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Education Abroad Overview
KSU Education Abroad Program Director’s Agreement of Responsibilities

In addition to filling the role of teacher, the Faculty Director also serves as an administrator, leader, interpreter, decision-maker and diplomat. A Faculty Director’s day does not end when class is over, and is expected to make decisions that are in the best interest of the program and its participants. They must be able to uphold and implement KSU policies while at the same time taking advantage of the differences present in a foreign setting. Support systems established by the Education Abroad Office (EAO) have been implemented to assist faculty members with the tasks and responsibilities associated with implementing a successful education abroad program.

Shared Responsibilities:
It is extremely important that the Program Director and EAO share all information affecting the program so that both are fully informed. This is particularly important in dealing with partners overseas, service providers, and students. The main developer of the program is the Faculty Director; however, the Education Abroad Office will assist directors by providing guidance and support throughout the planning and implementation process. Shared responsibilities include: program promotion, setting the program itinerary and budget, processing program payments, and ensuring compliance with safety and emergency procedures.

Education Abroad Office Responsibilities:
EAO will assign an education abroad advisor to work closely with the Faculty Director and assist with all aspects of program design including academic, itineraries and logistics, recruitment, communication, orientation, budgeting, safety, and liability. EAO advisors work with many different offices across campus in order to: set safety and liability standards, develop marketing and informational materials, create and process applications and other required forms, collect application fees and deposits, register and bill participants, and monitor enrollment. EAO advisors also work closely with other offices to collect and disburse funds, maintain current budgetary information, and keep accurate participant records.

Faculty Director Responsibilities:
A Faculty Director’s responsibilities are year-long. They include: attending mandatory EAO training workshops, program planning, recruitment, conducting mandatory pre-departure orientations, balancing the program budget, managing program finances on-site, and on-site direction of the program. The Faculty Director will make program arrangements with partner institutions overseas, and with travel agents and airlines to plan travel itineraries. They also hold the position of administrator and financial manager on-site which includes such duties as: making/confirming logistical arrangements, making payments, managing funds, keeping financial records, and submitting a reconciliation for program costs within two weeks of return. The Faculty Director is expected to behave as a trusted representative of Kennesaw State University while abroad and employ dignity, decorum, tact and discretion in both public behavior and the private handling of student problems and concerns.

The Faculty Director is responsible for all of the following:

Academics and Program Design:
- Ensure academic integrity of program and obtain appropriate course approvals/equivalencies.
- Select and organize field experiences that appropriately complement course goals.
- Set itineraries (including travel logistics and daily living arrangements).
- Provide students with course syllabi prior to program fee payment deadline and post on Studio Abroad website.
- Teach courses (if applicable).
- Coordinate all academic aspects of the program, including hiring, supervision and compensation of on-site instructors or guest lecturers.
- Assign and/or collect grades at conclusion of program.

Recruitment:
- The Program Director will work with EAO to develop promotional materials.
- The Program Director is responsible for coordinating recruitment of students. He/she will have primary
responsibility for organizing classroom presentations and involving past participants in recruitment.

Communication:

☐ Provide to EAO prior to departure: a program itinerary, participant, director and program staff emergency contact information, copies of passports, and copies of all information given to students;

☐ Serve as liaison between EAO and on-site institutions, agencies, staff, etc.

☐ Maintain contact with students throughout the program, counseling as needed on issues of cultural adjustment, conduct, and other non-academic issues.

☐ Consult with EAO as needed concerning student problems and concerns throughout program.

☐ Inform EAO immediately of any emergency or medical situation involving students.

☐ Provide EAO with regular updates on activities throughout the program;

☐ Submit a written report to EAO within three weeks of the conclusion of the program highlighting its strengths, weaknesses, opportunities and threats.

☐ Communicate regularly with EAO year-round as needed with regard to planning and preparation for future programs.

Student Orientation/Management:

☐ Organize pre-departure orientations (at least two) and an in-country orientation immediately following arrival of students. The orientation should include all of the following issues: review of the student handbook, program administration, communications, lodging, public transportation, health/safety, passports/visas, program rules/behavioral expectations, group dynamics, academic expectations, cross-cultural adaptation, cultural differences, and other daily living concerns.

☐ Organize lodging, meals, transportation, guides and entrance fees for excursions to be conducted in locations of cultural/historical interest (as indicated in program budget).

☐ Verify service hour requirements for the Global Learning Scholarship.

Budgetary:

☐ Ensure a balanced budget on an annual basis. In order to avoid potential deficits, the budget should be calculated to provide an adequate contingency fund and to take into account potential currency fluctuations and/or price increases. A final budget including faculty/director salary agreements will be agreed to before advertising for the program begins.

☐ Work with vendors to obtain proper vendor registration forms and invoices. Organize payments so that most program costs are paid prior to departure in order to minimize cash payments on-site.

☐ Make payments according to budget for host families, excursions, and other legitimate program expenses on-site.

☐ Obtain receipts for all program expenditures and provide financial accounting reports (i.e. reconciliation) at the conclusion of the program within one month after program ending date.

☐ EAO is responsible for disbursing budgeted amounts to the director, making advance payments, submitting travel requests, and preparing advances for the director and staff.

Safety and Liability:

☐ The Faculty Director must comply with the Emergency Safety Protocols established by EAO.

☐ Must provide all students with business cards detailing contact numbers for emergency support and services while on-site.

☐ The Faculty Director is also responsible to make sure that all participants in the program read and sign-off on the following materials: FERPA, the student statement of responsibility, liability waiver and code of conduct (medical release forms are optional).

☐ Copies of the above forms must accompany the Program Director on the education abroad program.

☐ Generally, faculty are required to travel to and from the country of study with the students. Any exceptions must be approved in advance by the EAO Director.
Principles for Effective Education Abroad Programs

1. **Honest Recruitment**: Don’t make promises on which you can’t deliver (course offerings, scholarships, etc.). Provide accurate information in advance pertaining to course credits, program costs and itinerary. Share your enthusiasm, but be modest, don’t oversell. Keep students abreast of program changes.

2. **Set Realistic Expectations**: Students may bring certain stereotypes or expectations to the experience. For example, they may expect American standards/tourist experience. Let them know that this is an education abroad program and not a vacation. They will need to be open-minded and flexible.

3. **Prepare Students**: Time spent preparing students for the travel experience will make things go much smoother while abroad. Work on developing good rapport and group dynamics, get to know the interests/motivations of participants prior to departure. Have students read about and research the country they will visit well in advance. Discuss cross-cultural adjustment, intercultural communication and sensitivity. Review health, safety, rules of behavior and student responsibilities in person and in a detailed, clear and frank manner through pre-departure orientations. Repeat important information.

4. **Keep students informed**: Provide a detailed itinerary, and update students on any changes to the schedule. For short term programs, schedule at least one major activity for each morning and afternoon. Keep students engaged.

5. **Promote Engagement**: Create as many opportunities to interact with local hosts as possible. It is crucial to have strong relationships with reliable partners/hosts, especially in case of emergencies.

6. **Anticipate Emergencies**: Have a contingency plan in place, provide students with detailed instructions on how to handle an emergency, and emphasize their responsibilities. Provide and obtain complete emergency contact information prior to travel. Give emergency number(s) to students.

7. **Focus on Learning**: It’s okay to have fun, but the majority of the activities must have a clear connection to the learning goals. Be sure to include objectives related to intercultural learning and have students keep a journal. Make sure you have clear assignments and grading criteria laid out in the syllabus prior to departure. Emphasize the learning experience from the beginning when recruiting. You will attract better participants.

8. **Give Students Responsibility**: Put students in charge of certain aspects of the program. Have them research places/activities in advance to present on and be the group expert on for the program. Encourage students to look after each other.
Sample Outline for Education Abroad Orientation Sessions

Introductions/Slide Show/Videos/Overview
Welcome
Purpose

Travel Itinerary
Addresses/contacts for places that will be staying/visiting

Passports/Visas
Make copies/keep in safe place
Procedures for obtainingchanging/representing, etc.

Communication
Telephone
E-Mail
Emergency contacts

Cross-Cultural Adjustment Process
Culture shock
Language learning
Do’s and Don’ts

Health & Safety
Code of conduct
Statement of student responsibility
Advice on modes of transportation/dangerous areas
Emergency contact cards

Immunizations/Eating habits
Purchasing insurance
Special needs

Practical Information
Campus and community/maps
Handling money
Daily life (housing, meals, and classrooms) Homestays/roommates, etc.

Courses
Registration and payment
Syllabus/Schedule
Assignments
Norms/rules of the classroom environment

Questions
Contacts/means for follow-up/on-going support
Evaluations
Program Administration Checklist & Timeline

**After the Program Has Been Fully Approved**

<table>
<thead>
<tr>
<th>Website &amp; Applications</th>
<th>Faculty</th>
<th>EAO Advisor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ New Programs: Create an agency account for the program</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>☐ New Programs: Request Bursar’s office to create a detail code specific to the agency account</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>☐ Create / update / approve description for printed catalog</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>☐ Create/update a program brochure, including syllabi, in Studio Abroad for the program</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>☐ Assign Education abroad course numbers, equivalencies, and Computer numbers for registration</td>
<td></td>
<td>X</td>
<td>Registrar</td>
</tr>
<tr>
<td>☐ Review and sign Education abroad Program Director’s Agreement of Responsibilities</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>☐ Attend mandatory EAO faculty workshops</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Promotion:</th>
<th>Faculty</th>
<th>EAO Advisor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Faculty should plan to visit at least one class per week during the fall semester</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>☐ Faculty should consider reaching out to colleagues across campus and at other universities visiting classes or sending promotional material when possible</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>☐ Develop ‘interested students’ contact lists and send regular emails</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>☐ Send regular emails to target student populations (EAO can provide examples.)</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>☐ Register for and attend the KSU Education Abroad Fair</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>☐ Organize follow-up interest meetings for students who have expressed interest in program and/or who have already applied</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
### Applications:

<table>
<thead>
<tr>
<th></th>
<th>Faculty</th>
<th>EAO Advisor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students apply for faculty-led programs via Education abroad website using StudioAbroad.</td>
<td></td>
<td></td>
<td>Students</td>
</tr>
<tr>
<td>Students submit required forms including Student Statement of Responsibility, Student Consent Form to Release Information, FERPA Waiver, Waiver of Liability, Code of Conduct, through The StudioAbroad system</td>
<td></td>
<td></td>
<td>Students</td>
</tr>
<tr>
<td>Communicate to students wishing to receive Financial Aid the following:</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>1) Students should complete the FASFA</td>
<td></td>
<td></td>
<td>Students</td>
</tr>
<tr>
<td>2) All KSU students making SAP who apply for an approved KSU education abroad program will be automatically considered for a Global Learning Scholarship</td>
<td></td>
<td></td>
<td>Financial Aid</td>
</tr>
</tbody>
</table>

### Payments:

<table>
<thead>
<tr>
<th></th>
<th>Faculty</th>
<th>EAO Advisor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>No airline deposits or other payments are made until the application deadline has passed and it is determined that the program will meet the required budget. Most invoices cannot be paid until KSU has received student payments in full</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments will take several weeks to complete from invoice to check or wire transfer. Business Services requests a <strong>MINIMUM of 20 business days to process payments</strong></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty must complete Request for Authority to Travel (with zeros in amount chart: exact amounts will be encumbered with Cash Advances) and submit to Education abroad Advisor</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Contact travel agents, request quotes, and arrange flights, hotels and other logistics</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
If the company has not been paid by KSU previously, Vendor Registration Forms MUST be completed. It will take at least a week to process this form, so if your company is new to KSU, allow **additional time** beyond the required 20 days to process payment.

Submit KSU Vendor Form for all Vendors to EAO Advisor: [https://financialservices.kennesaw.edu/business/files/VendorRegistrationForm.pdf](https://financialservices.kennesaw.edu/business/files/VendorRegistrationForm.pdf)

Submit W8BEN Form for all International Vendors to EAO Advisor: [https://financialservices.kennesaw.edu/files/Forms6/international/international_form_fw8ben.pdf](https://financialservices.kennesaw.edu/files/Forms6/international/international_form_fw8ben.pdf)

Submit W-9 Form for all U.S. Vendors to EAO Advisor: [https://financialservices.kennesaw.edu/business/files/VendorRegistrationForm.pdf](https://financialservices.kennesaw.edu/business/files/VendorRegistrationForm.pdf)

The Program Director requests an invoice from the company they need to pay. This invoice MUST be sent on company letterhead and should include a detailed breakdown, **in English**, of the items or services being purchased, including: Expenses divided by student and faculty; Bank information including the name and address with SWIFT code; The beneficiary name with the account number (Grouped together). **Refer to Sample Invoices on page 42 for more information.**

Once the Program Director receives an original invoice, he or she should forward it to the Education abroad Advisor. The Program Director can send or deliver the invoice in either electronic or hard copy form.

The Education abroad Advisor and faculty will ensure that sufficient funds have been budgeted for, and are available to pay the invoice. The invoice will then be sent to an accountant to process payment. **Please note also that when paying invoices from accounts that are not EAO’s, we must have approval in the form of an email from the Business Manager in charge of that account.**

For wire transfers, Business Services will provide a receipt of transfer [Business Services]
### 2 Months Before Departure

#### Meetings:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>EAO Advisor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
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</tr>
</tbody>
</table>

- Hold at least two mandatory pre-departure meetings. The first meeting should be held as soon after application deadline as possible.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>EAO Advisor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- At pre-departure orientations, collect copies of passports and any visa fees or pictures (KSU ID# of students must be on all copies) – keep one copy and give one copy to Education abroad Advisor. Distribute flight itinerary and review departure information. See sample orientation outline on page 8.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>EAO Advisor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Registration & Billing:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>EAO Advisor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td>Registrar, Financial Aid</td>
</tr>
</tbody>
</table>

- Education abroad students are automatically registered for courses and the Global Learning Scholarship by EAO.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>EAO Advisor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td>Bursar</td>
</tr>
</tbody>
</table>

- Students are assessed final program fee through Owl Express.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>EAO Advisor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Confirm student course registration requests.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>EAO Advisor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>Bursar</td>
</tr>
</tbody>
</table>

- Final student payments are due by the payment deadline set by the Bursar’s Office. The Bursar will contact students who have not paid and will delete them for nonpayment. Faculty and Education Abroad Advisor both contact students prior to payment deadline to avoid deletion. Deadline dates are posted online.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>EAO Advisor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

- Confirm all students are registered and have paid in full.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>EAO Advisor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Forms & Payments:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>EAO Advisor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Finalize flight purchases</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>□ Faculty will inform the EAO Advisor if an overload is needed. Faculty will complete overload forms.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>□ Calculate salaries and inform participating faculty, Deans, Chairs, and V.P. for Academic Affairs to verify amounts.</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Academic Affairs Office</td>
<td></td>
</tr>
<tr>
<td>□ Purchase Education Abroad Insurance</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>□ Give EAO a list of emergency contact information for the program based on itinerary including names, phone numbers and emails.</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

### Classroom Preparation:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>EAO Advisor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Send class rosters to any overseas partners.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>□ Make home-stay/roommate assignments.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>□ Conduct language placement exams if needed.</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

## 1 Month Before Departure

### Cash Advances & Salaries:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>EAO Advisor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Obtain cash advances. All requests for cash advances must be submitted to the Education abroad Advisor AT LEAST 12 business days in advance of the day you want to have the cash money. There are two cash advance forms. It is available on the Education Abroad website and on page 49 of this document</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

| □ Every effort should be made to reduce the amount necessary for cash advances by paying invoices prior to departure. | X |      |
| □ Submit final faculty salaries to V.P. for Academic Affairs | X |      |
| □ Select —STAR— student (student assistant) and refer student to EAO Office for processing. [This can also be done earlier in the process.] | X |      |
| □ Register your group with the local Embassy for safety and liability purposes: [link](http://travel.state.gov/travel/tips/registration/registration_1186.html) | X |      |
### While On the Program

<table>
<thead>
<tr>
<th>Expenses:</th>
<th>Faculty</th>
<th>EAO Advisor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Use the Education Abroad Expense Log and Reconciliation form to keep a detailed account of all expenses. Faculty and student group expenses MUST be recorded separately. Faculty should ask for separate receipts for faculty and students when possible.</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Keep all receipts for reimbursement. Receipts must be translated into English. A currency conversion rate must be included in cash advance reconciliation (one rate can be used for all receipts).</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

### Within 2 Weeks After Returning

<table>
<thead>
<tr>
<th>Cash Advance Reconciliation &amp; Program Evaluations:</th>
<th>Faculty</th>
<th>EAO Advisor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ The Cash Advance Reconciliation should include the Education Abroad Expense Log, Reconciliation form, a signed Expense Statement, and all receipts</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ The Program Director submits the reconciliation packet to the Education abroad Advisor for processing. Faculty should snugly tape all receipts to 8½&quot; x 11&quot; sheets of paper for copying. Receipts should be taped in chronological order by date of expense on one side of the paper</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>☐ Conduct re-entry meetings and administer program evaluations to students</td>
<td>X</td>
<td></td>
<td>STARS Student</td>
</tr>
</tbody>
</table>

### By the Published EAO Deadline

<table>
<thead>
<tr>
<th>Program Approval Forms:</th>
<th>Faculty</th>
<th>EAO Advisor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Submit a Program Renewal Form to EAO if you plan to run the same program again next year or submit a Program Approval Form to EAO if you plan to lead a new program next year</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Risk Management and Incident Reporting
Health and Safety Introduction

The following materials have been developed in order to assist program directors help assure the health and safety of participants in education abroad. Please review them carefully, as several actions are required of you.

I. Please read the following documents, then sign and return the program director’s agreement form on page 4 to YOUR EDUCATION ABROAD ADVISOR. We must have your signed form in case of litigation to document that both you and the institution have made a good faith effort in the area of safety and security of education abroad participants. These documents each serve a specific purpose:

1. Emergency Protocol for Education Abroad (an abbreviated summary)
2. Risk and Crisis Management (more specific/detailed protocol for dealing with a crisis)
3. Education abroad Emergency Contact List (to be kept by program director and on file at EAO)
4. NAFSA: Association for International Educators Guidelines for Responsible Education abroad (general guidelines of responsibilities broken down by institution, program faculty, and students)

II. Make sure that all students in the program read and sign-off on the following materials using StudioAbroad:

1. Responsibilities of Education Abroad Participants
2. Education abroad Code of Conduct
3. KSU Waiver of Liability for Education abroad Participants
4. Student Statement of Responsibility
5. Student Handbook (review with students)

Please take these materials with you on the education abroad program, making sure that you have the emergency contact list with you at all times. In addition, please note that all programs are required to conduct at least two orientation sessions and to conduct program and course evaluations. Assistance in the development of orientations is available from EAO.
OVERVIEW OF EMERGENCY PROTOCOL FOR EDUCATION ABROAD

**PREVENTIVE:**
Be informed. Utilize the Partner Institution/State Department/Embassy/CDC and other responsible government and NGO contacts to constantly evaluate and monitor the local/international environment. Be sure to register your group with the local Embassy at:
http://travel.state.gov/travel/tips/registration/registration_4789.html

Visit local health care facilities and have local emergency contact information for the police and hospital.

Conduct a comprehensive pre-departure orientation that includes detailed discussion about risk management while on education abroad, emergency procedures should they become necessary, and the responsibilities students have to themselves, the group, the faculty and KSU.

Collect information from students regarding any dietary restrictions, allergies, medications, health concerns. Invite/involve parents/significant others with orientation so that they are aware of the dangers and appropriate protocol in case of emergency.

Distribute the required student forms and have students acknowledge having read and understood their responsibilities.

Communicate applicable codes of conduct and consequences for non-compliance. Have a process for the warning and/or dismissal of students in the event of disruptive/dangerous conduct.

Establish clear, strong, effective lines of communication/decision making with host/partner institutions, home campus, students, and families.

Have an Emergency Contact list that includes:
1. On-site local contacts/administrators
2. U.S. campus administrators (Include EAO, Campus Security, Student Life, Business Office, Legal Council, Media Relations, Upper administration)
3. Home/cell phone/office phone for EAO contacts
4. Student emergency contacts/medical information/passport #
5. Insurance Provider
6. 911 equivalent information

**RESPONSIVE:**
Document and keep a record of your actions.
Inform and consult appropriate contacts (local officials, host partners, home campus, and family if FERPA waiver is signed).
Collect information from multiple sources. Collect as much information as possible. Obtain permission for medical treatment when required. (Done during student orientation)
Have a reliable language interpreter if needed.
# EDUCATION ABROAD EMERGENCY CONTACT LIST

<table>
<thead>
<tr>
<th>Education Abroad Office</th>
<th>Dean of Student Success</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel: 770-423-6336</td>
<td>Dr. Michael Sanseviro</td>
</tr>
<tr>
<td>Fax: 770-499-3430</td>
<td>770-423-6310</td>
</tr>
<tr>
<td>Hours: Monday – Friday 8am-5pm EST</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Executive Director, DGA</th>
<th>Provost and Vice-President Academic Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lance Askildson</td>
<td>Ken Harmon</td>
</tr>
<tr>
<td>Tel: 574-302-2984</td>
<td>Tel: 770-423-6023</td>
</tr>
</tbody>
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<thead>
<tr>
<th>International Programs Manager</th>
<th>Legal Affairs</th>
</tr>
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<tr>
<td>Iyonka Strawn-Valcy</td>
<td>Flora Devine</td>
</tr>
<tr>
<td>Tel: 657-444-7976</td>
<td>Tel: 770-423-3562</td>
</tr>
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<tr>
<th>Public Safety</th>
<th>Counseling and Psychological Services</th>
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<tbody>
<tr>
<td>Non-Emergency: 770-423-6206</td>
<td>Dr. Bob Mattox</td>
</tr>
<tr>
<td>Emergency: 770-423-6666</td>
<td>770-423-6600</td>
</tr>
</tbody>
</table>
Risk Management

Education abroad may involve unique risks to participants and a higher level of responsibility for supervisors. This document describes how program directors and faculty can best protect their students from harm and themselves from litigation. The final section is devoted to procedures for handling crisis situations abroad. These procedures for handling crises are not optional, and are to be followed exactly by ALL program administrators or faculty in the situations described.

Safety and Tort Liability Issues

Tort law covers civil suits involving wrongful acts that result in injury, loss, or damage, with negligence being the most common type of tort litigation. In education abroad, the most common example of negligence is a failure to counsel students sufficiently about the risks and dangers (natural, social, political, cultural, and legal) inherent in living in a foreign environment.

A legal judgment of negligence must prove duty, breach of duty, proximate cause, and actual injury. Duty is defined as an obligation recognized by the law, and is determined when the risk in question is deemed to be foreseeable through the objective eyes of "a reasonably prudent person in a similar situation." Once a duty has been determined to exist, a standard of care is established. Disregard of this standard of care is a breach of duty and can result in a lawsuit (i.e. a program director who takes a group of students into a known war zone has breached their duty).

With a breach of duty established, a litigant must determine proximate cause. Proximate cause is proof that the breach of duty resulted in the injury, loss, or damage in question. Finally, successful litigation requires proof that an actual injury (physical or mental) occurred.

It is important to note that the standard of care in education abroad programs is higher than at the home campus because students are in unfamiliar environments without the support networks to which they are accustomed. In addition, students may be operating in non-English speaking populations. You must be conscious of this fact during pre-departure preparations and on-site management of your program.

The following are ways to minimize the risk of tort litigation

Program and Site Familiarity

You must be thoroughly familiar with the program; providers of services; and the cultural, political, and social conditions of the site. Investigate the security of all accommodations and the safety record of all transportation providers. Research the security of all destinations and the areas through which the group will travel using ground transportation. Monitor State Department travel advisories http://travel.state.gov/ and Consular Information Sheets http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html. A site visit/planning trip well before the program begins is absolutely necessary.

Supervision and Backup

Make sure that someone is always in charge. An assistant director or leader must be available in case the director is unable to function. Students should always be accompanied during group travel. Someone (site director, co-director, faculty member, host institution staff, student leader or KSU staff) should be available to handle emergency situations at all times.

Insurance

Students going abroad must carry insurance that will cover medical expenses, repatriation of remains, and medical evacuation. This must be made very clear to students upon application and during orientation. If students are attending KSU faculty-led programs, emergency travel insurance will be provided.
Orientation

One of the best ways to ensure the safety of students and minimize the occurrence of litigation over negligence is to provide a thorough orientation. The orientation should include:

1. Cautions about alcohol and drug abuse and a warning not to use, carry, buy, or sell illegal drugs.

2. A warning that students are subject to local laws and that little can be done by the program or the U.S. Embassy to help students who are caught breaking the law. In addition, students may also be subject to the code of conduct of Kennesaw State University and U.S. law.

3. Region-specific health information such as the nature, prevention, and treatment of region-specific diseases; required and recommended vaccinations; water and food risks; and description of persistent and epidemic diseases.

4. Travel health information available from the Centers for Disease Control at www.cdc.gov/travel/travel.html

5. Advice to prepare a customized medical kit including prescription medications in labeled bottles, generic prescriptions for refills, and an extra pair of eyeglasses (if needed).

6. Information about the physiological and psychological consequences of jet lag, culture shock, homesickness, loneliness, changes in diet, lack of exercise, etc.

7. General instructions for emergency medical situations — using a country’s emergency telephone system (like 911), calling an ambulance, a hospital or doctor, or an embassy or consular office;

8. Prudent advice on how to minimize the possibility of being the victim of crime.

9. Warning to avoid political activity.

10. How to locate routine and emergency professional medical help.

11. Facts on local crime and the political situation. You may wish to distribute the State Department’s Travel Advisories and Consular Information Sheets.

Ready access to Emergency Information

It is standard operating procedure to provide students with identification cards that they can carry with them at the program site. Identification cards must include daytime and evening telephone numbers and addresses for the program, and local emergency telephone numbers.

Keeping Basic Information on Students

Program directors should have on-site, photocopied information pages from the passports of every student and participating faculty member in case passports are lost or stolen or individual persons have to be identified. Recognizable photographs of program participants should also be on file. These may be printed from StudioAbroad or acquired from an EAO Advisor.
**Contractual Liability**

This form of liability stems from not providing the services or quality of services that are promised. In order to avoid contractual litigation, you should do the following:

1. Be honest about travel, prices, housing, food, etc.

2. Include disclaimers (e.g. prices may vary; services may change) in program literature. For example, "all costs are subject to change because of unanticipated increases in airfares or other program elements or fluctuations in monetary exchange rates."

3. Provide equivalent services when changes are made.

4. Obtain clear, written contracts with service providers that include services, costs, and a refund or alternate plan if first-choice services cannot be provided.
KSU Education Abroad Incident Response and Reporting Procedures

While our emphasis is on prevention, KSU’s emergency plans include procedures for responding and reporting incidents that occur while abroad. Below are our procedures for effectively responding to critical incidents and implementing appropriate methods of collecting, analyzing, and reporting the data.

What is a reportable incident?

Incident reporting should be used for any crimes or incidents reported or committed by a student that involve bodily harm, the threat of bodily harm, or any racially motivated verbal or physical harassment. This may also include physical or mental illness. In all instances, it is critical to document when the crime or incident occurred, when it was reported, and what response protocol was used by program staff. All incidents must be reported using the educationabroadincident report forms (pages 22 & 23). A copy of this form should be sent to your EAO Advisor. The Advisor will then submit it to the appropriate supervisors and the Director of EAO.

After any incident, the response needs to be timely and professional. It should also be personal and sincere. All incidents should be treated confidentially. The standardized incident report that the overseas staff will generate should address the following:

1. Did the reported event (or events) involve a program student?
2. Time and date of the incident.
3. Did the student need medical attention?
4. Were there witnesses?
5. Was the host institution notified?
6. Was a police report filed?
7. Did the incident affect the rest of the student cohort/program?
8. Any recommended follow-up actions? (i.e. need for counseling, medical check-up, etc)

It is important to note that, at all times, staff should be respectful of a student’s privacy. You should not reveal information, even to a student’s family members, without the student’s express written consent (FERPA Waiver). If a reporting student requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on the incident report form that would personally identify the victim without his or her consent. In all cases of critical incidents, every effort should be made to encourage the student to contact a parent and/or guardian. If the student’s life is in danger, it may be considered prudent and necessary to involve families; and either to consider sending the student home, or bringing the family members abroad to assist the student. Such actions should be taken in consultation with the EAO.
Kennesaw State University Education Abroad Incident Report Form

Today’s date: ___________ Report filed by: ______________________________________________
Contact Information: __________________________________________________________________
Program name and location: __________________________________________________________________
Date and time of incident: __________________________________________________________________
Specific location of incident: __________________________________________________________________
Name and ID of student(s) involved: __________________________________________________________________

Please circle below to indicate the nature of the incident:
alcohol/drugs theft assault of student injury/illness arrest of student
other (please detail below)

Description of incident (Be sure to note what if any medical treatment was provided):
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
Witness: ______________________________________________________________________________
Was a police report filed? If so, describe/attach. _______________________________________________________________________________________
Were family members/significant others contacted? Was student permission obtained? Please document permission.
________________________________________________________________________________________
Did the incident affect the rest of the student cohort/program? If so, how?
________________________________________________________________________________________
________________________________________________________________________________________
Formal charges (if applicable):
________________________________________________________________________________________
Sanctions placed upon student:
Verbal warning (describe) __________________________________________________________________
Written warning (attach copy) __________________________________________________________________
Expulsion (attach copy) ___________________________________________________________________

Please fax or email this form and accompanying documentation to the Education Abroad Office as soon as possible within 48 hours of incident.

Education Abroad Office
Fax: (678-797-2573)
Phone: (770) 423-6336
educationabroad@kennesaw.edu
Education Abroad Medical Incident Report Form

Today’s date: ____________________ Report filed by: ____________________

Contact Information: ______________________________________________________

Program name and location: _______________________________________________

Date and time of illness/accident: ___________________________________________

Specific location of illness/accident: _________________________________________

Name and ID of student(s) involved: _________________________________________

Please circle below to indicate the nature of the incident:

alcohol/drugs  assault of student  injury  illness  death  illness
debriefing

Description of illness/accident (Be sure to note any medical treatment provided):

_______________________________________________________________________

_______________________________________________________________________

Doctor and Hospital Name (provide contact information if available)

_______________________________________________________________________

Was a police report filed? If so, describe/attach. ________________________________

_______________________________________________________________________

Were family members/significant others contacted? _____________________________

Was student permission obtained? ________________

What advice/background/recommendations did family members provide?

_______________________________________________________________________

Did the incident affect the rest of the student cohort/program? If so, how?

_______________________________________________________________________

Actions taken (if applicable): _______________________________________________

_______________________________________________________________________

Recommended follow-up actions:

_______________________________________________________________________

Please fax or email this and accompanying documentation to the Education Abroad Office as soon as possible within 48 hours of illness/accident.

Education Abroad Office
Fax: (678-797-2573)
Phone: (770) 423-6336
educationabroad@kennesaw.edu
Education Abroad Critical Incident Management Plan

Preamble

This plan has been developed by the University's Education Abroad Office as an adjunct to Kennesaw State University's Emergency Procedures Plan to ensure the University's critical incident management procedures.

Procedure Description

1. This plan provides a framework for managing a critical incident involving education abroad students

2. This plan includes risk reduction measures, assigned responsibilities, critical incident management and reporting procedures and emergency contact details.

3. This plan applies to all University staff that work with education abroad students involved in critical incidents.

Definitions

A Critical Incident is defined as: a traumatic event, or the threat of such which causes extreme stress, fear or injury to KSU education abroad students, staff or faculty. It can include but is not limited to:

- Student arrest
- Student is the victim of a crime
- Report of missing student
- Acute illness (physical or mental)
- Student hospitalization, emergency medical evacuation, or death
- Drug and alcohol abuse
- Sexual assault
- Student physical assault
- Student suicide attempt
- Natural disaster
- Fire, explosion, bomb threat
- Civil disorder

Responsibilities

1. Plan Contact Officers:

Iyonka Strawn-Valcy, International Programs Manager
Tara McDuffie, Senior Education Abroad Advisor
Michele Miller, Education Abroad Advisor
Jan Morian, Education Abroad Advisor
Cynthia True, Education Abroad Advisor
Gil Eisner, Education Abroad Advisor
Nadine Northcutt, Education Abroad Advisor

2. Plan Manager:
Iyonka Strawn-Valcy, International Programs Manager
Procedures

1. Risk Reduction Measures

The Education Abroad Office is responsible for ongoing risk reduction activities in an effort to minimize critical incidents and the effects on students. These measures include:

a. Education

Ensure that faculty program directors conduct information sessions regarding personal safety, road rules, security, and KSU’s stance regarding drug and alcohol use while abroad are given to all education abroad students. Students are also educated about local support services that can assist and support in case of an emergency.

b. Participation & Building Networks

Students are advised to develop a support network within the group while traveling abroad together (i.e. it is important to use the buddy system rather than travel alone).

c. Staff Training

The Education abroad Advisors and faculty leaders are required to review and be thoroughly familiar with all of the safety and security procedures in order to be well-prepared to deal with any critical incidents.

d. Emergency Contacts

Per standard operating procedure, program directors will provide all students with emergency contact cards detailing contact numbers for emergency support and services.

2. Designated Officers Responsibilities

The supervising faculty member accompanying the program is the immediate university contact when an education abroad student has been involved in a critical incident. If there is no KSU faculty member accompanying the program, then the first point of contact is the local host. The supervising faculty member, or local host, is responsible for an immediate and appropriate response. When possible they will consult with the Education Abroad Office before taking action.

The supervising faculty member or local host will contact their Education Abroad Advisor or the Education Abroad Office Management at the first available opportunity to report that a critical incident has occurred.

When necessary the Director will escalate the response by contacting senior University staff as required in the University Emergency Procedures Plan and arrange a critical incident team to respond to all ramifications of the incident.

The critical incident team may include:

Assistant Vice-President for Strategic Security & Safety
Vice-President for Student Success
Provost and Vice-President Academic Affairs
Director of Counseling and Psychological Services
Legal Affairs
Registrar, Financial Aid, Bursar
University Relations

3. Response to Critical Incident

a. Immediate response:

i. Assess the risk to student, others, and self. Take actions to ensure all parties involved are safe from further harm.
ii. Assess if there is a risk of further harm to the student, harm to
iii. the education abroad participants, or other life or property. The assistance of emergency services must be requested immediately.

iv. Arrange medical treatment as soon as possible if necessary, and provide immediate appropriate personal support, and any other assistance as reasonably required.

v. Identify the full name and student identification number of the student(s) involved in the critical incident (if possible).

vi. Contact the EAO Office or Director of the Education Abroad Office. This person will advise on the need for further action.

vii. The program director and Education Abroad Office will make notes of key facts of the incident at the first available opportunity.

viii. The Director of the Education Abroad Office will notify the other relevant members of the critical incident team, and request additional support and/or escalation of management of the incident if required.

This phase is completed when the student is safe from further harm, in receipt of necessary immediate support and services, and in a stable care environment.

b. Secondary response:

i. The Faculty Program Director and Education Abroad Advisor responding to the situation should discuss the critical incident with the Director of the Education Abroad Office to determine the next course of action.

ii. The Education Abroad Office is to identify other interested parties who may need to be notified, or may be affected by the incident, and inform the Director who will advise on an appropriate communication and support response.

iii. Sensitivity to the student's wishes in terms of contact and notifying others must receive high priority where it does not conflict with statutory obligations placed on the University and its staff.

iv. The Education Abroad Office will arrange access to counselors for students and staff affected, as necessary. The Director of the Education Abroad Office may establish an information point for students, family, and others who are affected by the situation as necessary.

v. The Director of the Education Abroad Office, in conjunction with the faculty program director or on-site host, is to assess if emergency funds or other resources are required.

vi. The Director of the Education Abroad Office, in conjunction with the faculty program director or on-site host, is to make all necessary arrangements depending on the situation (e.g. extra security, funeral arrangements, etc.

vii. The Director of the Education Abroad Office will consult with University Media Relations and the Legal Office at the first available opportunity to provide a briefing regarding the incident.

viii. The Faculty Program Director or on-site host responding to the situation must submit a full written report of the incident and response.

ix. This phase is complete when all affected parties have been notified and support services have been mobilized (as required), necessary practical arrangements made, and an incident report form filed.
c. Follow up response

i. Review the implications of the incident for the student's academic studies and determine the need for alternative accommodations and implement a support plan if required.

ii. Review the incident and identify implications for future responses. Develop plans and amend policy if necessary to prevent a recurrence of the incident or any shortcomings in the response.

4. Critical Incident Reporting

a. The Faculty Program Director or on-site host managing the critical incident is required to establish the facts and keep detailed records.

b. These records must be kept on file and marked as confidential.

c. These records may be used in the case of coronial enquiry, media interest, and/or police investigation.

Confidentiality and Privacy
Permission must be sought from the student to disclose personal information as outlined in the Privacy Act, except in the case that there is concern for the student’s safety and disclosure of the information essen or prevent a serious and imminent threat to the students' life, health or safety.
# Education Abroad Office Contact Telephone Numbers

*Education Abroad Office*
*Kennesaw State University*
*Hours: Monday – Friday 8am-5pm EST*

Phone: 770-423-6336  
Fax: 770-499-3430

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lance Askildson</td>
<td>Executive Director; LYLVLRQ RI *OREDO SIIDLUV</td>
<td>+1-678-797-2368</td>
</tr>
<tr>
<td>Iyonka Strawn-Valcy</td>
<td>International Programs Manager</td>
<td>+1-770-794-7787</td>
</tr>
<tr>
<td>Michele Miller</td>
<td>Education Abroad Advisor</td>
<td>+1-678-797-2175</td>
</tr>
<tr>
<td>Tara McDuffie</td>
<td>Senior Education Abroad Advisor</td>
<td>+1-678-797-2672</td>
</tr>
<tr>
<td>Jan Morian</td>
<td>Education Abroad Advisor</td>
<td>+1-770-794-7629</td>
</tr>
<tr>
<td>Cynthia True</td>
<td>Education Abroad Advisor</td>
<td>+1-770-794-7628</td>
</tr>
<tr>
<td>Gil Eisner</td>
<td>Education Abroad Advisor</td>
<td>+1-678-797-2924</td>
</tr>
<tr>
<td>Nadine Northcutt</td>
<td>Education Abroad Advisor</td>
<td>+1-678-797-2092</td>
</tr>
<tr>
<td>Ashley Johnson</td>
<td>Business Manager</td>
<td>+1-770-794-7709</td>
</tr>
</tbody>
</table>

When contacting the Education Abroad Office, you should ask for Iyonka Strawn-Valcy. If neither is available, you should try to reach Dr. Michael Sanseviro at 770-423-6310 or Provost Ken Harmon at 770-423-6023.

During evenings and weekends you may contact the Education Abroad Office emergency phone 678-314-4054.
Kennesaw State University Education Abroad Code of Conduct

RESPONSIBILITIES OF EDUCATION ABROAD PARTICIPANTS

In Education Abroad, participants can have a major impact on their own health and safety abroad through the decisions they make before and during the 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 education abroad experience.

e. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the providers.

f. Inform parents/guardians/families and any others who may need to know about their participation in the education 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. Understand that the possession, purchase, or consumption of illegal drugs is prohibited.

m. Avoid excessive or irresponsible consumption of alcohol.

n. Keep program staff informed of their whereabouts and well being.

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

All participants are expected to adhere to the following code of conduct. Students accused of violating this policy will meet with the program director to explain their actions. After this meeting, if the program director determines that a violation of this policy has taken place, the student will be terminated from the program and sent home at his/her own expense.

If a student has violated a rule but been allowed to remain in the program, the director will have the KSU EAO Office contact the student’s parent(s), guardian or emergency contact [provided student signed the FERPA waiver] to obtain their assistance in correcting the student’s behavior and to inform the parent(s) that the student will be terminated from the program on the next violation.

The following constitute a violation of policy:
1. Possession, distribution, and or wrongful use of drugs (controlled substances) as defined by the State of Georgia is prohibited regardless of the laws of the host country or countries where the program takes place.

2. Excessive alcohol use is prohibited. Excessive alcohol use includes but is not limited to the following:
   a. Consumption of alcohol to the extent that the student requires medical intervention or transport.
   b. Endangering self or others while under the influence of alcohol.
   c. Causing property damage while under the influence of alcohol.
   d. Causing a disruption to the program’s educational mission while under the influence of alcohol.
   e. Causing a disruption to the community while under the influence of alcohol.
   f. Any incident of alcohol consumption that demonstrates a pattern of alcohol abuse.

3. Students are prohibited from damaging or destroying facilities or property. Students responsible for violating this policy will be required to cover the costs of repair or replacement.

4. Fighting is strictly prohibited.

5. Theft of property is strictly prohibited.

6. Students who travel on weekends without faculty members are required to provide their destinations, probable time of return, and contact information.

7. No person shall subject another person to unwelcome sexual overtures or conduct, either verbal or physical.

8. No student shall act in a manner that can reasonably be expected to disturb the academic pursuits of others or infringe upon the privacy, rights, or privileges of others, or the health or safety of him/herself or other persons.

Other Penalties for Violations

1. Once a student has violated a rule but been allowed to remain in the program at the discretion of the director, if a second violation of any rule occurs then the student will meet with the program director to explain his/her actions. After this meeting, if the program director determines that a violation of this policy has taken place, the student will be terminated from the program and sent home at his/her own expense.

2. If a student has been terminated from the program, the director will have EAO contact the student’s parent(s), guardian, or emergency contact, who will be notified within 24 hours of the termination [provided that the student signed the FERPA waiver] that the student is no longer enrolled in the program and has been asked to return home at his/her own expense.

Documentation

If a student violates this KSU Education abroad Code of Conduct, they will have the opportunity to meet with the program director to explain their actions before a decision is made. The program director will document in writing the alleged policy violation, a summary of available evidence, the program director’s decision, and any sanction(s) to be applied to the student. This written documentation should be sent within 24 hours of the decision (email or fax) to the KSU Education Abroad Office. The Education Abroad Office will forward this documentation to the KSU Office of Judiciary Programs if the student is enrolled at Kennesaw State University, or to the conduct office of the student’s home institution if they is not enrolled at KSU.

Medical Information

For certain medical conditions, you may be required to provide written consent from a physician, or demonstrate that you have sought a physician's advice about appropriate precautions to take on this trip, and to bring an adequate supply of any prescribed medications. (If uncertain as to fitness for participation, be certain to consult your physician.) Supplemental health insurance is included in the cost of the program (see brochure for coverage details).
Release and Waiver of Liability:

I acknowledge that participation in a education abroad travel program involves some risks of injury, illness, or loss of personal property. I agree to release and forever discharge the Board of Regents of the University System of Georgia, its members individually and its officers, agents and employees from any and all claims, demands, rights and causes of action of whatever kind or nature arising from, and by reason, of any and all known and unknown, foreseen and unforeseen bodily and personal injuries including death, damages to property and the consequences hereof resulting from my participation in this Education abroad Program.

I further certify that, to the best of my knowledge, I am in good health and physically capable of undertaking an intensive program of foreign study. I hereby authorize the leaders of this program to provide necessary medical treatment or services for me at my expense. Furthermore, I understand that this Release and Waiver of Liability shall be effective for a period of one year from this date.

Appropriate Conduct and Early Dismissal From the Program:

I understand that the participants in this Education abroad Program are required to exhibit appropriate conduct while enrolled in the program and that the program director has full authority to determine the appropriateness of a participant’s conduct. Appropriateness will be judged based on local laws, regulations, customs, program rules and schedules. I acknowledge that if the director finds my conduct inappropriate, they may order my early dismissal from the program. Dismissal means that I will be sent home as soon as practical in the director's judgment, cover the cost of the unscheduled early trip with my own funds, and will receive no refund on participant fees paid into the program.

Date: __________________________

Name: __________________________

KSU ID #: ________________________

Signature: ________________________
Student Statement of Responsibility

1. I acknowledge that participation in an education abroad program involves some risk of injury, illness, or loss of personal property. I have read the handout on the Responsibilities of Participants and understand that I am responsible for my day-to-day choices and behaviors regarding my own health and safety before and during the program. I have also read the handout and understand the KSU Student Code of Conduct Abroad.

2. I agree to the best of my ability to fully participate in all required program activities and course meetings.

3. I understand that regardless of my citizenship, I will be subject to the laws of the host country. I understand that being charged with any infraction of the laws of the host country is grounds for immediate expulsion from the program, without refund. In addition, I understand that should I have any legal problems in the host country, I will be responsible for any legal costs incurred as a result.

4. I agree that I, along with my parents or guardian (if applicable), will be fully responsible for any and all expenses, including transportation costs, associated with or in any way related to my medical care. I will be responsible for bringing a supply and administering any prescribed medications. I further certify that, to the best of my knowledge, I am in good health and physically capable of undertaking an intensive program of foreign study; any medical or health-related problems have been stated on the emergency medical information form.

5. I agree that in the event that I become detached from the group due to failure to meet the group at an assigned time, I will bear all responsibility to seek out, contact, and reach the group at its next available destination. I understand that I will bear all the costs involved in contacting and reaching the group.

6. I agree that I shall be subject to the supervision, authority, and standards of conduct stipulated by the faculty in charge. I further acknowledge that the supervising faculty have the sole authority to make decisions regarding the continued participation of any individual in the program whose conduct may necessitate disciplinary action.

7. I understand that if my participation in the program is terminated by the Program Director, I will be dismissed from the program with no refund of fees. If I am dismissed before the completion of the program, I agree that I, along with my parents or guardian (if applicable), will be responsible for any and all costs and expenses associated with my return home. I also understand that if I leave the program voluntarily for any reason, including illness, I will be responsible for any and all costs and expenses associated with my return home and that there will be no refund of any fees.

8. I authorize Kennesaw State University to communicate in emergency situations with the contact person(s) provided in my application materials. I authorize supervising faculty to obtain and provide emergency medical treatment and services that I may require during the program.

9. I understand that during free time within the period of the program, and after the period of the program, I may elect to travel independently at my own expense. I agree to inform a supervising faculty member of my travel plans and I understand that neither Kennesaw State University nor program staff are responsible for me while I am traveling independently during such free time.

Signature of Participant ___________________________ Date ___________________________

Name of Participant (Print) ___________________________ KSU ID # ___________________________
Kennesaw State University Education Abroad

EMERGENCY MEDICAL INFORMATION FORM

GENERAL INFORMATION:
Student name: ________________________  KSU ID: ________________________
Program: ____________________________
Program dates: ______________________

EMERGENCY CONTACT:
I authorize the program director, program faculty and/or Education Abroad Office to contact the person listed below in the event of an emergency.

Name: ______________________________  Relationship: ______________________
Address: _____________________________________________________________
Home phone: ______________  Alternate phone: ______________

CURRENT MEDICAL INFORMATION:
NOTE: Participants are encouraged to provide the medical information requested below since it may be of significant assistance to the Program Director in the event of a medical emergency. However, disclosure is not required.

Current medications (prescription and non-prescription):
____________________________________________________________________
____________________________________________________________________
Allergies: __________________________
____________________________________________________________________
Special dietary requirements: ____________________________________________
____________________________________________________________________
Chronic conditions or medical history: _________________________________
____________________________________________________________________
Any other condition or limitations: ______________________________________

THIS FORM WILL BE RETAINED FOR TWO YEARS FROM THE PROGRAM COMPLETION DATE, THEN DESTROYED.
NAFSA Guidelines for Responsible Education Abroad: Good Practices for Health & Safety by the Interorganizational Task Force on Safety and Responsibility in Study Abroad

The Interassociational Advisory Committee on Safety and Responsibility in Study Abroad (formerly the Interorganizational Task Force on Safety and Responsibility in Study Abroad) was formed as a joint venture a number of professional organizations and study abroad providers. One outcome of this task force was the creation of "Responsible Study Abroad: Good Practices for Health & Safety."

1. Responsibilities of Program Sponsors
2. Responsibilities of Participants
3. Recommendations to Parents/Guardians/Families

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.

1. 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:
A. Cannot guarantee or assure the safety and/or security of participants or eliminate all risks from the study abroad environments.
B. Cannot monitor or control all of the daily personal decisions, choices, and activities of 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 overseas legal proceedings, or provide or pay for legal representation for participants.
E. 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.
F. Cannot assure that home-country cultural values and norms will apply in the host country.

2. 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 country.

3. 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.
Financial Management
FINANCIAL MANAGEMENT OF EDUCATION ABROAD

1. All program directors must submit an annual education abroad program budget for review and approval by EAO director and KSU’s Chief Business Officer.

2. Upon approval, a separate agency account will be created for each program. Recurring programs may use the same agency account provided that all of the previous year’s operating revenues and expenses have been fully reconciled.

3. All Education Abroad Agency accounts will be updated weekly and reconciled by EAO on a monthly basis. Program directors may request verification of revenues and expenditures as needed.

4. Prior to travel, all accompanying faculty must complete the Travel Request form and have the form approved by appropriate officials including EAO management.

5. Utilize EAO’s Reconciliation Spreadsheet and Travel Expense Statement to document all travel expenses. Travel Expense Statements must be reviewed and approved by EAO management.

6. Provide sufficient documentation (original invoices from providers) for all expenditures made via wire transfers.

7. Ensure all education abroad program expenditures are supported with an invoice, receipt or other adequate supporting documentation. Receipts should be generated directly from the vendor and should include an itemized listing of items purchased along with the vendor name and address and the amounts, dates, and times of the purchases. In most cases, hand-written explanations are not adequate supporting documentation for expenditures.

8. Utilize a KSU Education Abroad Vendor Receipt for any on-site expenses where a receipt cannot be generated by the vendor. The vendor (recipient) should be required to sign and date the form upon receipt of the funds. In rare circumstances where a written receipt cannot be obtained, a missing receipt form may be submitted.

9. Education Abroad Program Directors must provide English translations of all pertinent information on receipts written in a foreign language so as to easily identify/cross-reference with the expense statement log.

10. All program directors must submit a complete reconciliation of all program expenses with receipts within two-three weeks upon their return.
Expense Statement Procedure
All of these documents are available at:
http://www.kennesaw.edu/studyabroad/facultyresources.html

Faculty must include the following when submitting Travel Expense Statements:

1. **Travel Expense Statement:**
   a. Fill out the top portion of page 1: Travel type, name, vendor ID, address, destination, dates, purpose, and speed chart number.
   b. Be sure to sign and date before submitting!

2. **EAO Reconciliation Spreadsheet:**
   a. Fill out expenses detailing faculty and student expense separately - sign and date.
   b. Email a copy of the EAO Reconciliation Spreadsheet to your advisor.

3. **Original Receipts:**
   a. When possible, obtain separate receipts for faculty and student group expenses from vendors. Each receipt should be numbered and clearly identified to match the line items on the EAO Reconciliation Spreadsheet.
   b. All receipts should be taped down in numerical order on an 8 ½ x 11 sheet of paper.

4. **EAO Vendor Receipt Form and Missing Receipt Forms:**
   a. When a receipt cannot be provided, fill out a Vendor Receipt Form WITH the vendor and have them sign it (keep copies with you on your trip so they are available when you need them).
   b. If a receipt is missing or was not received from the vendor, fill out a Missing Receipt Form and have a witness sign it.

5. **Exchange Rate:**
   a. Include the average exchange rate for the duration of your trip on the EAO Reconciliation Spreadsheet (a receipt for an exchange made during your trip or a credit card statement showing an exchange rate during your trip will also be accepted).
   b. Exchange rate information can be found at http://www.oanda.com/currency/historical-rates

6. **Per diem:**
   a. Include a copy of your program itinerary and flight itinerary for accurate calculation of per diem rates.
   b. Per diem information for international travel can be found at: http://aoprals.state.gov/content.asp?content_id=184&menu_id=78.
   c. Per diem information for domestic travel can be found at: http://www.gsa.gov/portal/category/104877.

7. **Mileage:**
   b. If departing from headquarters (KSU), mileage is calculated from headquarters to the destination point (weekdays only).
   c. If departing from (or returning to) home, mileage is calculated from the residence to the destination point, with a reduction for normal one-way commuting miles (weekdays only).
   d. If travel occurs on a weekend or holiday, mileage is calculated from the point of departure with no reduction for normal commuting miles.
8. **Bursar’s Receipt:**
   a. After the expense statement has been approved, the faculty will be contacted by EAO Business Operations Professional with the amount to be returned and a deposit form (if applicable).
   b. After funds are returned to the Bursar’s Office, the receipt needs to be dropped off at the EAO office before the expense package can be forwarded on to the Office of Finance and Accounting for processing.

   *All of these documents are available at:*
   
   http://www.kennesaw.edu/studyabroad/facultyresources.html

**Avoid these simple mistakes when preparing your reconciliation:**

1. **DO NOT** staple anything. Use tape or paperclips to secure documents.
2. **DO NOT** create your own reconciliation spreadsheet! Use the Reconciliation Spreadsheet provided by the EAO office.
3. **DO NOT** submit documents without signatures.
4. **DO NOT** tape multiple receipts on top of each other or cover prices with tape.
5. **DO NOT** hesitate to ask questions. We are here to help.
Allowable expenses should fall under the below budgeted categories:

- Lodging
- Food (i.e. group meals, food for all students/faculty)
- Transportation (i.e. airplane/subway/train/bus tickets, taxi costs for program related business)
- Communications (i.e. Program related cell phone charges, internet fees, land line usage, etc)
- Bank & Money Conversion Charges
- International ATM and transfer fees
- Planned Excursion Costs
- Student Assistants (i.e. salary supplements paid to student assistant who help with the program.)

Note: This expense cannot be paid in cash and must be processed either through payroll as a student assistant (employee) or through accounts payable with a service agreement (nonemployee).

EXAMPLES OF ALLOWABLE EXPENSES:

Group Items –items purchased for the entire group and are not specific to select participants.

1. Example – the program goes to a very hot location and the faculty member decides to purchase bottled water for all students during an excursion to avoid dehydration. This expense CAN be reimbursed and is an ALLOWABLE expense.

2. Example – the program has some extra funds towards the end of the stay, the faculty member decides to add a group dinner on the last night; this expense CAN be reimbursed and is ALLOWABLE.

Program Specific Items –items specific to the program and purchased with student-generated fees. These items may include cameras, containers and other equipment. These types of items MUST be included in the program budget and the specific business purpose of the item must be stated.

Since these items were purchased through education abroad student-generated fees, these items are considered the property of the Education Abroad Office and therefore require that they be stored in the Education Abroad Office when not being used for a education abroad program. These items would then become available for future education abroad programs.

2. Example – the faculty member wants to purchase a digital recorder for students to record examples of the local dialect in the country. The item is listed in the budget ahead of time and the business purpose is clearly stated in that document. The faculty member and Education Abroad Advisor work together to purchase the item before the program leaves. Once the group returns, the digital recorder will be stored in the Education Abroad Office.
Faculty Guidelines for Unallowable Education Abroad Program Expenses

Statewide Travel Regulations can be found at: http://sao.georgia.gov.

Unallowable Expenses:

- Laundry (allowable when overnight travel exceeds seven (7) consecutive days)
- Valet services for parking, when self-parking options are available
- Tipping for maid services
- Entertainment (unless included as part of the program)
- Alcoholic beverages
- Personal Expenses for students or faculty

EXAMPLES OF UNALLOWABLE EXPENSES:

Personal Use Items – items not connected to specific classroom needs and not intended for the use of all participants (i.e. medicine, toiletries, etc. not purchased for the entire group):

1. Example – a student needs antibiotic ointment, band-aids, suntan lotion, shampoo, toothpaste, etc.; it is the student’s responsibility to pay for these items.

2. Example – some students forget to bring hand sanitizer to the country and want to get some; the students must buy their own hand sanitizer.

3. Example – faculty member develops a sore throat and wants to buy throat lozenges or has medical costs that fall outside the medical insurance such as a co-pay or prescription medication. These are considered personal expenses incurred by the individual and would not be reimbursed.
Previously Registered Travel Agents

4LowFare
2795 East Bidwell St
#100-198
Folsom, CA 95630
(916) 984-1125
4lowfare.com

LowFare Lutetia Travel
2795 East Bidwell St
14408 E Whittier Blvd
#100-198 Suite A5
Folsom, CA 95630 Whittier, CA 90605-2179
(916) 984-1125 (562) 464-6000
lutetiatravel.com

Alpha Travel
3000 Windy Hill Rd
Suite T-7
Marietta, GA 30067
9982
Alpha4travel.com

Century Travel
7 Piedmont Center
3525 Piedmont Rd NE
Suite 400
Atlanta, GA 30305
(404) 324-4035
Centurytvl.com
Livvy Lipson – Livvy@journeysunlimited.net

CYTS International Travel Co.
19 F, CYTS Plaza No. 5
Dongzhimen South Avenue
Beijing 100007
(888) 598-2008

Express Travel
5933-B Albemarle Rd
Charlotte, NC 28212
(704) 569-1911

First National Travel Corp
3166 Chestnut Drive
Suite 101
GA 30340
(678) 530-0840

Imperial Pacific Travel
820 Shallowford Rd
Kennesaw, GA 30144-1759 (770) 518-5535
Jing Mo- jing@imperialpacifictravel.com

Lutetia Travel
14408 E Whittier Blvd
Suite A5
Whittier, CA 90605-2179
(562) 464-6000
lutetiatravel.com

McCormick Travel, LLC
2330 Scenic Highway
Suite 218
Snellville, GA 30078 (770) 988- (770) 972-1144

Millennium Travel & Tours
3312 Pearce Rd
Austin, TX 78730
(512) 345-3100
Mohib- mohib@mltours.com

Southern STS
7130 Buford Hwy B220
Doraville, GA 30340
(404) 262-3014
K. Saito

Travel Planners International
70 Whitlock Place
Suite 300
Marietta, GA 30064 (770) 984-2504
travelplannersintl.com

Unitravco
12 Park Avenue
Madison, NJ 07940
(973) 822-9222
unitravco.com Connector
Dinaz Subjally Atlanta,

World Wide Journeys Inc.
4780 Hadaway Rd
Kennesaw, GA 30152
(770) 652-3590
Policies and Procedures
KSU Education Abroad Policies and Procedures

Subject: Policies for Education Abroad

Source: Education Abroad Office, ‘LYLVLRQ RI *OREDO $IIDLUV

Date Issued: July 24, 2008

Purpose: EAO wishes to codify written policies for education abroad based on established best practices currently in use. In addition, while many of the policy items listed below already exist as formal policies within other areas of the campus, we believe that they need to be listed in one place to assist faculty leading education abroad programs for ease of reference.

Definitions:

EA refers to “Education Abroad” and is defined as an international academic experience of short or long duration organized and led by KSU’s faculty to enhance the value of a KSU education and the essence of global learning.

Responsible Organization: ‘LYLVLRQ RI *OREDO $IIDLUV

Policy recommendations are listed below by category.

APPROVALS
1. All EA programs must be approved annually using the established current KSU Education Abroad proposal process.
2. EA Program Directors must obtain written agreement from all service providers prior to advertising program costs.
3. EA Faculty are paid by DGA through the tuition generated by the education abroad program. When budgeted and approved in advance, additional funds for salaries may come from program fees.

BUSINESS PROCESSES
1. Before any EA invoices can be paid, all vendors must be entered into the EPRO system, wire instructions must be obtained, and a balanced budget based on paid student enrollment approved by EAO. (Normal processing time for most business transactions is 20 business days.)
2. EA invoices must be on company letterhead.
3. EA employee travel authorizations must be completed before bills can be paid. Expense statements must be submitted upon return.
4. EA cash advances must be requested at least 10 business days prior to travel (15 business days is recommended). They must be approved by a supervisor and a detail projected use of funds justifying the amount requested must be attached. All cash advances must be cleared by itemized receipts. If no receipt is provided, a missing receipt form must be completed with itemized expenses and signed by a witness to each transaction.
5. Unless foreign currency is being purchased in advance because of fluctuating currency rates, all foreign wires should be processed through Business Services with proper documentation.
6. Students enrolled in education abroad courses only in any given term are not subject to paying mandatory fees (except for the Institutional Fee and Technology Fee) or out-of-state tuition.
7. All program directors must submit a complete reconciliation of all program expenses with receipts within two weeks upon their return. This includes any wire transfers, cash advances or other expenditures associated with the program.
8. All Education Abroad agency accounts will be updated weekly and reconciled by EAO on a monthly basis utilizing QuickBooks and PeopleSoft. The reconciliation should provide verification that all revenues and expenditures were recorded on a timely basis to the correct accounts. Program directors may request verification of revenues and expenditures as needed.

ENROLLMENT
1. All EA course equivalencies must be approved by department chairs (this is done through the programs approval form).
2. Students must receive a copy of any EA course syllabi prior to making first installment payments.
3. No refunds will be issued to students unless specified in the written refund policy for the program or approved by EAO and in consultation with the EA faculty program director.
4. Students will not be dismissed or removed from a program without consultation between the EA program director and EAO.
5. Minimum enrollment per faculty member for all education abroad programs is eight to ten students but the break-even budget should be calculated on 8 students; maximum enrollment per faculty member is 16 students (up to 20 is permitted when two or more faculty are jointly offering a program). Exceptions to this item may be granted on a case by case basis by the Director of International Services and Programs in consultation with the faculty member’s chair and/or dean when faculty have additional funding support beyond that generated by the program itself.

REGARDING STUDENTS
1. All EA students must be registered and paid in full for education abroad coursework prior to departure.
2. All EA students must be in good academic standing (2.0 GPA for undergraduates, 3.0 for graduates).
3. All EA students must be at least 18 years old prior to the date of departure.
4. All EA students must have submitted a copy of their valid passport to EAO prior to submission of their final program payment.
5. Information is not to be released to student’s families without the student’s permission.

LIABILITY
1. EA Faculty must attend EAO workshops, training events and KSU education abroad fair.
2. All EA students and faculty must participate in mandatory education abroad orientations (minimum of two).
3. All EA students must have signed the student statement of responsibility, liability waiver and code of conduct (medical and FERPA release forms are optional).
4. All EA program directors must have read and return a signed confirmation of the Emergency Safety Protocols established by EAO.
5. All EA program directors must provide EAO and participants with a detailed itinerary listing all local emergency contact phone numbers prior to departure.
6. Any EA students with special needs or requests for program deviations must be approved by EAO at least two months prior to departure or before plane tickets are purchased whichever is earlier.

Exception Clause: Any exceptions will be at the discretion of the Office of the President.

This education abroad policy is approved _24_____ day of _July_____, 2008.
KENNESAW STATE UNIVERSITY EDUCATION ABROAD TUITION POLICY

Subject: Policy on Education abroad Tuition

Source: 'LYLVLRI \*OREDO $IIDLUV

Date Issued: March 25, 2008 (Updated August 19, 2011)

Purpose: This general order establishes the policy and procedure for handling, disbursing, and accounting for tuition generated by education abroad.

Definitions:
-“Education Abroad programs” are defined as international academic experiences of short or long duration organized and led by KSU’s faculty to enhance the value of a KSU education and the essence of global learning.

-“Education Abroad tuition” is tuition revenue charged for education abroad courses. This revenue does not include mandatory fees since the students are not on campus. This is in accordance with BOR policy 704.042 Waiver of Mandatory Fees.

-“Faculty Compensation” is salary for teaching education abroad course(s), and is calculated on a formula specified by the Director of Education Abroad based on the program budget, and paid to the faculty by Payroll in accordance with the BOR and KSU policies.

Responsible Organization: 'LYLVLRI \*OREDO $IIDLUV

POLICY
1. All KSU’s education abroad programs shall comply with Board of Regents Business Procedures Manual, especially the sections governing Education abroad Programs. These include but are not limited to the following:
   a. Every education abroad program sponsored or approved by a USG institution must be authorized by the President or designee.
   b. Each program is expected to be financially self-sustaining over time.
   c. As self-supporting programs, education abroad programs shall have an approved budget. Education abroad budgets shall be approved by the Director of Education Abroad. Determinations on a program’s viability shall be based on a balanced budget.
   d. Contingencies of a minimum of $500 to a maximum of 5% of cost are recommended and approved by the Director of Education Abroad.
   e. Students remain eligible for all appropriate financial aid.
   f. Program fee revenue and related expenses are recorded in an Agency account.

2. Tuition for all education abroad courses shall be budgeted into a separate education abroad department account established by the Office of Budget and Planning.

3. Faculty compensation for education abroad programs will be allowed during all semesters, including summer. Tuition from summer education abroad programs will be made available throughout the fiscal year (i.e., July 1-June 30) for education abroad faculty compensation.

4. When a student on a education abroad program enrolls for more than 12 credits, the SA portion shall be considered as part of the first 12 hours of tuition generated and shall be credited to the education abroad department account.

5. Funds from the education abroad department account shall be available for the following:
   a. Education abroad faculty salaries not to exceed limits allowed by the BOR and KSU. These salaries shall be paid in the semester that the education abroad program takes place and in accordance with BOR and KSU policies on faculty overload compensation.
b. Education abroad program costs, including but not limited to those listed below, when these are not met by education abroad program fees:
   i. KSU WebMall/Marketplace fees
   ii. Faculty travel and site visits to explore or establish future/new education abroad program locations;
   iii. Rental of teaching space and purchase and rental of equipment abroad
   iv. Advance purchase or lock-in of foreign exchange rate (in light of sliding dollar value)

c. Other education abroad needs such as new program development, pre-program trips or site visits by faculty, and so on.

6. Overload compensation for faculty teaching in a education abroad program will be permitted but must be approved in advance by the chair, dean and VPAA on a case by case basis. To maintain in-load teaching, a faculty member's teaching load may be reduced during spring or fall semester to accommodate the addition of a education abroad course with approval from the respective department chair or dean. Faculty are responsible for submitting appropriate overload forms.

7. Exceptions to this policy shall be allowed when education abroad tuition is being held for student exchange programs in which KSU participates. Currently, such exchange programs include:
   a. Bagwell College of Education students teaching practice in foreign countries. Tuition paid by KSU students are held and applied as in-state graduate tuition for students from these respective countries to enroll in graduate programs at KSU
   b. International Student Exchange Program (ISEP). Tuition paid by outgoing KSU students are held and applied as in-state tuition for incoming students from ISEP-member institutions.

This education abroad tuition policy was approved by the President's Cabinet on Tuesday, July 22, 2008.

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1 Summer tuition revenue and faculty compensation associated with that revenue will be recorded in the following fiscal year.
EDUCATION ABROAD REFUND POLICY & PROCEDURES

APPLICATION FEES

All application fees are **non-refundable**, except in the case of:

* Program cancellation by Kennesaw State University
* A wait-listed student who is not added into the program
* A student who has applied to one education abroad program and clearly notifies the Education Abroad Office—in writing and prior to the application deadline—of his/her desire change the application to an alternate KSU program

Refunds for application fees will be issued in the same form of payment originally used for purchase. Please be sure to retain all account information used for purchase and notify the Education Abroad Office (EAO) in advance if there is a problem with your account. The EAO will not be responsible for refunds sent to closed accounts.

PROGRAM FEES

Upon registration for the KSU faculty-led education abroad academic course(s), the designated program fee (distinct from tuition) is charged to the student's account. The student has up to one month to pay the program fee in full, following a specific payment schedule. Failure to pay the program fee in full by the stated deadline may result in deletion from the program.

All program fees are **non-refundable**, except in the case of students who have legitimate, documented medical, (emergency) family or military reasons for withdrawing from a program after paying the program fee. In all cases, the student will only receive recoverable fees, subject to the rules/policies of external service providers. Any such refund will not include the initial application fee and will not be issued until after the education abroad program is completed.

TUITION PAYMENTS

Payment and refund of tuition will follow the normal processes establish by the Offices of the Registrar and Bursar. Students wishing to withdraw from any education abroad program or course must submit their request in writing through the Education Abroad Office.
Kennesaw State University Global Learning Education Abroad Scholarship
Kennesaw State University Global Learning Scholarship
Administrative Policies & Procedures

The Global Learning Fee Committee (GLFC) will act as an advisory board to the Office of the Vice President for Student Success. It will meet at least biannually to determine policies, criteria, funding categories, and awards. The Division of Student Success administers the Global Learning Scholarship (GLS) while the Education Abroad Office (EAO), within the Division of Global Affairs, and the Office of Financial Aid (OFA) assists with the awarding process. The EAO will determine the duration and service learning components and the OFA will verify Satisfactory Academic Progress (SAP) and the Free Application for Federal Financial Aid (FAFSA) data. KSU degree-seeking undergraduates and graduate students must have completed at least one semester at KSU unless required by their program or approved by the GLFC. All students receiving awards must also be participating in a KSU administered or approved education abroad program, including non-credit KSU sponsored programs. All non-credit programs, such as presentations, performances, service experiences, and competitions, must have approval in advance by the EAO and GLFC prior to receiving an award. KSU students who pay the Global Learning Fee and are participating in a study abroad program at another accredited institution and who have the credit approved in advance by KSU are eligible to receive the GLS. Applications will be reviewed as needed.

GLOBAL LEARNING FEE COMMITTEE
1. VP Student Success or representative (ex-officio, non-voting)
2. Global Learning Fee administrator (ex-officio, non-voting)
3. Dean of Students (ex-officio, non-voting)
4. Education Abroad Office representative (ex-officio, non-voting)
5. Study Abroad Coordinator (ex-officio, voting)
6. Assistant Director, International Student Retention Services (ex-officio, voting)
7. Director or representative of Career Services (ex-officio, voting)
8. Director or representative of Financial Aid (ex-officio, voting)
9. Global Engagement Committee Member (1 position, appointed, voting)
10. Teaching Faculty: Education Abroad representative (1 position, appointed, voting)
11. Student: GLFC Chair (elected from among GLFC members) (non-voting except as otherwise stated in GLFC PPM)
12. Student: Campus International Mentor representative (1 position, appointed, voting)
13. Student: International Student representative (1 position, appointed, voting)
14. Student: Graduate Student representative (1 position, appointed, voting)
15. Student: American Minorities representative (1 position, appointed, voting)
16. Student: Non-traditional Age representative (1 position, appointed, voting)
17. Student: Traditional Age representative (1 position, appointed, voting)
18. Student: Center for Student Leadership representative (1 position, appointed, voting)

STUDENT APPLICATION PROCESS
There is no separate application process for the GLS. KSU students participating in KSU approved education abroad experiences will be eligible for the scholarships as long as they have applied for the education abroad program by the KSU application deadlines and their experience or travel is filed and approved by the EAO. For students participating in non-credit or non-KSU sponsored programs, a letter indicating that the student has been accepted into the program must be submitted prior to May 16th for the following fall term, October 1st for the following spring term and February 1st for Maymester, and March 1 for summer programs. The GLS will be available until the fund has been depleted. Students also have the option to elect not to be considered for an award by notifying the EAO. By accepting the award, students agree to the five hour service requirement. A student may receive only one scholarship per fiscal year.

ADMINISTRATION
A scholarship coordinator in Division of Student Success will work with the EAO and OFA to qualify students for the scholarship awards based on the criteria listed under “Eligibility Criteria” to determine the amount of the award.

GLOBAL LEARNING SCHOLARSHIPS
Students who have legitimate documented medical, family emergencies or military reasons for withdrawing from a program after paying program fees and who have been awarded a Global Learning Scholarship will only be eligible to receive a refund up to the amount they paid not including the Global Learning Scholarship.
Funds paid to the education abroad program by the Global Learning Scholarship will be returned to KSU only if the recoverable program fees are greater than the amount that the student paid. To comment or to register a complaint in regards to the Global Learning Scholarship, please send an e-mail to Dawyn Dumas at: ddumas@kennesaw.edu

**TIMELINE**

Applications will be reviewed each semester using the following timetable:

<table>
<thead>
<tr>
<th>Term of Travel</th>
<th>Education Abroad Deadline</th>
<th>Award Notification By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>May 16</td>
<td>July 1</td>
</tr>
<tr>
<td>Spring</td>
<td>November 1</td>
<td>December 1</td>
</tr>
<tr>
<td>Maymester</td>
<td>February 1</td>
<td>March 1</td>
</tr>
<tr>
<td>Summer</td>
<td>March 1</td>
<td>April 1</td>
</tr>
</tbody>
</table>

**FACULTY APPLICATION PROCESS**

Faculty or staff who wish to apply for funding for a site visit to develop a new or existing education abroad program must 1) complete the Application for Education Abroad Proposal form (available at the EAO) and 2) submit a “Request for Funding for Site Development” form. Funding requests will be reviewed by the EAO and presented to the GLFC for approval based on the strength of the proposal. Site development should not be a first step but rather a final step in the proposal process. Requests for site development funding that also have departmental funding support will be viewed favorably. Faculty who receive funding for a site development must submit a detailed report of their findings to the GLFC no later than one month after completing the visit. Applications are due November 1 or April 1 for the succeeding term.
**ELIGIBILITY CRITERIA – Effective 11-2013**

Award categories and sum ranges will be determined annually by the Global Learning Fee Committee. The number of days spent abroad will be used to calculate program duration. Award amounts are subject to limits based on availability of funds.

**Scholarship Award Categories and Ranges**

<table>
<thead>
<tr>
<th>Category</th>
<th>Duration</th>
<th>Award Amount</th>
<th>With Community Engagement Component*</th>
<th>Estimated Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Standard, for credit, study abroad programs including internships, intensive research and service programs</td>
<td>≤17 days</td>
<td>$600</td>
<td>$850 (8 hrs. of engagement)</td>
<td>$125,000</td>
</tr>
<tr>
<td></td>
<td>18-49 days</td>
<td>$850</td>
<td>$1,225 (16 hrs. of engagement)</td>
<td>$356,188</td>
</tr>
<tr>
<td></td>
<td>50 + days</td>
<td>$1,600</td>
<td>$2,100 (24 hrs. of engagement)</td>
<td>$100,000</td>
</tr>
<tr>
<td>2. Non-credit student experiences abroad including, presentations, competitions and performances</td>
<td></td>
<td>$600</td>
<td>$850 (8 hrs. of engagement)</td>
<td>$85,000</td>
</tr>
<tr>
<td>3. Faculty/Staff site visits for program development</td>
<td>Up to $2,000 per faculty/staff</td>
<td>$29,000 for faculty</td>
<td>$43,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$10,000 for EAO staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$4,000 for SS staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Study Abroad Student Assistants (STARS)</td>
<td></td>
<td>$500 per student</td>
<td>$32,000</td>
<td></td>
</tr>
<tr>
<td>5. Support for the Montepuciano, Italy Project</td>
<td></td>
<td></td>
<td>$20,000</td>
<td></td>
</tr>
<tr>
<td>6. Contingency Fund</td>
<td></td>
<td></td>
<td>$171,635</td>
<td></td>
</tr>
</tbody>
</table>

**Estimated TOTAL** $932,823

Notes: Funding for Categories 1 and 2 are not fixed and will be awarded based upon applications.

* Service learning experiences must be clearly connected to the program’s course goals and may be spread over the course of the experience. All faculty-led service learning programs must be approved by the Global Learning Fee Committee prior to the service learning application deadline set by the director of Global Engagement Programs. (Attachment A)

** Not included are experiences that do not actively engage the student’s participation. For example, a student who simply desires to attend an international conference is not eligible.
Attachments

Attachment A - Service Learning Application

Attachment B - Proposal for Non-Credit Educational Abroad Experiences

Attachment C - Global Learning Fee Application for Funding For Education Abroad Site Visit

Attachment D - Site Visit Report Form
Attachment A

Service Learning Component Application
For Faculty/Staff Led Programs

Complete this form if you are an education abroad faculty program director seeking the additional service learning scholarship for your students and you have built into your program a service learning project.

Service learning is defined as: *a teaching and learning pedagogy that incorporates meaningful and sustainable community service with instruction and reflection to enrich the learning experience and strengthen the communities being served.*

This document must be submitted for approval to the Global Learning Fee Committee. Send to Dawyn Dumas at ddumas@kennesaw.edu. Questions? Call Dawyn at X 2423.

Keep in mind that qualifying service learning projects will:

★ Be sustainable
★ Build partnerships
★ Involve the local community
★ Incorporate student reflection

Please complete the following information about your project:

Faculty Name:

Program Name & Destination:

Dates of Program:

Total Hours of Service:

Description of the service project:

**Sustainability & Partnerships**

1. How will the project benefit the community you are serving?

2. What other organizations in the country will you work with to sustain your impact?

3. What factors have led you to believe that this project is wanted/needed by the community being served?

**Community Involvement**

1. What training, information, or tools will you give the community to help it become more self-reliant?

2. Does the success of this project depend on your program’s continued involvement?
Reflection

1. How will you help your students process their experience and reflect upon their impact?

2. What final product (journals, presentations, etc.) will your students be required to submit to Division of Global Affairs and the larger campus community?

3. Overall, what do you hope this experience will teach the students?

<table>
<thead>
<tr>
<th>Days of Program</th>
<th>Hours of Service</th>
<th>Extra Service Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ 17</td>
<td>8</td>
<td>$250</td>
</tr>
<tr>
<td>18-49</td>
<td>16</td>
<td>$375</td>
</tr>
<tr>
<td>50+</td>
<td>24</td>
<td>$500</td>
</tr>
</tbody>
</table>

Approved Disapproved ________________________________

Chair, Global Learning Fee Committee/Date
Attachment B

Proposal for Non-credit Educational Abroad Experiences for the Global Learning Scholarship
For Individual Students and Groups

1. Name of Student/Organization: ____________________________________________
2. Faculty/Program Advisor: ____________________________
3. Name of Person completing form: ____________________ e-mail address: ____________
4. Destination: ____________________________________________________________
5. Dates of Travel: __________________________
6. Number of Students Traveling: _________
7. ___Undergraduates ___Graduates _____Both
8. Name of your Education Abroad Advisor: _________________________________
9. Briefly describe the experience: __________________________________________

_________________________________________________________________________

10. How does this correspond to the learning objectives? _________________________

_________________________________________________________________________

11. List sites to be visited.

_________________________________________________________________________

12. Check all that apply:
    ___ presenting a paper/project ___ performing ___ competing ___ research

Required Signatures

Faculty Program Advisor /Date

Education Abroad Advisor or Manager/Date

Director of Global Engagement Programs/Date

Please note: If approved, additional information and follow-up will be required, including but not limited to safety and liability training.

Please attach any requested or supportive documentation. Send to Dawyn Dumas, 67 & or Mail Drop
GLOBAL LEARNING FEE
APPLICATION FOR FUNDING FOR EDUCATION ABROAD SITE VISIT

Please note that approval is subject to availability of funds and the Global Learning Fee Committee approval. The maximum award is $2,000. If two or more are proposing, the trip total must not exceed $3,000. Applications are accepted by November 1 and April 1 for each bi-annual review. Late applications will not be accepted. For complete information, go to the Global Learning Fee website at: http://www.kennesaw.edu/gls

Instructions: Complete all sections. Applications without the required signatures will not be accepted. Scan the completed application and send to: ddumas@kennesaw.edu.

I. Faculty/Staff Information (Please list name as it appears on passport/identification) (0-4 points.)

Name: ___________________________ Department: ________________________________
Ext: ____________________ E-mail: ______________________________

Proposed Site: ___________________________ Dates of Proposed Site Visit: _______________

Term of Proposed Study Abroad Program: ________________

KSU Employment Status: __________________________ (tenured, tenure-track, instructor, full time, faculty or staff) Note: part-time faculty and staff are not eligible for this funding.

II. BUDGET: Applications that show evidence of funding from other sources have a better chance of receiving an award. If more than one faculty/staff is going on the same site visit, funding for each faculty/staff may be reduced. (0-7 pts.)

Total anticipated expenses for site visit: __________________________________

Funds provided by department: __________________________________

Funds from sources other than the above (please explain) __________________________

Requested funding from the Global Learning Fee Committee: __________________________

III. QUESTIONNAIRE: Use as much space as you need.

1. Describe your familiarity with the host country, including a summary of study in or about the country, previous courses that you have taught in or about the country, or any travel you may have done there. (0-2 pts.)

2. List previous study/teaching/research experience abroad (where/duration). (0-2 pts.)
3. Describe any research interests or research proposal connected to the study abroad program. (0-2 pts.)

4. Why is it important for your proposed education abroad program to conduct a site visit? (0-5 pts.)

5. What are the benefits to students if you make a site visit and/or develop the proposed new site? (0-2 pts.)

6. Please provide a proposed itinerary for your site visit including a list of people and organizations that you plan to visit. (0-5 pts.)

7. Please provide evidence of student interest in your program (this could be in the form of signed interest sheet with contact information, survey, or other **written** expressions of interest from students). (0-2 pts.)

8. Will the visit be for the purpose of setting up a new study abroad program site, student internships, student exchanges, or student research/service learning experiences? (0 pt. value, for information only)

9. Is it for KSU credit or a KSU non-credit experience? (0 pt. value, for information only)

10. Will you be attending any conferences or workshops during your site visit? (0 pt. value, for information only)

11. Are you aware of any other KSU study abroad programs near your proposed site and have you collaborated with them in any form? (0-2 pts.)

12. Have you met with someone in the Education Abroad Office to discuss your study abroad plan, its feasibility, and to identify possible KSU collaborators? Please elaborate. (0-10 pts.)

**REQUIRED APPROVAL SIGNATURES:** (0-4 pts.)
My signature below indicates that I have reviewed the above education abroad site visit proposal and recommend it for further support.

___________________________________________ 
Program Director’s Department Chair /date

___________________________________________
Program Director’s Dean /date

**Following Review by the Global Learning Fee Committee**

___________________________________________
Student Chair, Global Learning Fee Committee / Date

___________________________________________
Dawyn Dumas, Director of Global Learning Fee/ Date
Site Visit Report Form

Name(s): Dates of Proposed Travel:

Please use as much space as needed.

1. **Plan:** Do you plan to develop a study abroad program to the site(s) visited? If not, please explain. If so, please describe the basic structure you envision for the program. Include proposed dates of program.

2. **Environment:** Will program be based at a university or single town? What is your general impression of the place(s) visited? Is it safe? How will it complement your course objectives? Please provide copies of any useful maps, description of local transportation options, availability of medical facilities, library and computer facilities, language needs, etc.

3. **Lodging and Meals:** Please describe housing options/plan based on your visit. Do you plan for students to live in a homestay environment, dormitory, apartment, hotel or some combination of these? Please also address the following.
   a. Location of lodging in relation to class activities
   b. Access to telephone, internet and email
   c. Cost/Affordability
   d. Degree of immersion
   e. Quality, reliability and cleanliness of rooms, kitchens, plumbing, restrooms, etc.
   f. Laundry arrangements
   g. Privacy
   h. Meal options and costs. Would students eat together as a group, on a campus, at restaurants, in homestay, cook in their own apartment/dorm?

4. **What are the greatest strengths of the location(s)?**

5. **What concerns/challenges do you have about the site(s)?**

6. **List any other important suggestions/considerations, such as visa requirements, packing tips, etc.**

   Please e-mail completed report within 30 days of your return to: ddumas@kennesaw.edu