy or a consulate of that country and the firearm is registered with foreign authorities on arrival. (NOTE: There are also strict rules about bringing firearms or ammunition into the U.S.; check with U.S. Customs before your trip.

Photography
In many countries you can be detained for photographing security-related institutions, such as police and military installations, government buildings, border areas and transportation facilities. If you are in doubt, ask permission before taking photographs.

Purchasing Antiques
Americans have been arrested for purchasing souvenirs that were, or looked like, antiques and that local customs authorities believed were national treasures. This is especially true in Turkey, Egypt and Mexico. Familiarize yourself with any local regulations of antiques. In countries with strict control of antiques, document your purchases as reproductions if that is the case, or if they are authentic, secure the necessary export permit (often from the national museum). It is a good idea to inquire about exporting these items before you purchase them.

Worldwide Caution
Documents Required of All USI Participants

- Access the participant checklist. The login is the Banner ID number (not social security number), and the password is "world." If the participant is not a USI student or faculty member, a login ID will be provided by International Programs and Services. Complete the following online forms listed on the checklist:
  1. Personal Data Form
  2. Health Information Form Self-Disclosure
  3. Participant Agreement and Release Form
  4. Release and Acceptance of Responsibility Form
  5. Authorization of Medical or Surgical Consultation/Treatment Form- signed and notarized (Linda Lefler in the CIP is a notary public.)
  6. 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 US Department of State website at http://travel.state.gov/travel/tips/health/health_4971.html.
  7. Two copies of passport photo page with passport number and expiration date (one copy to be filed with Travel Services, one copy for program director).
  8. 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)

personallyappeared ______________________ (insert name of student)

personally known to me (or proved to me on the basis of 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 [Spring 2011].

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 of the 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 any and 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 any and all claims related to and any 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: Heidi Gregori-Gahan

Assistant Provost
Center for International Programs
University of Southern Indiana
8600 University Blvd.
Evansville, IN 47712
UNIVERSITY OF SOUTHERN INDIANA STUDY ABROAD PROGRAM
RELEASE AND ACCEPTANCE OF RESPONSIBILITY FORM

The student has chosen to participate in the USI approved program
____________________________________ during ____________________.
(term and year)

RELEASE AND RESPONSIBILITY INFORMATION

☐ I give permission to 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 attest that I have received a binder from 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, 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.

Print Name:____________________________________

Sign Name:__________________________ Date:____________

PLEASE RETURN TO: Heidi Gregori-Gahan
Assistant Provost
Center for International Programs
University of Southern Indiana
8600 University Blvd.
Evansville, IN 47712