

OFF-CAMPUS AND ABROAD COURSE GUIDELINES

The following policies and procedures apply to travel courses and individual off-campus courses that may include traveling outside the United States. These policies are not intended for a unit of courses offered off-campus as a special Stetson program.

I. POLICIES

A. Registration

1. Students will be registered for off-campus courses according to the following schedule:
 - a. Courses that occur between fall and spring semesters will be considered spring courses. (This is to avoid incompletes.)
 - b. Courses that occur between spring semester and the summer term will be considered fall courses. (This is to avoid incompletes.)
 - c. Courses that occur during the summer semester will be considered summer courses.
 - d. Courses that occur between summer term and fall semester will be considered fall courses.

Students in a course that occurs after the semester in which the course is listed (examples a and b above) will be assigned a grade of IP (In Progress) for the course. This grade will be changed to the appropriate letter grade upon completion of the course.

2. Off-Campus courses that occur outside the time period of a regular semester or term will not be counted toward the maximum number of hours a student is permitted to take during a semester or term.
3. Courses should be assigned a course number of 168-95 or, if upper division courses, 368-95. If more than one travel course is offered in the same department, the second course should be 169-95 or 369-95. Graduate courses would be numbered 568-95. (Additional course numbers if needed would be 268-95 and 269-95.) These numbers allow computer identification of the off-campus programs.
4. All non-Stetson participants (including former Stetson students) must comply with all requirements and deadlines. Moreover, they must enroll at Stetson and comply with the terms of tuition if they desire to receive credit.
5. All participants must complete the Off Campus Trip Application Form, the Release Form for Travel/Study Abroad, and the Emergency Medical Information Form. Trip directors shall keep a copy of all forms and submit the completed originals to the Center for International Education. The group must remain together as a group unless special arrangements, including an additional release, are made with the trip director.
6. Student participants are required to obtain the ISIC card through the International Education office which will provide basic overseas health insurance coverage including medical evacuation and repatriation of remains. There is a \$22.00 fee for this card. More extensive overseas coverage is also available at additional cost and information on this is provided within these guidelines below. This coverage is not included in the fee for the trip and must be obtained from the insurance company directly by the participant. Non-Student participants must complete and sign the verification of insurance form. Applicable health insurance must provide coverage for overseas travel and include medical evacuation and repatriation of remains. If non-student's current insurance does not provide this, information on obtaining overseas trip insurance is provided within these guidelines below.

7. Trip directors must submit a list of all participants' names and Social Security numbers to the Registrar's Office, Finance Office, Center for International Education, Office of Student Financial Planning, and the University's Risk/Safety Administrator in the Human Resources Office.

B. Academic Integrity/Credit

1. According to SACS guidelines, "Courses offered in non-traditional formats, e.g. concentrated or abbreviated time periods, must be designed to ensure an opportunity for preparation, reflection, and analysis concerning the subject matter. At least one calendar week of reflection and analysis must be provided to students for each semester hour, or equivalent quarter hours, of undergraduate/graduate credit awarded. The institution must demonstrate that students completing these programs or courses have acquired equivalent levels of knowledge and competencies to those acquired in traditional formats."

Off-Campus Courses must be academic in nature. In addition to the experiential features of the trip, courses should include study materials, lectures, readings, written assignments and/or exams in order to ensure that the courses are academically equivalent to regular on-campus courses.

2. Students may take off-campus courses as Pass/Fail without these courses counting as part of the two options generally available to students. For students in Arts and Sciences or in Music, the Pass/Fail option may also be used for courses in the student's major or minor. For students in the School of Business, permission from the Dean is required for a course to be taken on a Pass/Fail basis.
3. Individual courses may carry one to three hours of academic credit based upon approval by the College/School Curriculum Committee.
4. Since travel courses are to be academic in nature, at least two-thirds of the participants must be students.

C. Finances

1. Each off-campus course must be self-sustaining financially. Generally, a minimum of ten students per participating faculty must be enrolled for off-campus courses. Smaller numbers of students are allowed as long as the program is self-sustaining financially.
2. **Stetson students are allowed to participate in one undergraduate three-hour-credit, off-campus course during their Stetson careers without paying additional tuition for the course.** Students who desire to participate in additional off-campus courses may do so on a non-credit basis, may arrange for payment of tuition or, in exceptional cases, arrange for exemption from tuition with the appropriate academic dean. Non-Stetson students desiring credit must pay tuition in addition to the total cost of the trip. This tuition is calculated at the summer tuition rate per credit hours.
3. All off-campus courses must include an administrative and foreign liability insurance fee of \$150.00 per participant, with the exception of the trip director(s). This protects both Stetson and the Trip Director in the event of a tragedy resulting in litigation. Fees will be collected by the Trip Director and deposited into account 100001-0002-52005-0001 in the Finance Office.
4. Non-Stetson student participants or other accompanying participants who are not enrolled for credit must pay an additional \$150.00 Non-Stetson Participant Administrative Fee to Stetson University. (This fee is waived for tuition exempt employees and dependents.) These fees will be collected by the Trip Director and deposited into account 100001-0002-52005-0001 at the Finance Office.

5. A \$20.00 Handling Fee is to be collected by the Trip Director and deposited into account 100001-2227-54701-1001 (Center for International Education) at the Finance Office.
6. A \$100 Trip Director Stipend Fee is to be collected by the Trip Director to be deposited into Fund #100001-Your Dept. Org. #-Account # 57010 Program # in the Finance Office. To receive the stipend, you must fill out a Payroll PAF (Personal Action Form). The account # on the PAF is 100101-Your Dept. Org #-60003-Program Code. The Trip Director may waive this fee if he/she wishes to reduce the cost to participants and is willing to forego a stipend.
7. The Trip Director must establish an account with the Finance Office through which all trip funds will flow. The Trip Director is responsible for the collection of all funds for the trip. The Trip Director should deposit the funds in the specific trip account in the Finance Office and should provide to the Finance Office purchase orders, check requests, receipts, and a list showing the amounts paid by each participant. Checks are made payable by participants to Stetson University. The Trip Director is responsible for making certain that all participants have paid the required fees.
8. Trip Directors will be expected to keep records and receipts of all expenses. A Trip Report must be submitted to the Center for International Education within a month following completion of the trip in accordance with University policy.
9. Loans may be available to eligible students. Students need to apply through the Office of Student Financial Planning. The Trip Director must provide to the Office of Student Financial Planning the dates and costs of the trip.
10. Any surplus revenue from a trip that is not necessary for expenses and that is not reimbursed to the participants belongs to the university.
11. All participants of Off-Campus Programs are required to purchase an International Student ID Card (ISIC). The card covers the holder for health insurance while abroad. Participants should be made aware that medical costs will have to be paid in cash at the time that care is received, but a reimbursement can be requested by filing a claim form with receipts. The ISIC card can be purchased at the Center for International Education at Stetson University. Participants must take a student ID, one passport size photo and \$22.00 (check or cash) to the Center to obtain the card.

D. Faculty Compensation

1. All trip-related expenses for the faculty members in charge of the courses are to be covered by the project fees paid by the participants.
2. The faculty member who serves as the Trip Director shall receive a stipend of \$100.00 per participant, not exceeding \$2,000. If two or more faculty members serve as the trip directors, the stipend may be divided among them. The Trip Director may waive this Stipend Fee if he/she wishes to reduce the cost to participants and is willing to forego a stipend. Stipends are fully taxable and will be reported on the recipient's W-2.

II. DEADLINES

- A. Academic Program Proposal must be submitted to the appropriate Curriculum Committee in March for trips to take place during the winter break, and in December for trips to take place during the summer break. This proposal should include **itinerary, syllabus, reading list, assignments, and assessment explanation.**
- B. Detailed Program Proposal must be submitted to the International Programs Council in April for trips to take place during the winter break, and in January for trips to take place during the summer break. This should include **itinerary, syllabus, reading list, assignments, assessment explanation, letter of approval from the Curriculum Committee, budget, itinerary, air and ground transportation, cities, site visits, and any other relevant information.**
- C. Respective College/School Curriculum Committee approval and certification of approval sent to Center for International Education by the end of the first month of the semester just preceding the

trip and before any publicity about the trip. Thus, for example, a winter trip should be approved by the end of the previous September.

- D. The Center for International Education will send the proposal to the International Programs Council for final approval and verification concerning technical details. Upon final approval, the Center for International Education will inform the trip director and notify the Finance Office to set up an account for the trip.
- E. Deposit Deadline: 2 months before trip. No deposit will be accepted by the trip director unless it is accompanied by the release/registration forms, with parent or guardian signature if applicable.
- F. Final Payment Deadline: 1 month before trip. Before final payment can be accepted, each participant must submit to the trip director verification of overseas health insurance coverage (including medical evacuation and repatriation of remains).

III. EXPENDITURES

- A. Bills are paid in advance by university check for hotels and air transportation upon receiving an invoice. Requests for payment should be sent to the Center for International Education.
- B. All expense money issued in an advance to the director to be disbursed on the trip for meals, guides, ground transportation, and other expenses must be covered by a receipt. All requests for advance funds should be made to the Office of Finance.
- C. All receipts submitted must be converted by the trip director from the currency of the country to the value of the U.S. dollar at the time the expenditure was made.
- D. Final reports must be submitted in dollars and not in the currency of the country in which the expenditure was made.
- E. All reports are due in the Center for International Education no later than 30 days after completion of the trip.

CHECKLIST OF RESPONSIBILITIES OF TRIP DIRECTORS

- Create a detailed program proposal including:
 - Trip itinerary
 - Syllabus
 - Reading list
 - List of written or other assignments
 - Explanation of participant assessment (exams, papers, projects, etc.)
- Send proposal to appropriate Curriculum Committee for approval.
- Send proposal and Curriculum Committee approval to Center for International Education for approval by the International Programs Council.
- After program is approved by both committees, notify Registrar's Office of upcoming course.
- Send costs and dates of program to the Office of Student Financial Planning.
- Collect applications, release forms, and verification of participants' insurance coverage.
- Collect deposits and final payments from participants.
- All funds are to be deposited according to the information in section C~ Finance, numbers 3 and 4.

- ❑ Send list of all participants and student numbers to Registrar's Office, Finance Office, Center for International Education, Office of Student Financial Planning, and the University's Risk/Safety Administrator in Human Resources.
- ❑ After the trip, submit final report and receipts to the Center for International Education.

Sample Reports

I. Expense Report

STETSON UNIVERSITY
Department of Religious Studies
M E M O R A N D U M

TO: Finance Office, Center for International Education

FROM: Mitchell G. Reddish

SUBJECT: Participants in Travel Course to Greece and Turkey

DATE: November 4, 1998

Listed below are the participants in the travel course to Greece and Turkey from December 26, 1998, to January 10, 1999. Deposits (or deposits and total payment), totaling \$13296.00 are included as indicated.

<u>Name</u>	<u>Social Security #</u>	<u>Deposit</u>
Sally Bruce		\$200.00
Jim Childers		200.00
Jane Craft		200.00
Robert Dale		200.00
John Dilbert		200.00
Maggie Dittman		200.00
*Abby Elkin		200.00
Lauren Fitzgerald		200.00
William Fulton		200.00
Iris Fogel		200.00
Larry Hale		200.00
Don Heiser		200.00
Warren Hensley		200.00
*Lucy Kell		200.00
Robert Lewis		200.00
Michele Logan		200.00
Miriam Mackie		3048.00
Donald Markey		200.00
Lisa Markey		200.00
Ruth Martin		200.00

Christy McGovern	200.00
Harold Moore	200.00
Bryan Muller	200.00
Sharon Queen	3048.00
Randy Ruth	200.00
Wayne Ruther	200.00
*Bess Starling	200.00
*Kyle Stendall	200.00
*James Stoble	200.00
Bryan Stock	200.00
Vennie Sumter	200.00
Tasha Tarran	200.00
Helmut Teaser	200.00
Samuel Tolber	200.00
Gene Undel	200.00
Sally Vanorder	200.00
Stephen Williams	200.00
*Joan Wilson	200.00
Total Deposits	\$13,296.00

Instructor

Mitchell G. Reddish

*These persons are not Stetson students and are not registering for the course for academic credit.

The total cost of the trip for all participants is \$3048.00 with the following exceptions (includes the additional \$150.00 administrative fee):

<u>Name</u>	<u>Total Cost</u>
Abby Elkin	\$3198.00
Lucy Kelly	3198.00
Bess Starling	3198.00
Kyle Stendall	3198.00
James Stoble	3198.00
Joan Wilson	3198.00

II. Final Report

STETSON UNIVERSITY
Department of Religious Studies
MEMORANDUM

TO: Center for International Education

FROM: Mitchell G. Reddish

SUBJECT: Final Report on Trip to Greece and Turkey

DATE: February 9, 1999

This serves as my final report on the travel course REL 269C-95 "The World of the Bible II: The Mediterranean World." This trip to Greece and Turkey occurred December 26, 1998-January 11, 1999. The trip included 32 students, 6 non-students, and myself as the trip director.

Income

Deposit 11-4-98	\$ 13,296.00	(Includes credit charges of \$200.00 each for Smith and Jones)
Deposit 11-16-98	\$ 3,048.00	(Credit card charge in Student Accounts by Jane Doe)
Deposit 11-25-98	\$ 85,992.00	(\$74,250.00 in checks; \$3048.00 in cash; \$5846.00 in credit card charges for Tom and Mary Adams; \$2848.00 in credit card charges for Bob Acme)
Deposit 12-11-98	\$ 3,638.00	
Total	\$105,974.00	

Disbursements

Educational Travel 11-8-97 (deposits)	\$ 6,800.00
Insurance and Handling fee to Stetson (38 @ \$50.00 each)	\$ 1,900.00
Administrative fee (6 @ \$150.00)	\$ 900.00

SHE Tours	\$ 425.00
Educational Travel (final payment)	\$ 90,862.00
Refund to Martha Stewart for overpayment	\$ 70.00
Refund of deposit to Tom Jefferson for cancellation	\$ 400.00
**Mitchell G. Reddish (for miscellaneous expenses)	\$ <u>4,617.00</u>
Total	\$105,974.00

Meals for Mitchell Reddish - December 26-January 11	
1 breakfast @ \$6.00; 17 lunches @ \$8.00;	
1 dinner @ \$10.00)	152.00
Gifts for Guides (receipts attached)	89.46
Travel guides and other supplies for trip (receipts attached)	170.87
Tips (receipts attached)	2,762.00
Boat ride on the Bosphorous (receipt attached)	1,252.00
<u>Refunded to students for overpayment (receipt attached)</u>	<u>190.74</u>
Total	\$4,617.07

(City)

(State or Country)

(Zip)

Home phone: _____

Work phone: _____

Cell phone: _____

Fax: _____

E-mail address(es): _____

4. Passport data

You must have a valid passport* to complete this section. Applications will not be accepted without a valid passport.

Passport #: _____

Expiration date*: _____/_____/_____
(Month) (Day) (Year)

Place of Issue: _____

5. Other

Many countries do not provide accommodations for individuals with special needs. Furthermore, conditions abroad and the stress of living abroad may exacerbate physical, mental, emotional, or learning challenges. If you have any conditions or limitations that may require special services or accommodations, including but not limited to medical or counseling services, medications, special needs facilities, etc., please bring this to the attention of the Trip/Program Director so that the availability of such services or accommodations at the study site(s) can be investigated. The Trip/Program Director will counsel you accordingly.

6. Conduct

❖ Have you ever had disciplinary action taken against you at Stetson or any other university or college?

Yes

No

❖ Have you ever been arrested?

Yes

No

If you answered **yes** to either of the above questions, please explain on a separate sheet of paper. Include the date(s) of the infraction(s) and the outcome(s). Sign and date your statement and attach it to this page.

7. Section 7 is for non-U.S. citizens only. U.S. citizens should skip to section 8.

❖ Of what country are you a citizen? _____

❖ What is your status in the U.S.?

_____ Permanent Resident (green card holder)

_____ F-1 Student Visa

_____ J-1 Student Visa

_____ Other (please specify) _____

❖ Have you or any member of your family applied for a change of status?

Yes

No

❖ All citizens of countries other than the U.S. are required to consult with Stetson's International Student Advisor, before submitting this application. Call (386) 822-7012 for an appointment. If you are citizen of a country other than the U.S., page 11 must be completed by the Stetson International Student Adviser. If you are a citizen of the U.S., skip page 11.

To be completed by Stetson's International Student Advisor:

I have spoken to the applicant, who is not a U.S. citizen, about his/her plans to participate in an off-campus travel/study program and the implications for his/her status in the United States. The student has been advised to

_____ proceed with plans to study abroad. _____ postpone plans to study abroad.

Comments: _____

International Student Adviser Signature

Date

8. I understand that my presence at all pre-departure meetings is mandatory and I agree to attend all sessions.

Applicant signature

Date

Adult Non-Student Application for Off-Campus/Travel Abroad Study Program

Program (or course number): _____

Trip or program director: _____

1. Personal information

Name: _____
(Last) (First) (MI)

SS#: _____

Date of birth: _____/_____/_____
(Month) (Day) (Year)

Place of birth: _____
(City) (State or Country)

2. Contact information

DeLand address: _____

Local phone #: _____

Home Phone #: (_____) _____

E-mail address: _____

3. In case of an emergency, whom would you like us to contact

Name(s): _____

Relationship: _____

Address: _____
(Number & street name)

(City) (State or Country) (Zip)

Home phone: (_____) _____

Work phone: (_____) _____

Cell phone (_____) _____

Fax: (_____) _____

E-mail address(es): _____

4. **Passport data**

You must have a valid passport* to complete this section. Applications will not be accepted without a valid passport.

Passport #: _____

Passport expiration date*: _____/_____/_____
(Month) (Day) (Year)

Place of Issue: _____

5. **Other**

Many countries do not provide accommodations for individuals with special needs. Furthermore, conditions abroad and the stress of living abroad may exacerbate physical, mental, emotional, or learning challenges. If you have any conditions or limitations that may require special services or accommodations, including but not limited to medical or counseling services, medications, special needs facilities, etc., please bring this to the attention of the Trip/Program Director so that the availability of such services or accommodations at the study site(s) can be investigated. The Trip/Program Director will counsel you accordingly.

6. **Conduct**

Have you ever been arrested or had disciplinary action taken against you? ___ ___
Yes No

If you answered **yes**, please explain on a separate sheet of paper. Include the date(s) of the infraction(s) and the outcome(s). Sign and date your statement and attach it to this page.

7. **Section 7 is for non-U.S. citizens only. U.S. citizens skip to section 8.**

❖ Of what country are you a citizen? _____

❖ What is your status in the U.S.?
_____ Permanent Resident (green card holder)
_____ F-1 Student Visa
_____ J-1 Student Visa
_____ Other (please specify) _____

❖ Have you or any member of your family applied for a change of status? ___ ___
Yes No

❖ All citizens of countries other than the U.S. are required to consult with the trip director before submitting this application.

*It is the sole responsibility of participants who are not U.S. citizens to find out what the laws are pertaining to their travel abroad, and to obtain the appropriate visas to enter the country(ies) to be visited and the appropriate paperwork permitting their reentry into the United States.

8. I attest and confirm that the above information which I have provided is true and correct, and I have read, understand, and acknowledge the informational notations supplied within the application under # 5 and underlined above.

Signature of Applicant

Date



Release/Risk Acknowledgement Form

For Stetson Foreign Travel and/or Course-Related Travel Abroad

Stetson University sponsors special trips and events for students as a means of providing a comprehensive and diverse learning environment. Foreign trip/event participants and leaders are expected to conduct themselves in a professional and positive manner as representatives of Stetson University.

I. TRAVEL & RISK ACKNOWLEDGEMENT:

Name & Date(s) of Foreign Travel and/or Course: _____

Special Activities/Risks may include but are not limited to:
>Terrorist activities >Natural disasters >Accidents/Illness
>Travel by ground, air, water >Walking/hiking >Participation in sports
>Travel related to Stetson-sponsored trips/excursions >Travel unrelated to Stetson sponsored trips/excursions

Please list any other risks inherent to this trip, i.e. special physical activities, etc. _____

This is to certify that _____ has full permission to, or has (Participant Name-Print)

voluntarily agreed to travel in a group and independently, off campus, within the United States and outside the United States in connection with an international trip and/or course of Stetson University, Inc. ("Stetson").

II. LIABILITY / RISK ACKNOWLEDGEMENT & RELEASE:

I understand that participation in foreign trip activities could involve special risks relating to the political, social, and environmental factors of the destination country or surrounding countries, and have had the opportunity to review these risks via the State Department’s web site, www.travel.state.gov. Therefore, I understand that this travel could involve risk of physical injury or property loss, and despite safety precautions, the university cannot guarantee safety thereof, as all risks cannot be prevented.

I further acknowledge that if I drive my own vehicle, or am a passenger in another’s vehicle in connection with this trip/event, that Stetson University’s auto insurance does not cover such a private vehicle and I understand that the University cannot be responsible for assuring the safety and reliability of such transportation or driver, nor for any non-university sponsored activities or travel that I choose to participate in, and I therefore accept the risks and responsibilities associated with such private vehicle and activities.

In consideration of the opportunity afforded, with full knowledge and acceptance of the risks associated with this foreign travel and the trip activities, and with full understanding of the above issues/conditions, I hereby release, indemnify, and hold harmless Stetson University, Inc, its faculty, staff, trustees, officers, and agents from all form and manner of risks inherent in such travel, and all claims and demands of any nature arising from participation in said trip, event, or function .

Signature of Participant Date

Signature of Parent/Guardian (if participant under age 21) Date

Print Participant Name

Print Parent/Guardian Name (if participant under age 21)

Signature of Witness for Participant Date

Signature of Witness for Parent/Guardian Date

(Revised 4/2006)

Travel Abroad & Off-Campus Course Financial and Withdrawal Policies Acknowledgement

I. Dismissal

The Trip/Program Director has the authority to summarily dismiss any participant from the program as a result of the participant's behavior and inform the participant to return home, which will be at participant's own expense. Participants who are disqualified or ineligible to participate shall receive no refund for the missed portion of the study abroad program.

II. Financial and Withdrawal Policies

- A. All off-campus travel/study programs are intended to be self-sustaining, with all costs to be covered by the program fee paid by the participant. Refer to your trip/program director for an explanation of costs.
- B. Any medical expenses or other personal expenditures are to be borne by the participant. The trip/program director may assist in arranging the appropriate care or other required services as a matter of expediency and the participant acknowledges he/she will be liable for the prompt payment of any resulting expenditure.
- C. If a participant drops out of the trip/program before departure, he/she will be responsible for all expenditures incurred prior to the dropout date, including but not limited to all deposits and cancellation fees. If the participant drops out after the travel/program has begun, he/she will be billed for the entire sum as if he/she had stayed for the duration of the travel/program. The participant should check with the trip/program director for additional cancellation costs and policies.

Furthermore, in consideration of the opportunity afforded and with full knowledge and appreciation of the risks involved, I hereby release the Trip/Program Director, Stetson University, Inc., its Board of Trustees, Officers, Employees, Staff, Faculty, and Agents from all form and manner of risks inherent in such travel and all claims and demands of any nature arising from participation in said courses and projects.

Furthermore, I understand and agree that all sums paid for these purposes shall not be subject to rebate except as officially set forth by Stetson University, Inc.

Approved, accepted, and received a copy of above on date indicated.

(Participant's signature)

(Date)

(Signature of parent if participant under age 21)

(Date)

Emergency Medical Information

(Note: Information provided here will be kept confidential and used only in the case of an emergency.)

Name (exactly as on passport): _____

Your passport number: _____ Office where issued: _____

Date of birth: _____

Home address: _____

Home phone: (____) _____

Allergies (medicine, food, etc.): _____

Medical problems or conditions that should be known in case of an emergency: _____

List any medications being taken and reason: _____

Person to be notified in an emergency:

Name: _____

Relationship: _____

Home phone: (____) _____ Work phone (____) _____

Cell phone: (____) _____

Address: _____

Personal Physician:

Name: _____

Address: _____

Phone: _____

To Whom It May Concern: I, the undersigned, do hereby give Program Director _____ full authority to obtain emergency medical treatment for me in the event such treatment is, in their opinion, needed or necessary and I am not able to make such a decision. I also hereby give my permission for a licensed practicing physician to administer whatever medical treatment he/she may deem necessary for me in the event of any medical emergency affecting me.

Participant Date

Parent or Guardian (if participant is under 21) Date

**ISIC/ITIC Travel Abroad Card
(International Student/Teacher Identity Card)
For Stetson Students/Faculty**

ISIC/ITIC Card Cost and How to Obtain a Card:

NOTE: All students are required to purchase an ISIC card before traveling on any Stetson program abroad. Faculty may purchase an ITIC card. (Additional overseas trip insurance is also available if desired. See attached for more information.)

Cost- \$22.00

Bring the following to the International Education Office (Ext. 8165)

- Passport size photo
- Check, money order or cash for \$22.00
- Stetson University ID card

ISIC/ITIC Card Insurance Information:

Product ID# 007439 - CT Plan 1 / Rev. 1/06

Dates of Coverage per card: (Date card is obtained thru Dec 31st of that year)

Website: www.MYISIC.com - Then the "Travel" Tab at top, then "Travel Insurance"

Sickness Benefit: \$165/day for in-hospital stay up to 61 days

Accident Medical Exp Benefit: \$25,000 (Incl. \$500 Emergency Dental Coverage)

Accidental Death & Dismemberment: \$5000 - Air

Accidental Death & Dismemberment: \$1000 - All Other

Emergency Evacuation: \$300,000 w/ physician verification

Repatriation: \$25,000

No Deductible

Other Benefits of Card:

Lost Document Replacement (such as passport) - \$500

Baggage Delay: \$100

Travel Delay: \$100

Discounts on various items (ie. airlines, museums, attractions, tours, restaurants, hotels, etc)

24 Hour Traveler's Assistance Help Line for medical, financial or legal emergencies

IMPORTANT NOTE: This card is required as a minimum overseas insurance protection plan. For a more comprehensive overseas travel insurance plan, please see the attached information on Overseas Trip Insurance or ask Risk Management for additional information.

(Rev. 3/06)

VERIFICATION OF HEALTH INSURANCE COVERAGE
Non-Student Participants

All student participants are required to purchase the International Student Identification Card (ISIC) from the Center for International Education, Stetson University. Stetson University policy requires that all Non-student participants in off-campus courses must have health insurance that provides international coverage and that includes medical evacuation and repatriation of remains, or the participant must sign a waiver stating that they are aware that they are responsible for all health, medical evacuation, and repatriation expenses. If a participant's current major medical policy does not provide this coverage, the participant may obtain a special insurance policy that provides such coverage. Information on special overseas insurance coverage is attached. By completing and signing the form below, the participant certifies that she or he either has the required health insurance coverage or waives the responsibility of obtaining such coverage.

Check one:

I, _____, do hereby certify that I have health insurance that provides international coverage and coverage for medical evacuation and repatriation of remains.

Attach a photocopy of insurance card and complete below.

Name of Insurance Company _____

Name of Subscriber (if different from trip participant) _____

Policy Number _____

Subscriber Number _____

I, _____, do hereby acknowledge that I have been informed of the advisability of obtaining health insurance that provides international coverage, including medical evacuation and repatriation of remains. In lieu of obtaining such coverage, I acknowledge that I am responsible for all health, medical evacuation, and repatriation expenses and that neither the trip director nor Stetson University shall be responsible for any such expenses.

(Participant's Signature)

(Date)

(Parent or Guardian Signature if Participant under age 21)

(Date)

Additional Overseas Trip Insurance Information

For Full-time Students & Scholars:

HTH Worldwide

- Website: www.HTHstudents.com
- Review/Buy Individual Health Plans
- Pick State you live in
- Choose Plan:
 - Study Abroad (\$100,000 Max / \$36.00 per month for under age 30)
 - Advantage
 - Preferred

Note: All the above plans come with AD&D, Medical Evac, Repatriation of remains, Emergency Reunion/bedside visit, and assistance services. No trip cancellation coverage available

You can also download & print the brochure from the website and sign up online.

For Non-students or Part-time students:

IMG's Patriot Travel International Insurance

- Website: www.IMGlobal.com
- Click on "About IMG- Choosing the Right Coverage"
- Patriot Travel Medical Insurance
- Patriot International – Choose Plan by Deductible, Policy Limit and Age
(Plan includes AD&D, Medical Evac, Repatriation of remains, Emergency Reunion & limited trip interruption insurance)

For Trip Cancellation Insurance:

- Choose Patriot T.R.I.P. or Patriot Student T.R.I.P.

You can print info from the website and can sign up online.

Please note that the above information is being made available for informational purposes only, and that there may be other insurance programs available which the participant may research and obtain. Please also note that the University does not endorse any insurance company referenced above.

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INTERNATIONAL EDUCATION OFFICE
STUDY ABROAD MANUAL 4/06
(PAGES 12 - 18)

FOREIGN TRAVEL GENERAL INFORMATION

NOTE:

THE FOLLOWING MATERIAL OFFERS *GENERAL* TRAVEL INFORMATION AND TIPS. IT IS MEANT ONLY AS A BASIC GUIDE FOR ABROAD TRAVEL

IMPORTANT:

PLEASE READ OVER THE U.S. STATE DEPT'S CONSULAR INFORMATION SHEETS WHICH GIVE SPECIFIC INFORMATION ON YOUR DESTINATION COUNTRY

WWW.TRAVEL.STATE.GOV

Also check out the Travel Security Website for up-to-date
Airline Travel guidelines.

www.TSA.GOV

Vaccinations:

There are no special vaccinations required to study at Stetson Abroad sites. The vaccinations that you are required to have when you enter Stetson meet requirements in all of our host countries. However, there may be vaccinations recommended by the Centers for Disease Control and Prevention (CDC) and/or the World Health Organization (WHO). Students are strongly advised to discuss with their physicians the possibility of being vaccinated against Hepatitis A and B, meningitis, tetanus, and the flu. Although a flu shot will not protect against Avian Flu, it can help doctors rule out other viruses if a person develops flu-like symptoms. Visit <http://www.cdc.gov/travel/vaccinat.htm> and <http://www.who.int/ith/en/> for more information on vaccinations and health issues at your study site. Note that for Hepatitis, the vaccination schedule includes 3 injections: #1; #2 a month later; #3 six months later. Discuss this schedule with your doctor.

Email:

The following web sites explain how to access Stetson email from abroad or how to have Stetson email automatically transferred to another account:

<http://www.stetson.edu/help>

<http://www.stetson.edu/departments/library/email.html>

<http://www.mail2web.com>

Many students find it quite difficult to check their Stetson email from abroad, so it is advisable to sign up for a non-Stetson email address to use during the semester abroad (Yahoo or Hotmail are free and universally available).

Students should make sure that the Center for International Education and/or your trip director has their most up-to-date email addresses, as the Center will be contacting students frequently with advisories and announcements.

Neck Pouch/Money Belt:

One of the best ways to safeguard against purse-snatchers and pickpockets is to purchase a neck pouch or money belt that can be concealed under your clothing. These can be found in luggage shops, outdoor recreation stores, and on line.

You may want to consider carrying your money and cards in several different places. For example, you could carry a small amount of cash in your purse or wallet, your ATM card in your neck pouch, and a credit card in a zipped pocket inside your backpack (never carry anything of value in the outer pockets of luggage, bags, or backpacks). This way, if your purse is snatched, you have other sources of money on your person.

Money Matters:

Do (check (✓) each box as you complete the task)

- Take about \$100 in your host country's currency with you. Do not wait until your arrival in the host country to do currency exchange; things will be chaotic at the airport upon arrival, you will be tired and will have many things on your mind. Save yourself the trouble and exchange money before you leave the U.S. This can be done weeks in advance of your departure (contact your bank for foreign currency ordering information) or at the U.S. airport the day that you leave.
- Take your Visa or Master Card credit cards, as they are widely accepted in most countries.
- You should be able to use your ATM card abroad. This is economical, as the exchange rates are favorable; safe, since you only withdraw as much money as you need immediately; and practical, since ATMs are generally easy to find and your money is delivered in the local currency.
- Let your bank and credit card companies know that you will be abroad, what countries you will be in and the dates that you will be away. Banks and credit card companies may regard charges in foreign countries as suspicious and, for your protection, place a block on your ATM or credit card account unless they are informed of your travel plans.

Do NOT

- ⊗ Take a large amount of money with you. This is dangerous and impractical. Take about \$200 in local currency with you. This should get you through your first few days abroad. Keep all other funds in a checking account in the U.S. and withdraw it as needed from ATMs abroad.
- ⊗ Take travelers checks unless you are going to study in Russia; they are not as widely accepted as they once were and may do you no good. (If you are going to Moscow take only \$200 to \$300 in American Express travelers checks—this is for backup only and you should not rely on travelers checks as you main source of money)
- ⊗ Take personal checks; you will not be able to cash them abroad.

Other

- If your parents or others want to send you money, ask them to deposit it in your U.S. checking account so that you can withdraw it via ATM.
- If you require emergency funds (to pay medical bills, for example), go to <https://wumt.westernunion.com> to find a Western Union office in your host country. This is a very fast way of getting money to you.
- The Stetson Abroad fee, which will appear on your next Stetson bill, covers your room and board, Stetson and host institution tuition, round trip travel, and possibly a few excursions—these are the basic necessities. Expenses not covered include: passport, visas, document mailings, room deposits, restaurant meals, personal travel, entertainment, internet and computer use, etc. While you are abroad you will most likely want to travel, go out with friends, and shop. How much money you spend depends on you. We recommend that every student allocate at least \$100 per week abroad for personal spending during the semester abroad.

Check your ticket:

Most students will receive an “e-ticket” (Electronic Ticket). This looks like a receipt or an itinerary, but it has information that you will need in order to check in at the airport. Do not misplace it.

- Check to make sure that your name spelling and all other information on the ticket or itinerary are correct.
- Place the ticket in the plastic pouch of your portfolio for safekeeping.
- Several days before your departure, call the airline on which you are scheduled to depart to confirm your flight.
- On the day of your departure, show your ticket, E-ticket or itinerary and your passport to the clerk at the check-in counter.

Packing

Do

- Call 1-800-555-1212 for the 800 number of the airline on which you will be traveling, or look up your airline’s web page.
- Check baggage regulations. Your airline will provide you with information regarding the number, size and weight of checked and carry-on bags allowed by that particular carrier. Check exact dimensions and weight limits. Don’t assume that it’s the same for two different airlines or that things have not changed since you last flew. Make sure that the person you talk to understands that you are taking an international flight; the rules differ from domestic flights.
- Stick to the number, size, and weight limits. If you don’t, you could end up paying hundreds of dollars for excess baggage or leaving something behind.
- Consider taking a big backpack and a large piece of rolling luggage. When you arrive at your destination airport, the backpack can go on your back leaving your hands free to roll your other large bag and handle your carry-on.
- Plan to get along on a limited wardrobe, as do most students abroad.

Do NOT

- ⊗ Pack *anything* sharp in your carry-on. It will be confiscated. See TSA for rules on liquids, lotions & gels.
- ⊗ Lock your checked luggage. It may be searched at the airport (you may be able to lock it after it has passed the security inspection).
- ⊗ Take items of value (monetary or sentimental) with you. Things of value that you must take (such as a camera) should never be packed in your checked baggage.

NOTE: Always check the TSA website for up-to-date airline travel security rules: www.TSA.gov

Remember that you alone will have to get all of your belongings to your residence.

- There are no porters at most destinations.
- There are no luggage carts at many destinations; if there are luggage carts, they often cannot be taken into restricted areas.
- You may have to make plane changes, do train transfers, or take taxis or buses.
- You may have to negotiate stairs (some stations do not have elevators or escalators).
- You must bring home what you take with you-plus anything that you purchase while abroad.

When in doubt, leave it out!

Clothing

Casual and comfortable are the key words in student dress. Observe and adapt to local trends in order to "fit in." Ask your trip director what to expect weather-wise. Depending on where you are going, it could be very hot or very cold or a combination of the two.

Appropriate Attire

You will notice that students the world over tend to dress somewhat casually. Jeans and t-shirts are commonly worn by young people in nearly every country. However, things that may identify you as an American include: flip-flops, sneakers and sports shoes, American flags and flag logos, shorts, American label backpacks and book bags, baseball caps, ripped jeans. For your safety, you should keep a low profile and avoid these clothing items.

Women have special concerns when it comes to attracting attention to themselves. Those who want to avoid unwanted attention should leave behind their shorts; short skirts and dresses; sleeveless, bare midriff, low-cut, and backless tops and dresses; low-rise pants and jeans; expensive jewelry.

Prescription Drugs

If you require prescription medication, be sure you take enough to last the entire trip. Also, take the doctor's written prescription with you *and* a letter from your doctor explaining your condition and why you have the medicine. The letter should state the medication's scientific/chemical/generic name as well as the brand name (not all medicines have the same brand name abroad, so the scientific name is important).

When you arrive in your host country and go through customs, you should go to the exit that says "Nothing to Declare" unless a customs agent indicates otherwise. If a customs agent checks your bags, you should produce your doctor's letter to explain why you are carrying drugs.

Other Things to Consider Bringing

- Contact lens solution if you need it.
- Optical Prescription: If you wear glasses or contact lenses, be sure to take a spare pair with you in case of loss or damage. Also take a copy of your prescription.
- Take an ample supply of deodorant. Good quality deodorant can be very difficult to find in many countries.
- Remember to carry your tickets, passport, and money in a neck pouch or money belt *under your clothing*. Money belts and neck pouches can be found at luggage stores, outdoors supplies stores, and on line.
- Do not pack anything sharp in your carry-on. It will most likely be confiscated at the security check

point in the airport. Students have had nail clippers, pen knives, nail files, and studded bracelets confiscated.

- ❑ Once you have packed, carry *all of your luggage around the block* (including any carry-ons such as a coat or purse). This may sound like a joke but it's not. Be aware that you are going to have to carry *everything* through the airport to the bus, train, taxi, or subway. Many international airports are very large and you may have a 10- or 20-minute walk. Don't count on finding a luggage cart or porter, many airports don't have them or don't allow them into secure areas. Plan on carrying all of your possessions a long way. If you are uncomfortable walking around the block with your luggage, imagine how it will feel at 6:00 in the morning after you've been on a plane all night. Add crowds and confusion and perhaps a few flights of stairs and you'll be *very* sorry you packed so much!

When in doubt, leave it out.

- ❑ Remember, you're not going to some remote part of the world. You will be residing in a city where just about everything is available. Don't load yourself down with things that you can buy upon arrival.
- ❑ If your luggage is overweight or over-sized when you get to the airport, you could pay hundreds of dollars to get it on the plane.
- ❑ Your carry-on should contain something to sleep in, a change of clothing, anything valuable such as your camera, medicine.
- ❑ **Carry your passport, tickets, money, credit cards and ATM cards in a neck pouch or money belt under your clothing.**

Do Not Take:

- ⊗ Electrical appliances (irons, hair dryers, electric razors, etc.): electrical appliances are heavy. The electrical current is different abroad (220 voltage vs. 110) and converters are expensive. Mexico uses the same current as the U.S. but electricity is very costly for your host family.
- ⊗ Large containers of shampoo, soap, toothpaste, etc. Liquids are very heavy. Take small travel bottles of these items. (See TSA rules regarding these items on carry-ons)
- ⊗ Expensive or irreplaceable items. If it's something you feel you can't live without during a semester abroad, imagine how it would feel to lose it forever. Leave such items safely at home.

Registration with the U.S. Embassy:

Registration with the U.S. Embassy or consulate nearest your study abroad site will permit the Embassy to contact you and/or your family in case of an emergency at home or abroad. Embassy registration is required of all Stetson Abroad participants and should be done before your departure for the study abroad site. To register, go to http://travel.state.gov/travel/abroad_registration.html and fill in the requested information.

Check-in, Money Exchange, Security:

- Have your passport and ticket in your **neck pouch** for easy access. You will need to show them a number of times before departure and upon arrival.
- If you have not already changed money, proceed to the Currency Exchange kiosk before passing through security. We recommend that you change about \$100US into the local currency before you board the plane. This will give you some spending money immediately upon arrival, and it's one less thing to think about upon arrival when you are tired and have a million other things on your mind.
- Proceed to the security checkpoint. Your friends and family will not be able to accompany you beyond this point, as only ticketed passengers are permitted through the security checkpoint. Have your ticket, boarding pass, and passport ready to show security personnel.
- Proceed to the boarding gate. You may need to show your passport, ticket, and boarding pass *again* in order to board the plane. Having these items in a neck pouch offers security and convenience.

Missed Flights and Cancellations:

The possibility of your flight being cancelled is small. Remember that if this happens, you will be in the same boat as many other people. The airlines will advise you on what to do.

- ❖ In cases where a passenger is responsible for missing a flight, the airlines have no responsibility to get the passenger on another flight or to reimburse the ticket—the passenger may lose his/her ticket and will have to purchase a new one at his/her own expense. Airlines have recently become much more inflexible in this issue. To avoid this situation, be sure to give yourself LOTS of time to get to the airport. Keep in mind that traffic, the possibility of accidents on the highway, difficulty parking at the airport, etc. all contribute to delays. Be at the check-in counter at least 2 hours before your flight is scheduled to depart. With increased security, there are many opportunities for delays once you get to the airport.
- ❖ In cases where the airline is at fault for a missed flight (for example, a late connection or certain cancellations), the airline will get passengers on the next available flight at no additional cost. If they cannot get passengers on a flight the same day, the airline will normally put passengers up in a hotel overnight at the airline's expense.

- ❖ In cases where the airlines have no control over cancellations, such as those due to security issues or severe weather, they will arrange for passengers to be on the next available flight at no extra cost. However, they may not provide accommodations. Passengers have the option of sitting in the airport all night or getting a hotel room at their own expense. A hotel room would probably cost around \$100-\$150. Stetson will not reimburse this cost. If you are traveling with a group, and can't stand the thought of sitting in the airport all night, you could split the cost of a hotel room between several people. What you decide to do depends on how much money you are willing to spend and how much tolerance you have for discomfort.