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I. International Programs and Services Office: Mission and Overarching Goals

The Office of International Programs and Services (IPS) provides leadership and advocacy for international programs and activities on campus and coordinates the resources necessary to sustain their growth. IPS is the hub of international activities at Western Carolina University.

We work with faculty, staff, and students on campus, in Western Carolina, and throughout the world to:

- Help develop WCU students into global citizens.
- Manage WCU’s study abroad programs.
- Develop and facilitate international engagement and partnerships.
- Support international teaching and learning—for example, through faculty-led study abroad programs, and Global Learning Academy.
- Recruit and enroll international students.
- Provide immigration services and transitional support for international students and scholars.
- Provide English language training to international students.
- Increase cross-cultural understanding through outreach programs, (for example, K-12 outreach).

Contact Information

Telephone:
828-227-7494

Address:
Cordelia Camp Building 109
69 East University Way
Cullowhee, NC 28723

Email:
international@wcu.edu
II. Faculty-led Program Overview

What is a Faculty-led Program?

The term *Faculty-led program* typically refers to a study abroad program led by a faculty member(s) in an international setting for a short term, from one week to eight weeks. While abroad, faculty engage with students in a unique role of being an instructor, advisor, and mentor. At WCU, faculty-led programs also include courses taught by faculty in domestic locations, named StudyUSA.

Faculty-led Program Models at WCU

At WCU, we use the term of “faculty-led study abroad” and “faculty-led travel course” interchangeably. Travel courses are established as contract courses and do not generate state funding. Students earn credit, but students will not be charged the regular tuition rate in contract courses. International Programs and Services (IPS) is the unit on campus that manages all travel courses at WCU, as listed below:

- Course(s) in domestic locations
- Course(s) in overseas locations
- Course(s) at overseas partner institutions
- Courses at overseas partner site (institution/third party provider) with students taking intensive language or other courses
- Semester course that includes a trip abroad
- International travel led by faculty for graduate students and undergraduate students for non-credit activity
  - Faculty chaperoning group of students participating in cultural activities with no course credit attached
  - Faculty taking students abroad for the purpose of field research
  - Faculty taking student abroad for service / service-learning / civic engagement activities
  - Faculty chaperoning group of students to overseas partner institution (institution/third party provider) to learn intensive language and culture

### Faculty-led Program Overview- Quick Links

- What is a Faculty-led Program?
- Faculty-led Program Models at WCU
- Travel Course vs. Travel Component Course
- Benefits of Faculty-led Program
- Qualification for a Faculty-Director
- Roles and Responsibilities
  - Faculty Director
  - College and Department
  - Office of International Programs and Services
  - Student
Travel Course vs. Travel Component Course

<table>
<thead>
<tr>
<th>Travel Course</th>
<th>Travel Component Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Course</td>
<td>Course for which travel is only part of the course and there are substantial in-class requirements in addition to travel</td>
</tr>
<tr>
<td>Credit hours or no credit hours</td>
<td>Credit OR Credit and non-credit</td>
</tr>
<tr>
<td>3 credits. Occasionally 6 credits (if the course is listed as a 6-hour course in the catalogue)</td>
<td>6 credits (one 3 credits travel course AND one 3 credits co-requisite course), or no-credit for the travel if the travel is part of a 3-credit course</td>
</tr>
<tr>
<td>No tuition charge</td>
<td>Tuition for co-requisite course, no tuition for travel course</td>
</tr>
<tr>
<td>Faculty usually waive compensation</td>
<td>Faculty salary is determined on the formula outlined in APR 19</td>
</tr>
</tbody>
</table>

Benefits of Faculty-led Program
- Course abroad integrates seamlessly with the curriculum on campus
- Course abroad is related to student life and campus culture
- Faculty and students interact at a high level during course abroad
- Course abroad creates enriching living and learning experience
- Faculty-led leadership provides opportunities for personal and professional growth of faculty, which helps with tenure and review process
- Without faculty, students will not go. WCU’s many first generation students need faculty-led.
- Faculty-led programs contribute to the university international representation and reputation.

Qualification for a Faculty Director
- Full time faculty status at WCU. Full time staff with the role of adjunct faculty may be considered.
- Non-faculty, 12-month employees are not eligible for instructor pay to teach/chaperone summer travel courses. As a rule, 12-month employees should only participate as chaperones for summer travel courses with the approval of their supervisor. The supervisor will determine if participation is appropriate and will not negatively impact the employee’s regular responsibilities, and whether the employee will be required to use vacation time in order to participate.
Roles and Responsibilities

Faculty Director

The faculty director leads the academic aspects of the program and provides student support throughout the program cycle. In addition to the standard duties of teaching a course: syllabus development, textbook selection, grading, evaluations, etc., the responsibilities of the faculty director include:

- Course design (syllabus, itinerary, budget and risk assessment)
- Seeking approval from the department head and dean
- Working independently or work with 3rd party provider or IPS to select academically relevant excursions, field trips, guest lecturers, etc.
- Program promotion and student recruitment
- Selecting participants
- Leading pre-departure activities, including orientation meetings and/or teaching a preparatory seminar
- Arranging travel logistics
- While abroad, in addition to teaching and attending all activities, the faculty director serves as the primary contact for students in need of academic, cultural, and/or personal guidance, on a scheduled and emergency basis.
- Serving as the primary communicator for IPS and inform IPS of arrival and any emergent situation.
- Completing faculty survey

College and Department

- Approval of the course proposal
  - The department head will work with the faculty member to ensure that the academic rigor is achieved in the travel course.
  - The department head will confer with the college dean about the feasibility and academic appropriateness of offering the course.
  - No faculty-led travel course will award more than three hours of course credit unless the course is listed as a 6-hour course in the catalog.
- Academic advising
- Assist with program promotion, student recruitment, and application review

Office of International Programs and Services (IPS)

IPS is charged with the administration of all programs abroad for academic credit or no credit. Any faculty member who wishes to direct a program overseas needs to work with IPS. IPS administrative responsibilities include:

- Developing faculty-led policies and procedures
- Conducting information sessions to faculty
- Conducting workshop on faculty-led course development
• Assisting faculty with program development, including but not limited to: selection of site abroad, 3rd party provider, itinerary development, and budget planning
• Reviewing the faculty-led proposal and submitting it to the Provost’s Office for final approval
• Promoting faculty-led program through student advising sessions and social media
• Reviewing student applications and requesting judicial records
• Building faculty-led course in Banner
• Coordinating student billing and financial aid with the Controller’s Office and Office of Financial Aid
• Registering students to the faculty-led course with the Office of Registrar
• Facilitating agreements with third party vendors
• Booking STA travel insurance and HTH international health insurance for faculty and students
• Providing guidance and facilitating financial matters, including but not limited to, check request, travel advance, international wire transfer, and reimbursement
• Conducting pre-departure orientation to students per request
• Conducting mandatory faculty training
• Serving as the primary communicator for parents’ inquires and other inquires
• Serving as the emergency contact for faculty and students
• Conducting program evaluation by collecting survey results from faculty and students

**Student**

• Completing student application and related paperwork
• Working with Office of Financial Aid if applicable
• Attending pre-departure orientation and other related meetings
III. Developing a Faculty-led Program

Faculty directors are encouraged to begin developing a course at least 18 months in advance in order to have enough time to select site abroad and arrange logistics. Faculty directors are also recommended to follow the steps below but these steps are not meant to be prescriptive nor binding. Some faculty directors work on multiple steps concurrently.

Deciding on Course Offering

When considering a proposal for a faculty-led program, it is helpful to keep in mind why some students choose this type of program. Students who decide to participate in a faculty-led program are likely to do so for one or more of the following reasons:

- The desire to go abroad with a faculty member. The faculty member may have a reputation or teaching style that attracts students. The student may feel more comfortable going abroad with someone they know and have a relationship with prior to departure.
- Interest in a particular course.
- The appeal of a WCU-sponsored program. Some students prefer things that feel safe and familiar. Participating a WCU program can be comforting for parents and students alike because they are assured the same quality of teaching experience the student would have received at WCU and the support of IPS throughout the program cycle.

Choosing the Right Location

Selection of On-site Program Partners

Major factors in the selection of on-site partners include the faculty’s experience and professional network in the location, the challenges of running a program in a particular location and the availability of local experts. IPS director can assist faculty directors to determine which partners are best for the location and academic needs of the program, for example, WCU’s international partner institution, 3rd party provider, or a vendor on site. However, faculty directors are primarily in charge of the on-site selection.
Facilities

Facilities that will host students, whether for accommodations or for academic study, should be healthy and safe. When considering accommodations, faculty directors should assess participants and make accommodations accordingly. For example, students of different sexes should not be assigned to the same sleeping quarters.

Health and Safety

- Health and safety abroad is a major concern and priority of WCU when approving a faculty-led program. Health and safety should be considered when solidifying accommodations, planning excursions, working with community organizations, etc.
- In the faculty-led application form, faculty directors must indicate potential health and safety risks at the program location(s). IPS will review the health and safety at the time of proposal to ensure the safety of WCU students and faculty. Travel to countries with the U.S. State Department issued travel warnings is generally prohibited. Travel to countries with travel alerts need to be taken seriously and conducted with an action plan.

Deciding on the Travel Time

- Travel should occur during a standard WCU semester (fall, spring, or summer term) and not span the end of the fiscal year on June 30th. If travel occurs across two fiscal years, special procedures may be required for reimbursement.
- Majority of WCU’s faculty-led programs occur in summer term.

Planning Budget

Faculty needs to use Faculty-led Travel Budget Template on IPS site to develop course budget (also see Appendices)
http://www.wcu.edu/learn/office-of-international-programs-and-services/faculty-led-courses/

Faculty Compensation (Lead Instructor and Secondary Instructor)

As part of WCU-approved risk management, each domestic and overseas travel course will normally have a primary instructor and an assistant instructor. If the course will be relatively small (i.e. fewer than 10 students), it may proceed with only one instructor IF the instructor provides IPS with a detailed risk management plan for what will happen in the event the instructor becomes ill or is otherwise unable to perform the necessary tasks of leading the course.

- Many WCU faculty directors who lead travel courses elect to waive their instructor compensation in order to keep trip costs low for their students (of course, faculty costs are always covered).
- Should the faculty member elect to take instructor compensation, the primary instructor will be compensated according to the following rate (unless course is part of the faculty’s work load), but capped at $4500 (with benefits included), regardless of the number of credits.
  - Part time/Fixed Term
    - Master’s Degree $900 per credit hour
Terminal Degree $1,000 per credit hour

- Full time: Assistant Professor $1,000 per credit hour
  - Associate Professor $1,125 per credit hour
  - Full Professor $1,250 per credit hour

- Assistant Instructors may be compensated at $500 per credit hour, with a maximum compensation of $1500 per travel course.
- When completing the trip budget, instructor stipends should be increased by 25% over the formulas indicated above to provide for the payment of Social Security and State Retirement/TIAA CREF fees.
- For travel component courses (those courses for which travel is only part of the course and there are substantial in-class requirements in addition to the travel), if the course is conducted in fall and spring, the instructors will receive regular salary but not extra compensation; if the course is conducted in the summer, the instructors will be compensated for the course according to the regular summer compensation structure provided in APR 19.

Minimum Enrollment

Program fee is determined on the anticipated cost of running a program with the number of students enrolled. Faculty directors should project the minimum enrollment number. There is no requirement on the minimum enrollment of faculty-led at WCU, as long as the faculty director is willing to lead the trip and the students are willing to pay the program fee. The reasons for the minimum enrollment are below.

- Once the faculty-led program proposal is approved by the Provost’s Office, the proposal is considered as a binding document. The total trip cost per student can be only reduced but not increased.
- If the faculty director later recruits more students than projection, the faculty director can change the budget form and reduce the program cost.

Faculty Expenses

- Airfare
  - Estimate the highest airfare for the budget form. If the flight ticket is purchased with a lower price, the budget can be changed.
    - Optional: AAA contact for purchasing flight tickets: Chris Hamblet, chhamblet@mailaaa.com, AAA Travel Headquarters, 6600 Executive Circle, Charlotte, NC 28212; Phone: 800.765.6223; Fax: 704.532.28. Service fee will be charged and it needs to be budgeted in the program cost.
    - Optional: Emily Dunn, Director - Experiential Travel, phone: 336.499.6705/mobile: 336.407.4844 /email: edunn@dt.com/ 301 North Main Street, Suite 2602 | Winston-Salem, NC 27101/www.aladdintravel.com Service fee will be charged and it needs to be budgeted in the program cost.

- Travel Insurance (for travel interruption or cancellation)
  - Travel insurance is optional but recommended for faculty and all participants in case of any unexpected incident (e.g., natural disaster at the international destination which prohibits travel). It is faculty leader's decision on purchasing travel insurance.
  - For example, there are https://www.insuremytrip.com or https://mvp.travelguard.com. WCU does not voucher on the insurance companies.
**Student Expenses**

There are two parts of student expenses: (1) Pay to OneStop; (2) Student Responsibilities.

- **Pay to OneStop**
  - If faculty director wants to manage the travel funds (e.g., purchasing group flights, paying for lodging, etc.), students must pay to WCU OneStop. Faculty director should not collect funds from students. Once students pay to OneStop, IPS will assist the faculty director to request funds through the Controller’s Office, either by wire transfer or check.

- **Student Responsibilities**
  - Faculty director needs to estimate what other expenses may occur on students for the program (e.g., passport, visa, personal expenditures). Students will not pay this to OneStop, but are required to prepare for the cost.

**Total trip cost reported to financial aid**

- **Total cost is: “Pay to OneStop” + “Student Responsibility”**
- **Most WCU students need financial aid to participate in study abroad programs. IPS will submit the number of “Total Cost” to Office of Financial Aid, and it is each student’s responsibility to work with Financial Aid for fund disbursement.**
- **Financial aid will not be disbursed until 10 days before the program departure. Once IPS receives verification that a student’s financial aid for the faculty-led is granted, IPS considers the student has paid for the travel.**

**IPS Administrative Fee**

- Each student will be charged a $200 administrative cost ($50 if using 3rd party provider) for faculty-led study abroad programs and $50 for faculty-led StudyUSA. Administration fee paid by students are utilized to develop and sustain study abroad programs at WCU. For example, membership fees for non-profit international education organizations that facilitate study abroad: ISEP, IIE, and CIEE; cost of hosting Study Abroad Fair; hourly wage for student workers.

**Changes to the Budget**

As discussed previously, budget can be changed as long as it is lower than the one in the approved proposal. Below are the deadlines for the final budget change.

- Faculty-led course occurring in Fall break: June 30
- Faculty-led course occurring in Spring break: November 14
- Faculty-led course occurring in Summer: March 14
**Program Development Timeline**

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall Break</th>
<th>Spring Break</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Deadline for Faculty Application for WCU Travel Course (for Study Abroad Fair promotion)</td>
<td>May 1</td>
<td>September 1</td>
<td>September 1</td>
</tr>
<tr>
<td>Regular Deadline for Faculty Application (approved by College and Department and submitted to IPS)</td>
<td>May 1</td>
<td>September 15</td>
<td>October 15</td>
</tr>
<tr>
<td>Deadline for Student Application to IPS</td>
<td>June 1</td>
<td>October 15</td>
<td>January 15</td>
</tr>
<tr>
<td>Deadline for Student Deposit ($500 or lower, pay to One Stop)</td>
<td>June 15</td>
<td>November 1</td>
<td>February 1</td>
</tr>
<tr>
<td>Deadline for Student Full Payment</td>
<td>August 1</td>
<td>December 15</td>
<td>March 15</td>
</tr>
</tbody>
</table>
IV. Obtaining Program Approval

Submitting Proposal to Department Chair and College Dean for Approval

The entire proposal includes the following documents. Your Department Chair and College Dean may send their approvals to inglebeau@wcu.edu; OR print out your application, sign it, and send documents to IPS by campus mail.

- Completed faculty-led application (Qualtrics form) at https://www.wcu.edu/learn/office-of-international-programs-and-services/study-abroad/faculty-led-courses/index.aspx (also see Appendices) You will receive an auto email upon submission with a copy of your application.

- Completed program budget form
  https://www.wcu.edu/learn/office-of-international-programs-and-services/resources.aspx

- Course syllabus
  o A travel course is an academically rigorous course, but not a leisure travel. The syllabus should clarify course goals and objectives, integration of site to learning objectives, importance of participation in all travel-course activities, and student performance evaluation metrics in the course.
  o Syllabus should also include a statement pertaining to physical fitness requirements in order to participate in the travel course. This should be an honest, frank description of the physical activity involved in the travel course.
  o Syllabus should also include a statement that students will be expected to be involved in all classroom activities. In the event that a student declines to participate or does not participate in group activities, their grade in the course may suffer or they may be returned home at their own additional expense without a refund of expenses previously paid.

- Detailed Itinerary
  o Include any overnight excursions away from primary site and specify location, duration, and contact information for each day that the group will be away from campus.

- International Travel Approval Form (Policy 100)

Submitting the Approved Proposal to IPS

- Upon your department chair’s and dean’s approval (either email or paper), IPS reviews the entire file.
- Upon IPS’ review, your file will be sent to the Provost’s Office for final approval. This step usually takes one to two weeks.
- Once the Provost’s Office approves it, IPS will notify you of the next steps (i.e., student recruitment, financial aid, travel planning, etc.)

You may advertise your faculty-led course before the final approval, but you can only provide the travel budget range, not a specific figure. Your students may apply for your course before the approval. IPS will send your students’ applications to you by email, but will not follow up with students until you admit them to the course.
V. Recruiting Participants

Advertising

- Promotion and recruitment are an essential part of any study abroad program. Active involvement in the recruitment process by the faculty director and sponsoring department can make all the difference in a program’s success or failure.
- Faculty director may advertise the course before the final approval by the Office of Provost, but can only mention the range of program cost, not the exact cost (e.g., $3000 to $3500).
- IPS will assist faculty to promote the course via Study Abroad Fair, social media, and student advising sessions.
- Advertising must be truthful and emphasize both the benefits, cost of the program, and relevant course information, recommended below.
  - Title of course
  - Dates (including any orientation meetings) and Location of course
  - Affiliated university (if applicable)
  - Curriculum description (including location of classes and WCU course numbers, titles, credit hours, graduation requirement fulfillment, etc.)
  - Course instructor with contact information
  - Program cost (including a brief statement of what will/will not be included in that price)
  - Application procedures (admissions decision procedure, any additional application materials necessary, any prerequisites, any minimum or maximum required number of students, application and payment deadlines, etc.)
  - Deadline for receipt of student applications by faculty
  - Deadline for $1000 (or lower, based on course budget) travel course deposit: June 15 (Fall break), Nov. 1 (Spring break), Feb. 1 (Summer)
  - Deadline for full payment of travel course cost: Aug. 1 (Fall break), Dec. 15 (Spring break), Mar. 15 (Summer)
  - A sentence included in your advertisement: “WCU reserves the right to cancel or alter the course format or to change costs in case of conditions beyond its control.”

Information Sessions/Promotional Events

Faculty directors should plan to promote the programs in a variety of venues. For example, information session, poster, website, classroom presentation, display case, student organization meeting, college/department newsletter/listserv, academic advisors.

The following focuses are recommended at promotional events:
• Inform students of the course, requirements, and academic content of the program
• Articulate connections between destination country and course content
• Discuss the cultural experiences that will be incorporated into the itinerary, including a tentative program schedule
• Explain how grading works
• Explain criteria for acceptance into course and/or program (course prerequisites, language level, physical requirement, etc.)
• Encourage diversity among program participants
• Show photos and/or videos and describe the importance/relevance of the location and coursework
• Inform students of the application process and program payment

WCU Study Abroad Fair
IPS hosts two Study Abroad Fairs: one in Spring and one in the middle of September. Faculty leaders are highly encouraged to request a table at the Fair to promote the travel course (free of charge). Email to international@wcu.edu or call 828-227-7494.

Admitting Non-WCU Students
If faculty leaders want to enroll non-WCU students, the non-WCU student must apply through Admissions Office as a visiting student https://www.wcu.edu/apply/distance-online-programs/future-students/visiting-non-degree.aspx, and then submit all required documents as the other WCU students.

Unaffiliated Travelers
• Unaffiliated travelers refer to accompanying non-enrolled family members, partners, and friends. Request for unaffiliated travelers should be discussed with IPS prior to granting program participation.
• IPS cannot assist with housing, child care, health care, travel arrangements, or any other necessary support for unaffiliated travelers.
• Program budgets should not be dependent on unaffiliated travelers, but solely based on minimum student participation. Unaffiliated participants on a study abroad program must not hinder or subtract from any student’s academic or cultural experience abroad.
• WCU is not responsible for the injury, illness, loss, or death of unaffiliated travelers in study abroad programs, nor will any expenses for unaffiliated travelers be collected or distributed by IPS. Concerning all unaffiliated travelers, Justification for an unaffiliated traveler’s participation and Unaffiliated Waiver & Release form (see Appendices) must be submitted to IPS by the faculty director as part of the approval process.
VI. Travel Arrangements and Logistics

Academic Agreements and Contracts
All contractual agreements for services related to WCU-sponsored international travel must be reviewed by IPS. IPS will work with the Office of Legal Counsel to obtain approval. Such agreements for services include but are not limited to: agreements for flights, housing, meals, tour guides, and others.

Travel Arrangements
It is faculty director’s responsibility to book flights and reserve housing for the group. IPS is not in an appropriate position to reserve flights nor housing because of many variables included. However, IPS can provide guidance and facilitate the payment processing. IPS recommends two vendors for international flight booking, with contact information here. Faculty leader should plan to arrive with or before students are expected to arrive.

Payments and Program Expenditures
- No money can be spent for the travel before students pay deposit.
- Payments can be made by travel P-Card, check or wire transfer (see Appendices for Financial Documents for Faculty-Led)
  - Invoices and Wire Transfers
    - If a vendor submits an invoice or requires a deposit, please submit the invoice to IPS along with the vendor’s information for a wire transfer (see Appendices for International Wire Transfer Form)
- Credit card payment
  - IPS has a travel P-card which allows the maximum of $2500. if a faculty leader requests payment higher than $2500, IPS will send request to the Controller’s Office, and the final approval comes from UNC System Office. The process takes three business days.
- Use of Group Travel Funds
  - If you end up with surplus group funds or need to change a program activity once on site, you may use discretion to reallocate funds within the same general category. For example, the museum is closed on the day you planned to visit and you decide to take the group to another place instead. Other suggestions that those funds could be used are: group meals, cultural activities, entrance fees, group transportation, etc. Please note that those reallocated funds cannot exceed the amount advanced.
- Refund of Surplus to Student
  - If a faculty-led trip has over $50 left per student, per faculty’s request, the leftover funds will be refunded to students. If the balance is less than $50 per student, the remaining funds will stay within the faculty-led account, because of heavy administrative duties related to refund.
Cancellation of Program/Low Enrollment

- WCU reserves the right to discontinue any study abroad program at any time before or after departure, at its sole discretion. Among the reasons for discontinuation and cancellation are travel warnings from the US Department of State, and insufficient enrollment.
- If a program drops below its minimum enrollment, IPS will notify the faculty director and give the department and college the opportunity to determine if funds are available to subsidize 100% of the budget shortfall. If funds are not available, the program will be cancelled.
- As a general rule, IPS does not extend application or deposit deadlines. If the deposit deadline has passed and the minimum program enrollment has been maintained, the program will not be canceled due to withdrawals that may occur later in the semester. Students are responsible for any funds that are deposited on their behalf if they withdraw after the deposit deadline, and the charges will be applied to individual student account.
VII. Working with Students Prior to Departure

Student Application
- Students complete (TYPE) application form at https://wcu.az1.qualtrics.com/jfe/form/SV_bmay5oFzk2VxpyZ
- WCU faculty-led student application deadlines
  - Fall break: June 1
  - Spring break: October 15
  - Summer: January 15

Student Selection
Faculty leader screens student applications and selects final participants with criteria recommended below. In-person interview is strongly suggested.

Conditional Admission
- Good academic standing without disciplinary infractions
- GPA of 2.75 or higher

Full Acceptance
- Successfully complete all course prerequisites by the time of departure
- Attend required pre-departure orientations
- Meet other additional requirements if applicable

Disability Accommodations
IPS will work with the faculty director and Disability Services Office to obtain reasonable accommodations and to assist a student with a documented disability in planning for a successful international experience.

Student Course Registration
- Students are not able to register faculty-led course by themselves, because it is classified as travel course.
- IPS will send the student list to the Registrar’s office and the Registrar’s office will register students to the course after the following deadlines:
  - Fall break: July 1
  - Spring break: November 15
  - Summer: March 15
Financing Information for Students

Payment deadlines

Deposit deadlines
The deposit is $1000 or less (some faculty-led programs require less than $1000 for Pay to OneStop). Deposit is non-refundable, as stated in the Student Application Form.

- Fall break: June 15
- Spring break: November 1
- Summer: February 1

Full payment deadlines
- Fall break: August 1
- Spring break: December 15
- Summer: March 15

Financial Aid
- Most WCU students need financial aid to participate in study abroad programs. IPS will submit the number of “Total Cost” to Office of Financial Aid, and it is student’s responsibility to work with Financial Aid for fund disbursement.
- Financial aid will not be disbursed until 10 days before the program departure. Once IPS receives verification that a student’s financial aid for the faculty-led is granted and accepted, IPS considers the student has paid for the travel.
- If the faculty-led travel course occurs in the summer, student must register for 6 credits to be eligible for financial aid.

Student Scholarship
Unfortunately, WCU does not have scholarship to support faculty-led participants.

Student withdrawal
Students who withdraw from the faculty-led travel course after accepting a place but before the program begins will lose the non-refundable deposit and any unrecoverable costs. There are no refunds after the start of the program. Students must understand that they are responsible for full payment owed to the University.
VIII. Required Pre-Departure Orientation to Students

All faculty-led programs are required to host a mandatory pre-departure student orientation. Many faculty leaders prefer to organize the pre-departure orientation by themselves, while some request IPS to coordinate it. The pre-departure orientation should include the following:

- Academic preparation
- Cultural preparation
  - Host site
  - Culture
- Travel logistics
  - Passport and visas
  - Luggage
- Health and safety
  - Distribute a wallet-sized Emergency Contact Card to students with the following information
    - Location of the nearest U.S. Embassy
    - 24-hour emergency contact
    - Law enforcement/police department
    - Nearest hospital/emergency facility and English-speaking doctors and/or health care providers
  - Medical insurance card to students
- Enrolling all participants in the U.S. Department of State Smart Traveler Enrollment Program (STEP)
  https://step.state.gov/STEP/Pages/Common/Citizenship.aspx
IX. On-Site Program Management

Responsibilities of Faculty
- Contact IPS within 24 hours of arrival to confirm all participants are safe.
  - IPS contact: Ling LeBeau, lglebeau@wcu.edu, 317-709-9427 (cell) or 828-227-8911 (WCU Police)
- Host on-site student orientation
- Notify IPS immediately if any student leaves the program
- Act as liaison between the students and any individuals or entities providing services to the program
- Communicate academic and disciplinary roles clearly to the students.
- Respond to any emergency situations or serious incidents which may arise and notify IPS immediately
- Complete the incident report to accurately document any problems and send to IPS
- Itemize usage of any fund advances and other necessary expenses and collect receipts
- Monitor the health and general welfare of all participants.

On-Site Orientation to Students
All programs are required to hold an on-site orientation, which covers the following:

- Expectation for students
  - Students are required to attend all classes and all excursions that are part of the program itinerary.
  - Students in a study abroad program are also expected to serve as ambassadors for both WCU and the United States.
- Topics to be included in these discussions include:
  - Appropriate dress
  - Local laws and mobility (which neighborhoods in the area are safe)
  - Gender dynamics and youth/elder relationships
  - Food and meal etiquette
  - How to recognize signs of displeasure on the part of host country nationals
  - Health
  - Diversity
  - Safety
Disciplinary Problems

- Students need to be alerted to the fact that they will be representing WCU abroad so they must behave in such a way that the host country be left with a favorable impression of WCU students.
- In the event of an incident abroad that involves academic or behavioral misconduct of a student or a student’s difficulty with local authorities, inform IPS immediately. In the most severe cases where dismissal is a consideration, consultation with IPS should take place prior to taking action.
- Code of Student Rights, Responsibilities, and Conduct describes detailed rights and responsibilities of students, defines student misconduct, and stipulates complaint procedures. A copy of the code is available at https://www.wcu.edu/WebFiles/PDFs/Catamount_Code_Final_Document.pdf

Suggested procedures for disciplinary problems

- The student should receive written notice of any charge against him/her. The charges should be written in such a way that the date, time, place and nature of the behavior judged in violation of the rules can be understood by the student.
- The student should be offered a meeting to review the evidence, to present additional evidence, to question witnesses, and to make a response to the charges. The student should receive advance notice of the meeting.
- The student should be offered the assistance of an advisor. In some situations, there may be a faculty member or an experienced professional staff person on-site who can serve that function. It may be appropriate for the program to arrange for the student to consult with an advisor by long distance phone-call back on the home campus.
- The person who conducts the hearing (normally the faculty director) should do so fairly and impartially. There should be some written or audio record of the meeting. A written finding of the facts should serve as the basis for a decision.
- The student should receive written notice of the outcome, citing the salient facts influencing the decision.

Emotional, Mental and Eating Disorders

Students in any of these categories need immediate attention. We recommend consulting local specialists and/or consulting the student’s home health care provider, depending on the situation. Consulting the home campus administrators will often provide useful support as you work through a problem with a student having an emotional crisis. In the most extreme circumstances the student may have to leave the program, for their welfare and that of the rest of the group.
Potential Program Disruption

Emergency

For study abroad, an emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of the program participants. Emergencies include, though are not limited to, the following:

- Physical assault
- Robbery
- Sexual assault or rape
- Serious illness, physical or emotional
- Significant accident and/or injury
- Hospitalization for any reason
- Terrorist threat or attack
- Local political crisis that could affect the students’ safety and well being
- Arrests or questioning by police or other security forces
- Any legal action involving a student
- Traffic accidents involving injury
- Disappearance or kidnapping of a student
- Natural Disasters
- Strikes
- Death

How to handle emergencies

- Terrorist threat
  - Contact U.S. Embassy or Consulate official for advice on a regular basis about the evolution of the crisis
- Medical emergency
  - Contact the nearest hospital
- Political crisis
  - During a political crisis or some other emergency during which foreigners in general or U.S. citizens in particular may be at risk, students should be told to keep a low profile. They should avoid demonstrations, behavior that could call attention to themselves, places where Americans are known to congregate, and using luggage tags and wearing clothing which identifies them as Americans.
- Natural disaster
  - Most natural disasters know no geographic boundaries. Differences do exist, however, in terms of local capabilities to manage damage after events have occurred. Each situation will be a unique event and you are encouraged to use your
common sense. We suggest that you seek out local authorities for information about what to expect and how to respond if anything happens.

- Other emergencies
  - Contact the local police and contact U.S. Embassy if needed

**Guidelines for Crisis Communication**

In general, faculty directors should follow these guidelines when communicating with students during emergency situations:

- **Share information**: Give students as much and as accurate information as possible. Document the situation and communicate with IPS on an ongoing basis.
- **Assess the situation**: How long will it last? Is it an inconvenience or a threat?
- **Keep calm, and keep others calm.**
- **Discourage students from gossiping and thus escalating the situation.**

In a serious emergency, IPS will work with the Provost’s Office to determine whether the program will continue and possible evacuation procedures are needed. If the host country emergency services are not readily available and participants feel there is a threat to safety, faculty director should call WCU Police at 828-227-8911.

**Student dismissal while abroad**

All students on faculty-led programs sign an agreement indicating that they understand the Terms of Dismissal for a study abroad program. The decision to send students home, even when made for the best reasons, may result in negative responses. It is essential to consult immediately with IPS who will, in turn, consult with other appropriate offices at WCU. Some instances of dismissal may include (but not limited to):

- Criminal activity on the part of the individual: arrest, drug use, physical or sexual assault, etc.
- Inappropriate behavior on the part of the individual: a continuing pattern of culturally inappropriate behavior which does not improve with advising and which endangers the program’s relationship with the host institution and/or community; or behavior which is insensitive to other group members and/or damaging to the program group’s morale.
- An emotional crisis which greatly affects the individual
- Death of a program participant, or death or serious illness in the family
- Serious illness, either physically or psychologically

In order to dismiss a student abroad, the following procedures should be followed:

- Document the Incident (see the incident report form on the list of appendices)
- Report the Incident to IPS. IPS will assess the severity of the incident and forward to appropriate units on campus for review.
• Participant Justification: Depending on the severity of the case, the student pending dismissal may need to talk to appropriate units on campus.

• Coordinate the Dismissal: Faculty director and IPS will facilitate the dismissal of the participant including arrangements for return to WCU. Upon return, IPS will work with campus units to handle the situation. The program cost paid will not be refunded to the student.

Student withdrawal while abroad
If a student has arrived at the program site and decides to withdraw, he or she must begin by discussing the situation with WCU faculty director on site. The faculty director should consult with IPS to determine whether a solution exists for the situation. Financial implications and academic implications must be articulated to the student. If, after consultation, the student still plans to withdraw from the program, he or she must submit a signed and dated statement to the faculty director. This statement must indicate that the student understands as of the date indicated, he or she will no longer be considered a student in the program and is therefore responsible and liable for his or her own behavior, transportation home, insurance, etc. The program cost paid will not be refunded to the student. The program director should send the completed statement to IPS.

Post Program Travel
Some participants may decide to travel somewhere else after the program instead of traveling back to the U.S. with the faculty director. Under such a circumstance, faculty director should ask the student to submit a signed and dated statement. This statement must indicate that the student understands as of the date indicated, he or she will no longer be considered a student in the program and is therefore responsible and liable for his or her own behavior, transportation home, insurance, etc.
X. **Post-Program**

**Program Evaluation**
- Online questionnaire will be sent to faculty and students separately soon after the program ends. The purpose of the survey is to evaluate the overall program, the services provided by IPS and faculty director, and program learning outcomes. It is suggested that faculty leaders mention to students while abroad that they will receive an online survey from IPS and reiterate the importance of responding to it. IPS will compile and format all survey data. The collected results should be used to make future improvements.
- Faculty leaders are recommended to complete the faculty survey within 30 days after the program ends. This faculty director report is critical to the program process, as insights, suggestions and lessons learned are incorporated into the planning for future programs.

**Reconciliation of Expenses**
- Faculty leaders are required to submit all receipts and documentation for expenses incurred within 30 days of return to IPS.
XI. Appendices

Planning Tools

- Work Flow
- Timeline for Proposal
- Faculty-led Proposal Form (online)
- Student Application Form (online)
- Budget Planning Template
- Roles and Responsibilities Chart
- International Wire Transfer Form

Policies

- International Travel Policy
- Unaffiliated Waiver & Release Form (see Montana)
- Incident Report
- Emergency Management Protocol

FAQ

- FAQ for Faculty
- FAQ for Students

Resources

- Passport Application Acceptance Facilities near WCU

Acknowledgements to faculty-led handbooks from Indiana University Bloomington and Montana State University
Work Flow

Faculty

- Attend IPS Information Session
- Identify Academic Course
- Identify Overseas Site
- Design Syllabus
- Submit Application and Documents to IPS
- Obtain Department Chair and College Dean's Approval
- Complete Faculty Application Form (online)
- Develop Travel Itinerary and Travel Budget
- Attend Pre-Departure Orientation for Faculty Leaders (hosted by IPS)
- Host Pre-Departure Meetings and Orientation to Students
- Recruit Students
- Plan for Travel
- Attend Pre-Departure Meetings and Orientation for Faculty Leaders (hosted by IPS)
- Attend IPS Information Session (hosted by IPS)

Student

- Attend Information Session (hosted by faculty)
- Consult Office of Financial Aid for Fund
- Complete Student Application Form (online)
- Attend Pre-Departure Meetings and Orientation (hosted by faculty)
<table>
<thead>
<tr>
<th>Event</th>
<th>Fall Break</th>
<th>Spring Break</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Deadline for Faculty Application for WCU Travel Course</td>
<td>May 1</td>
<td>September 1</td>
<td>September 1</td>
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<tr>
<td>(for Study Abroad Fair promotion)</td>
<td></td>
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<tr>
<td>Regular Deadline for Faculty Application (approved by College and</td>
<td>May 1</td>
<td>September 15</td>
<td>October 15</td>
</tr>
<tr>
<td>Department and submitted to IPS)</td>
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<tr>
<td>Deadline for Student Application to IPS</td>
<td>June 1</td>
<td>October 15</td>
<td>January 15</td>
</tr>
<tr>
<td>Deadline for Student Deposit ($1000 or lower, pay to One Stop)</td>
<td>June 15</td>
<td>November 1</td>
<td>February 1</td>
</tr>
<tr>
<td>Deadline for Student Full Payment</td>
<td>August 1</td>
<td>December 15</td>
<td>March 15</td>
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</tbody>
</table>
Introduction

WCU Faculty-led Travel Course

Dear Faculty,

Thank you very much for your interest in developing a Faculty-led course and taking WCU students to explore the world! We appreciate you take around 20 minutes to complete the application form below regarding the course and travel.

Should you have any questions about this form, please contact IPS at facultyledtravel@wcu.edu or 828-227-7494.

For more details about faculty-led, please visit https://www.wcu.edu/learn/office-of-international-programs-and-services/study-abroad/faculty-led-courses/index.aspx

Office of International Programs and Services

Instructor Information

Leading Instructor’s Information

Full Name

Date of Birth
Second Instructor’s/Chaperon’s Information

Full Name

Date of Birth

Job Title

Academic Department

WCU 92#

Contact Phone

Email Address

Driver’s License (if a state vehicle will be needed)
Course Information

What type of course is this?

- Single WCU Course
- WCU Course Travel Component (i.e. Course for which travel is only part of the course and there are substantial in-class requirements in addition to travel)
- Chaperoned Course at Other Institution
- Field Trip (not a typical course)
- Students will enroll in other institutions (If yes, what is the host institutions’ name?)

Course Identification

Course Prefix, Number, and Name

Number of Course Credit Hours

Travel Dates

Does this course complement the department’s curriculum?

- Yes
- No

Course Credit provided by

- WCU
Course Site

Name of City/Cities

Name of Foreign Country/Countries

Course Cost

Total estimated cost per student for the course (subject to change)

Total cost for leading instructor, and chaperone (if applicable)

Student Enrollment

Number of Students (estimated)
What is your criteria for student selection?

Foreign Language Requirement?

Course Requirement?

GPA (2.75 minimum GPA recommended)

Other

Open to non-WCU students?
Non-WCU students, including high school students who are dual enrolled in WCU courses, must apply for admission to the university before enrolling in the course and must pay all associated fees http://www.wcu.edu/apply/undergraduate-admissions/index.aspx

Dual enrolled high school students seeking course credit from their schools must receive prior approval from the school’s administrators in order to participate in the course and receive academic credit.

☐ Yes (please explain)

☐ No
Logistics

Logistical Arrangements

Are you using a 3rd party provider for assistance with trip logistics (e.g., CIEE, IIE, etc.)?

☐ Yes (please enter name and contact information for the 3rd party provider)

☐ No (skip question below)

Services provided by the 3rd party provider (please indicate in box)

- Housing (indicate which type: hotel, residence hall, homestay, hostel, camping, etc.)
- Meals (provided or not provided)
- Tours (part of program fee; not part of program fee)
- Museums/Theatre/Concerts (part of program fee; not part of program fee)

How has travel been reserved/how will travel been reserved?

☐ 3rd party arranged/reserved flight
☐ Faculty arranged/reserved flight
☐ Student arranged/reserved flight
☐ Ground transportation
VISA

Will students of U.S. citizenship and/or students in permanent resident or visa status be required to obtain a VISA to enter the program country?

**IF YES, what is the current cost of the VISA?** Be sure to indicate this amount on both the faculty and student budget form. If yes, please ensure to notify your students of visa application.

- [ ] Yes
- [x] No

Pre-Departure Safety Assessment

**Pre-Departure Safety Assessment**

REQUIRED: List potential safety risks during the travel (e.g., political protest, terrorist attack, etc.).

*Response should **NOT** be "none" or "N/A". This is to raise safety awareness.*

- [ ]

REQUIRED: Potential health risks (e.g., food poisoning, etc.).

*Response should **NOT** be "none" or "N/A". This is to raise health awareness.*

- [ ]
REQUIRED: If there is a medical emergency, how will you and your secondary instructor handle it?

Which travel advisory level(s) are your destination country(ies) at?
Consult the U.S. Department of State Travel Advisories to identify ([https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html))

WCU faculty and students wishing to travel abroad at the Level 1 and Level 2 countries may travel but must exercise normal or increased caution as advised by the U.S. Department of State Travel Advisory.

If a faculty member proposes to lead a program to a country with Level 3 or Level 4, the faculty member and Director of International Programs and Services must meet to discuss whether the program should go forward. Decisions will be made in consultation with the Faculty-led Committee, College Dean, and the Provost’s Office, as needed.

- Level 1 - Exercise normal precautions
- Level 2 - Exercise increased caution
- Level 3 - Reconsider Travel
- Level 4 - Do not travel

Export Control and Confidential Agreement

Western Carolina University Export Control Training Acknowledgement and Confidentiality Agreement

In consideration of my employment and/or continued employment and/or assigned educational responsibilities at Western Carolina University, I agree as follows:
1. Federal Export Control Regulations prohibit financial transactions with countries, entities and individuals subject to boycotts, trade sanctions and embargoes;

2. I understand that an export control license may be required by the Department of Commerce or State if information technology, items or services are exported outside the United States or transmitted to a non-resident foreign national within the United States;

3. I understand that planned visits by foreign nationals require prior approval by the International Programs and Services and Provost Offices according to WCU Policy 100;

4. I understand that a WCU laptop computer may fall under the category of a "controlled" good because of the embedded encryption technology or controlled information stored on the computer and will adhere to the WCU Export Control policy regarding travel abroad with WCU-owned laptop computers or other devices upon which controlled technical information may reside. Failure to comply with WCU policy may cause the owner of the computer to be taken to court, fined and/or jailed in accordance with federal export control regulations;

5. I understand that the admission and matriculation of students from embargoed countries require approval by the Office of International Programs and Services;

6. I understand the penalties for myself and WCU for failing to comply with the Federal Export Control Regulations. I am responsible for being familiar and complying with the WCU Export Control Plan (http://www.wcu.edu/WebFiles/PDFs/Research_Export_Contol_8–2008.pdf);

7. Further, I understand that failure to comply with WCU's Export Control policies may constitute just cause for disciplinary action, including termination of my employment, as well as criminal prosecution, and;

By signing my name below, I acknowledge that I have completed export controls awareness training above, that I understand my responsibility in complying with the Federal regulations and procedures in the WCU Export Control Plan.
SOFTWARE TEMPORARY EXPORT LICENSE

ONE-TIME CERTIFICATION UNIVERSITY OWNED ITEMS AND SOFTWARE TEMPORARY EXPORT LICENSE EXEMPTION

The export of tangible items, commercial software and encryption code is subject to export control regulations. The Export Administration Regulations (EAR), however, make an exception to license requirements for the temporary export or re-export of certain tangible items or software for professional use as long as specific criteria to which you are certifying are met.

This exemption is only required for WCU students, faculty and staff traveling abroad with University-owned laptops, PDA’s, (including tablets) or cell phones or digital storage devices. This is not to be completed for individuals who bring personally-owned equipment.

Detailed Descriptions of Items to Which this Certification Applies

By signing my name below, I certify that:
1. I will ship or hand carry the item(s) or software;

2. I will ship or hand carry the item(s) and its software abroad ONLY either as a “tool of the trade,” for exhibition or demonstration or for inspection, testing, calibration or repair to conduct Western Carolina University business;

3. I will return the item(s) and its software to the U.S. no later than 12 months from the date of export unless they are certified by me to have been consumed or destroyed abroad during this 12-month period;

4. I will maintain the item(s) and software under my “effective control” while abroad (defined as retaining physical possession of an item or maintaining it in a secure environment, such as a locked hotel safe or a locked or guarded facility, or other secure environment;

5. I will not ship or hand carry the item(s) or software for inspection, testing, calibration or repair to a country in country group D:1 in the EAR (currently: Armenia, Azerbaijan, Belarus, Mynamar, Cambodia, China, Georgia, Iraq, Kazakhstan, North Korea, Kyrgyzstan, Laos, Libya, Macau, Moldova, Mongolia, Russia, Tajikstan, Turkmenistan, Ukraine, Uzbekistan and Vietnam [https://www.bis.doc.gov/index.php/forms-documents/doc_view/452-supplement-no-1-to-part-740-country-groups.aspx]);

6. I will not ship or hand carry the item(s) or software into sanctioned countries (currently Belarus, Myanmar, Iran, Iraq, Syria, Cuba, North Korea, Sudan and other countries [https://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx]);

7. I will not ship or hand carry any item(s) or software that includes encryption software not publicly available outside the borders of the United States.

SIGN HERE

×
clear
For International Travel

For international travel,

1. I have visited the Department of State’s website in order to obtain consular information about the travel course destination (https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html)

2. I have visited the Centers for Disease Control and Prevention’s website (https://wwwnc.cdc.gov/travel/destinations/list) in order to obtain information about potential health dangers in the country.

3. I have reviewed and I am in compliance with Western Carolina’s policy regarding Export Control of goods and technology.

4. I have reviewed the Human Resources Department’s presentation on Export Control.

5. I have completed WCU’s Export Control Training Acknowledgement and Confidentiality Agreement.

6. I will register with the U.S. embassy through the Smart Traveler Enrollment Program (https://travel.state.gov/content/travel/en/international-travel/before-you-go/step.html)

By signing my name below, I acknowledge that all relevant information from these pages has been incorporated into my Emergency Response Plan.
This material is adapted from original content found on Stanford University’s Export Controls Page. We appreciate Stanford in granting us permission to adapt its content for Western Carolina University’s benefit.

Attachments

In order to complete this faculty-led proposal, prepare the following four documents, upload them below, and follow instructions at the end.

1. Completed Course Budget


2. Copy of Syllabus

- Syllabus should address course goals and objectives, academic goals and objectives, integration of site to learning objectives, importance of participation in all travel course activities and your personal goals in directing the course.

- Syllabus should also include a statement pertaining to physical fitness requirements in order to participate in the travel course. This should be an honest, frank description of the physical activity involved in the travel course, along with a statement that students will be expected to be involved in all classroom activities. In the event that a student declines to participate or does not participate in group activities, their grade in the course may suffer or they may be returned home at their own additional expense without a refund of expenses previously paid.
3. Detailed Itinerary

- Include any overnight excursions away from primary site and specify location, duration and contact information for each day that the group will be away from campus.

4. International Travel Approval Form

- Policy 100
  - http://www.wcu.edu/WebFiles/PDFs/Policy_100_Travel_Form_LGL_update.pdf

Application Completion

Thank you for completing the application!

You will receive an automatic email with a copy of your application and a follow-up list.

Forward the PDF application, as well as the three documents: Course Budget, Course Syllabus, and Travel Itinerary and Travel Approval Form, to your Department Chair and College Dean by email.

Your Department Chair and College Dean need to sign on the International Travel Approval Form (Policy 100), as evidence of course approval. Please send a copy of International Travel Approval Form by email to
facultyledtravel@wcu.edu or hard copy to the Office of International Programs and Services at Camp 109.
Introduction

Dear Student,

We are thrilled that you want to explore the world or StudyUSA with WCU faculty! This is a wonderful learning opportunity. We appreciate you take around 20 minutes to complete the following form with your information.

Should you have any question about this form, please contact IPS at facultyledtravel@wcu.edu or 828-227-7494.

Please visit IPS website for details http://www.wcu.edu/learn/office-of-international-programs-and-services/study-abroad/faculty-led-courses/index.aspx

Office of International Programs and Services

Student and Course Information
Faculty-led Travel Course

Course prefix, number, and name (for example, HESA 600 - International Education)

Course destination (city, country)

Leading instructor’s name

Leading Instructor’s Email Address

Travel Dates (mm/dd/yyyy to mm/dd/yyyy)

Student Information

Last name

First name

WCU student ID#

Date of Birth (mm/dd/yyyy)
WCU email address

Cell phone number (area code-xxx-xxxx)

Permanent Street Address (Address, City, State, Zip)

Address

City

State

Postal code

Country

Student Demographics

Gender
Are you Hispanic, Latino or Spanish origin?

- Yes
- No
- Choose not to respond

Race (select one)

- Native American/Alaskan Native
- African-American
- Multi-Racial
- Asian-American or Pacific Islander
- Caucasian/White
- Other (please specify)
- Choose not to respond

Which academic degree are your pursuing at WCU?

- Bachelor’s
- Master’s
Academic Profile

What is your major field of study?

For example, Education, Engineering, History...

If you have a second major, what is it?

For example, Education, Engineering, History...

If you have a minor, what is it?

For example, Education, Engineering, History...

Are you a member of the WCU Honors College?
Course and Financial Aid Information

Will you receive academic credit(s) from this Faculty-led course?

☐ Yes
☐ No

Will you be participating in any work, internship, or service-learning experiences during this faculty-led course?

☐ Yes, for academic credit
☐ Yes, not for academic credit
☐ No

Have you met in person with the instructor of this faculty-led course?

All applicants are **required** to meet the course instructor in person to discuss interest.

☐ Yes
Are you aware of the total cost of attendance for the faculty-led course?
If you are not aware of the total cost, consult your instructor for questions related to travel costs as soon as possible.

- Yes
- No

Will you be applying for financial aid to cover the costs of the course?

- Yes
- No

If you need to apply for financial aid, have you contacted the Office of Financial Aid?
If you have not contacted the Office of Financial Aid (finaid@wcu.edu or 828-227-7290) do this as soon as possible.

- Yes
Course Deposit

Each student is required to pay $1000 (or lower, based on course budget) travel course deposit. This deposit is NOT refundable.

Students will make payments to One Stop. See payment instructions at http://www.wcu.edu/learn/office-of-international-programs-and-services/study-abroad/faculty-led-courses/making-deposit-through-mywcu.aspx

For fall/winter break courses:
Course deposit* due by June 15
Full payment due by August 1

For spring break courses:
Course deposit* due by November 1
Full payment due by December 15

For summer courses:
Course deposit* due by February 1
Full payment due by March 15

☐ No
☐ I will not be applying for financial aid.
The deposit will be deducted from your final course cost. If a travel course is canceled due to low enrollment, deposits for that course will be refunded. If a travel course is not canceled, then **the deposit is NOT refundable.**

The **Office of Student Community Ethics** reviews the judicial files of all students applying to participate in a **travel course.** If you have been part of an investigation conducted by, or have been charged and/or convicted by the Office of Student Community Ethics of committing a violation of the WCU Code of Student Conduct, please describe the incident(s) in the space provided.

By **signing my full name** below, I understand that if I am not permitted to participate in this travel experience for any reason, by the University or a third party, at any time prior to departure, **WCU is in no way liable for refunding any amount already paid on my behalf to any third party providers.**
Emergency Contact Information

EMERGENCY INFORMATION AND RELEASE FORM

In case of emergency, The parent, guardian or next of kin WCU should contact is:

Name

Address

City

State

Zip code
Secondary contact (if parent/guardian cannot be reached):

Name

Address

City

State

Zip code
Your physician contact information:

Name

Address, City, State, Zip

Phone

I certify that the above information is correct. I grant permission to officials of WCU to discuss my participation in this program, which may include student records as defined by the FERPA, with the above named contact(s).
In case of emergency, I grant permission to perform or arrange for necessary health care, including the administration and prescription of medication. I authorize the release of medical information to outside health professionals when a referral is necessary.

As a traveler, I agree to participate in this program at my own risk. I hereby release, hold harmless, and agree to indemnify Western Carolina University, its trustees, officers, agents, and employees from any and all liability, regardless of the cause, for any loss or delay of, or damage to my property, and for any injury (including death), damage, expense, cost inconvenience, or delay, that I may suffer as a result of or in connection with my participating in this program, nor are they to be held liable for payment of any refunded or unused travel reservation, meal or other payments.

As a traveler, I understand that this program may be cancelled for unexpected causes (e.g., my illness, political unrest in host country, terrorism, natural disaster, etc.). I am aware that it is my sole responsibility for any financial loss of travel. I am advised to purchase travel insurance on my own to reduce financial loss. For example, there are


WCU does not vouch for any particular insurance company.
By **Signing My Full Name** below, I indicate that I have read and understand the above and agree to abide by the stated conditions. I further agree to accept for myself, my assigns, executors and heirs any and all such risks.

If the participant is under the age of 18, the parent or legal guardian certifies by typing their full name below that he/she has carefully read and understands this Emergency Information and Release Form.

**Health Information**

**HEALTH INFORMATION**
The purpose of this form is to help International Programs and Services and WCU to be of maximum assistance to you should the need arise during your domestic/international travel course experience.

Mild physical or psychological disorders can become serious under the stresses of life while traveling. It is important that your course instructor and International Programs and Services be made aware of any medical or emotional problems, past or present, which might affect you in an unfamiliar study context. The information provided will remain confidential and will be shared with staff, faculty or health care professionals as may be necessary to ensure your health and safety.

If you answer yes to any of the following questions, please use the last question on this page to give details of the conditions and treatment. All responses will be kept confidential.

Do you have any physical or mental impairment for which you may need accommodation in order to fully participate in this faculty-led program?

If yes, please complete this application and contact Office of
Accessibility Resources for further discussion, accessibility@wcu.edu; 828-227-3886

- Yes
- Don't know
- No

Do you have any dietary restrictions or known food allergies? If yes please explain.

- Yes
- No

Do you have any allergies to medicine? If yes, please specify.
What current treatments or prescription drugs (including birth control), do you regularly receive?

Use this space if you feel there are any conditions (physical, psychological or emotional problems) or any other information of which we should be informed.
Assumption of Risks Information

ASSUMPTION OF RISK RELEASE/WAIVER OF CLAIMS
This is a legal document which includes a release of liability. Read it carefully before signing it.

- I understand that if I am not permitted to participate in this travel experience, for any reason, by the University or any third party, at any time prior to departure, WCU is in no way liable for refunding any amount already paid on my behalf to any third party providers.

- I have applied for participation in a Western Carolina University (WCU) travel course. I understand that I am not required to participate in this particular program but
do so of my own free will.

- I understand that this program will expose me to many risks associated with domestic or foreign travel, or residence in a foreign state, and participation in a study program conducted at that location. These risks include without limitation, food poisoning, depression, homesickness, theft, bodily injury and risks associated with public/political instability, and/or nature disasters.

- I acknowledge and understand the risks inherent in participating in the travel course. I understand that such risks cannot be completely eliminated.

- I voluntarily and expressly accept and assume all risks, hazards, and dangers inherent in participating in the travel course.

- I understand that I am solely responsible for the payment of any costs related to injury or property damage sustained through my participation in the travel course. I understand that I am solely responsible for maintaining adequate health and accident insurance coverage, for keeping current on the health advisories posted on the CDC and World Health Organization websites (http://wwwnc.cdc.gov/travel/ and http://www.who.int/en/) and I certify that I have
adequate insurance coverage.

- I hereby agree, for myself and on behalf of my successors, heirs and assigns, that for the sole consideration of WCU allowing me to participate in the travel course. I hereby waive any and all claims and release, satisfy and forever discharge from any and all actions, claims, damages, judgments, demands, rights and causes of action of whatever kind of nature, arising out of all known and unknown, foreseen and unforeseen bodily and personal injuries or damage to property arising out of or related to my voluntary participation in the travel course.

- I further agree that for the sole consideration stated above I will not institute any legal or administrative proceedings against WCU and its Board of Trustees; the University of North Carolina (UNC) and its Board of Governors, and their directors, officers, agents or employees for any claim for damages arising out of or related to my voluntary participation in the travel course.

- I understand that the acceptance of this Assumption of Risk and Release/Waiver of Claims shall not constitute a waiver by WCU or UNC, in whole or in part, of sovereign or official immunity.

- I further agree to obey all laws and regulations of the country, countries and/or location(s) I visit. I agree to
make a good faith effort to observe the customs and show respect and courtesy to the people of my destination site and everyone involved in the travel course.

• I further agree to reimburse the university for any and all expenses it incurs in reliance upon my promise to participate in the travel course.

• If I opt to travel independently before, during or after the WCU travel course, I hereby voluntarily assume any and all risks with my independent travel and hereby release WCU and its trustees, officers and employees from any and all liabilities that may arise out of or be related to my independent travel.

• I agree to abide by all relevant guidelines pertaining to appropriate behavior while preparing for and participating in the travel course, including: the WCU Code of Conduct, the course instructors' specific guidelines, relevant laws within the host country and policies and procedures of third-party providers and/or host institutions.

• I have read and understand the Department of State advisories that may apply to my anticipated travel to a country/ies on that warning list http://travel.state.gov/content/travel/en.html
Further, I understand that the University specifically reserves the right to terminate my participation in the travel course without refund to me of any funds if I breach these guidelines or otherwise violate directives, rules, regulations or laws. I understand that I will be responsible for any and all fees associated with the termination of my participation, including any fees related to my return travel arrangements and/or lodging. Breach will be determined solely by the course instructor(s) without recourse by me to any of the procedures contained in the Code of Student Conduct.

By signing my full name and typing my address and phone number below, I certify that I am at least 18 years of age and that I have carefully read and understand the Assumption of Risk and Release/Waiver of Claims (provided above) and agree to be bound by the terms contained therein.
If the participant is under the age of 18, the parent or legal guardian certifies by printing their full name, date and address and phone below, that he/she has carefully read and understands this Assumption of Risk and Release/Waiver of Claims, and agrees to be bound by the terms contained herein.

Full Name of Parent or Legal Guardian

Date

Address/Phone

And of Application Information

Thank you for completing the application!

You will receive an automatic email with a copy of your application and a follow-up list.

REMEMBER:

Fill out and submit all required parts of this application to your instructor no later than:
January 15 (summer courses)
June 1 (fall/winter break courses)
October 15 (spring break courses)

Pay all deposits and fees by specified due dates. Travel course deposit of $1000 (or lower, depending on course budget) is due by:

   February 1 (summer course) or date otherwise indicated for travel taking place outside summer session time frame.
   June 15 (fall break course)
   November 1 (spring break course)
<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Cost</th>
<th>Cost per student</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>STIPEND</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Academic/Cultural Support</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Leading Instructor Events – tickets/submissions</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Student Events – tickets/submissions</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Training/coaching/consulting services by non-WCU personnel</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Leisure</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Educational supplies – faculty</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Educational supplies – student</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Student – meals (breakfast/lunch/dinner – please specify)</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Secondary Instructor(s) – meals or per diem up to $41.00/day</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Leading Instructor – meals or per diem up to $41.00/day</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Student – lodging</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Secondary Instructor(s) – lodging (multiply by # of secondary instructors)</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Leading Instructor – lodging (multiply by # of secondary instructors)</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Travel Package</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Hotel (faculty, only for early morning departure/late night return flights)</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Airfare (if not included in program cost)</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Student – transportation – other (multiply by # of secondary instructors)</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Secondary Instructor(s) – transportation – other (multiply by # of secondary instructors)</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Leading Instructor – transportation – other</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Student – insurance (point $1.45/day x 1 day)</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Secondary Instructor(s) – insurance (multiply by # of secondary instructors)</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Leading Instructor – insurance (multiply by # of secondary instructors)</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>In-Country Transportation</td>
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<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Student – baggage fee</td>
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<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Secondary Instructor(s) – baggage fee</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Leading Instructor – baggage fee</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Student – transportation – public transportation</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Secondary Instructor(s) – transportation – public transportation</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Leading Instructor – transportation – public transportation</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Educational Supplies</td>
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<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Textbooks</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Educational supplies – students</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Rents</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Equipment rental</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Room/cost share</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Other Program Cost Offsets or Subsidies</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Cost offset per program (e.g., grants, department funds, outside donor)</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Contingency Fund (covers emergencies, currency fluctuations)</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST**

$0.00

**TOTAL PROGRAM COST TO BE INVOICED BY ONE STOP**

$0.00

**ADVERTISED COST, Financial Aid Eligible**

$0.00
# Roles and Responsibilities for Faculty-led Travel Courses

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Academic Department</th>
<th>Office of International Programs and Services</th>
<th>Student</th>
</tr>
</thead>
</table>
| **Program Planning** | • Identify overseas site  
• Design course (syllabus, itinerary, budget and risk assessment)  
• Seek approval from the department head and dean | • Work with the faculty member to ensure that the academic rigor is achieved in the travel course.  
• Confer with the college dean about the feasibility and academic appropriateness of offering the course.  
• Provide academic advising | • Develop faculty-led policies and procedures  
• Conduct information sessions to faculty  
• Assist faculty with program development, including but not limited to selection of site abroad, 3rd party provider, itinerary development, and budget planning  
• Review faculty-led proposal and submit to the Provost’s Office for final approval |
| **Budget** | Develop travel budget | Advise faculty in budget planning | Work with Office of Financial Aid if applicable |
| **Marketing/Recruitment** | • Conduct program promotion and student recruitment  
• Select participants | Assist with program promotion, student recruitment, and application review | Promote faculty-led program through student advising sessions and social media |
| | | Complete student application and related paperwork | |
| Course Registration | • Review student applications and request judicial records  
  • Build faculty-led course in Banner  
  • Coordinate student billing and financial aid with the Controller’s Office and Office of Financial Aid  
  • Register students to the faculty-led course with the Office of Registrar |
|---|---|
| Travel Logistics | • Process contracts  
  • Conduct financial procedures  
  • Pay bills for the travel  
  • Book GeoBlue International Health Insurance for all students and faculty |
| Orientation | • Conduct pre-departure orientation to students per request  
  • Conduct mandatory first time faculty leadership training |
| On-Site Management | • Manage all aspects of program  
  • Conduct on-site orientation to students  
  • Serve as the primary communicator for parent inquires and other inquires  
  • Serve as the emergency contact for faculty and students |
| Post Program | • Conduct program evaluation  
  • Assist faculty with travel reimbursement  
  • Respond to survey |

WCU Office of International Programs and Services, facultyledtravel@wcu.edu, 828-227-7494, http://international.wcu.edu
International Wire Transfer Form

Instructions:
- Request must be received at least 7 business days prior to due date
- Cut off time for transfers is 2:00pm
- Attach invoice to request
- Provide as much detail as possible

Required Information

Beneficiary Bank
Bank Identifier Code (BIC)/SWIFT: ____________________________ SWIFT/CHIPS/Account Number: ____________________________
IBAN Number:____________________________________________ Bank Name:____________________________________________
Bank Address:______________________________________________
Bank City:________________________________________ Country:____________________________________________
Currency:____________________________________________
Amount:____________________________________________
Invoice Number:____________________________________________

Reason:
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

Due Date: __________________________

Pay From:
Fund: __________________________
Account: __________________________

Requested By (Faculty Trip Leader): ____________________________ Date: __________________________
Requested By (IPS Director/Designee): ____________________________ Date: __________________________

Please click HERE to go to the list of forms for Faculty-led Programs in order to download and complete this form.
International Travel Policy Form
(Complete in compliance with University Policy 100)
Western Carolina University
Use for travel abroad on university business only (attach additional pages if necessary)

Faculty/Staff information:
Name ____________________________________________  Department ____________________________
First ___________________ MI ___________________ Last ____________________

Emergency contact information (Do not list spouse or other family members if they will be traveling with you):
Name ____________________________________________  Relationship to you ____________________________
Phone number(s):
   Home (____)_________________ Work (____)_________________ Cell (____)_________________

Travel information:
Destination(s): (List all cities/countries to be visited, and attach a full itinerary)
____________________________________________________________________________________
____________________________________________________________________________________

Individuals you will visit: (List the names and contact information of all individuals with whom you will visit or work while abroad)
____________________________________________________________________________________
____________________________________________________________________________________

Date you will begin travel ______________________________  Date of return ______________________________

Did you use a travel agent?  Y □  N □  If yes, please complete the following:
Name of Agency ____________________________________________  Name of Agent ______________________________
Phone number (____)______________________________

University Technology:
Please list all university-owned equipment/technology to be taken on this trip (e.g., laptop computers, microcomputers/processors, BlackBerrys/Smart phones, PDAs, removable memory devices/thumb drives, digital computers, encryption software, telecommunication/transmission equipment, lasers, laser sensors)
____________________________________________________________________________________
____________________________________________________________________________________
University Technical or Confidential Data:
Please list all university-owned confidential data to be taken on this trip (e.g., student or employee Social Security numbers, driver’s license numbers, financial information or protected health information). Also list all university-owned technical data to be taken on this trip (e.g., any information required design or development; production, manufacture or assembly; operation; repair, testing or maintenance; modification of product in the form of blueprints, drawings, plans, photos, instructions or other documentation EXCEPT for information in the public domain)

Approval for Travel

Supervisor Approval:  
printed name  
signature  
date  
Immediate Supervisor  
_________________________________  ____________________________  ____________  
Dean/Vice Chancellor  
_________________________________  ____________________________  ____________  

Provost Approval:

☐ Travel fully approved

☐ Travel approved with one of the following conditions:

☐ 1. Approved to return to campus with physician’s certificate of fitness/confirmation of avian flu testing

☐ 2. Approved to return to campus after self-quarantine/quenching period of ______ days

☐ Travel denied - Reason for denial: ____________________________________________________________________________________________  
__________________________________________________________________________________________  

Provost signature  Date

Visual Compliance Approval:

☐ Visual Compliance met  
Visual Compliance Staff Member  
Date  

**International Business Travel Insurance Plan**

All Western Carolina University employees traveling abroad on official university-related business are highly recommended to enroll in the HTH World Wide insurance program: [http://hthworldwide.net/](http://hthworldwide.net/)

The insurance cost is paid by WCU employee or responsible department. Please contact Office of International Programs and Services at international@wcu.edu or 828-227-7497 for inquiries.

**Traveler Enrollment Program**

Please enroll in the U.S. Department of State Smart Traveler Enrollment Program (STEP): [https://step.state.gov/STEP/Pages/Common/Citizenship.aspx](https://step.state.gov/STEP/Pages/Common/Citizenship.aspx)

The STEP is a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate. You receive important information from the Embassy about safety conditions in your destination country. The STEP helps you make informed decisions about your travel plans, and helps family and friends get in touch with you in an emergency.

**Travel Alerts and Warnings**

Please check the U.S. Department of State for travel alerts and warnings prior to travel: [https://travel.state.gov/content/passports/en/alertswarnings.html](https://travel.state.gov/content/passports/en/alertswarnings.html)
Unaffiliated Waiver and Release Form

Assumption of Risk and Release/Waiver of Claims - Unaffiliated Traveler
Western Carolina University, Office of International Programs and Services

This form needs to be completed by unaffiliated travelers prior to departure. Unaffiliated travelers refer to accompanying non-enrolled family members, partners, and friends. Request for unaffiliated travelers should be discussed with IPS prior to granting program participation. IPS is not able to assist with housing, child care, health care, travel arrangements, or any other necessary support for unaffiliated travelers.

Dates of Travel: __________________________  ____________________________________________
Destination(s): ____________________________________________________________
Description of program: ______________________________________________________

In connection with my trip to the above-referenced destination(s):

1. I have carefully identified, reviewed and considered the risks of travel to my destination(s), including reading the most recent relevant U.S. State Department (“DoS”) information available through http://travel.state.gov/.

2. I understand that this travel will expose me to many risks associated with domestic or foreign travel, or residence in a foreign state, and participation in a study program conducted at that location. These risks include without limitation, food poisoning, depression, homesickness, theft, bodily injury and risks associated with public/political instability, and/or natural disasters. I voluntarily and expressly accept and assume all risks, hazards, and dangers inherent in participating in the travel. I understand Western Carolina University is not responsible for my safety and I assume full responsibility for all risks associated with my travel. I agree that I am personally responsible for obtaining all health information, medical procedures, immunizations, and medications appropriate to the above-described program for my personal well-being.

3. I understand that I am solely responsible for the payment of any costs related to injury or property damage sustained through my participation in the travel. I understand that I am solely responsible for maintaining adequate health and accident insurance coverage, for keeping current on the health advisories posted on the CDC and World Health Organization websites(http://wwwnc.cdc.gov/travel/ and http://www.who.int/en/), and I certify that I have adequate insurance coverage.
4. I hereby agree, for myself and on behalf of my successors, heirs, and assigns, that for the sole consideration of WCU allowing me to participate in the travel, I hereby waive any and all claims and release, satisfy, and forever discharge from any and all actions, claims, damages, judgments, demands, rights, and causes of action of whatever kind of nature, arising out of all known and unknown, foreseen and unforeseen bodily and personal injuries or damage to property arising out of or related to my voluntary participation in the travel.

5. I further agree that for the sole consideration stated above I will not institute any legal or administrative proceedings against WCU and its Board of Trustees; the University System of North Carolina (“UNC”) and its Board of Governors; and their directors, officers, agents or employees for any claim for damages arising out of or related to my voluntary participation in the travel course.

6. I understand that the acceptance of this Assumption of Risk and Release/Waiver of Claims shall not constitute a waiver by WCU or UNC, in whole or in part, of sovereign or official immunity.

7. I further agree to obey all laws and regulations of the country, countries and/or location(s) I visit. I agree to make a good faith effort to observe the customs and show respect and courtesy to the people of my destination site and everyone involved in the travel.

8. I understand that WCU will not collect fees or charges for my participation in the program, and that my participation in this program will, in no way, be reflected as fees to student participants.

9. I agree to abide by all relevant guidelines pertaining to appropriate behavior while preparing for and participating in the travel including:
   a. The WCU Code of Student Conduct,
   b. The course instructors’ specific guidelines,
   c. Relevant laws within the host country, and
   d. Policies and procedures of third-party providers and/or host institutions.

10. I certify that I am at least 18 years of age and suffering under no legal disabilities and that I have carefully read and understand this Assumption of Risk and Release/Waiver of Claims, and agree to be bound by the terms contained herein.

_______________________________________  ____________________
TRAVELER’S NAME                       DATE

_______________________________________  ____________________
TRAVELER’S SIGNATURE                   DATE
Incident Report Form for Faculty-Led Programs
Western Carolina University, Office of International Programs and Services

INCIDENT DESCRIPTION

Name of Faculty-Led Program: ____________________________________________________________ Today’s Date: _______________________

Time, Date of Incident/Accident: __________________________________________________________

Location of Incident (be very specific): ____________________________________________________

Name of Student(s) Involved: ____________________________________________________________

Nature of Incident:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

How, when and from whom did you hear about the incident?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

1. Was medical attention offered to the student? If no, why not?
____________________________________________________________________________________
____________________________________________________________________________________

If yes, did the student accept the offer to seek medical attention? if no, why not?
____________________________________________________________________________________
____________________________________________________________________________________

If yes, where was the student taken? (name and address of hospital and attending physician): What was the result?
____________________________________________________________________________________
____________________________________________________________________________________
2. Was the student offered assistance or encouraged to report the incident to local or international authorities?

If not, why not? ________________________________________________________________

If yes, what office was contacted? (name and address of police station or consulate): What was the result?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

COMMUNICATION:

1. Who reported the incident to Office of International Programs and Services? When and How?

______________________________________________________________________________
______________________________________________________________________________

2. Who replied from IPS? When and How?

______________________________________________________________________________
______________________________________________________________________________

3. Who reported the incident to student’s family or guardian? When and How?

______________________________________________________________________________
______________________________________________________________________________
Emergency Management Protocol for Faculty-led Programs
Office of International Programs and Services

For study abroad, an emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of the program participants.

**Emergency Examples**
- Physical assault
- Robbery
- Sexual assault or rape
- Serious illness, physical or emotional
- Significant accident and/or injury
- Hospitalization for any reason
- Terrorist threat or attack
- Local political crisis that could affect the students’ safety and well being
- Arrests or questioning by police or other security forces
- Any legal action involving a student
- Traffic accidents involving injury
- Disappearance or kidnapping of a student
- Natural Disasters
- Strikes
- Death

**How to Handle Emergencies**

1. **Terrorist threat**
   a. Contact the U.S. Embassy or nearest Consulate official for advice on a regular basis about the evolution of the crisis

2. **Medical emergency**
   a. Contact the nearest hospital

3. **Political crisis**
   a. During a political crisis or some other emergency during which foreigners in general or U.S. citizens may be at risk, students should be told to keep a low profile. They should avoid demonstrations, behavior that could call attention to themselves, places where Americans are known to congregate, and using luggage tags and wearing clothing which identifies them as Americans.

4. **Natural disaster**
   a. Most natural disasters know no geographic boundaries. Differences do exist, however, in terms of local capabilities to manage damage after events have occurred. Each situation will be a unique event and you are encouraged to use your common sense. We suggest that you seek out local authorities for information about what to expect and how to respond if anything happens.

5. **Other emergencies**
   o Contact the local police and contact U.S. Embassy if needed

**Guidelines for Emergency Communication**

In general, faculty directors should follow these guidelines when communicating with students during emergency situations:

1. **Share information**: Give students as much and as accurate information as possible. Document the situation and communicate with IPS on an ongoing basis.

2. **Assess the situation**: How long will it last? Is it an inconvenience or a threat?

3. **Keep calm, and keep others calm.**

4. **Discourage students from gossiping and thus escalating the situation.**

In a **serious emergency**, IPS will work with the Provost’s Office to determine whether the program will continue and possible evacuation procedures are needed. If the host country emergency services are not readily available and participants feel there is a threat to safety, faculty director should call WCU Police at 828-227-8911.

Please click [HERE](#) to go to the list of forms for Faculty-led Programs in order to **download and complete** this form.
FAQ for Faculty

1. What is Faculty-led? Where can I find application and other related documents?

2. Who to talk to at IPS regarding Faculty-led?
   a. Ling LeBeau, Director of IPS, lglebeau@wcu.edu, 828-227-3433

3. Any information session on Faculty-led?
   a. Yes, at the beginning of each semester. IPS sends email notification to Academic Affairs email list.

4. Does IPS or WCU have travel grants to support faculty or students for faculty-led?
   a. No.

5. Where should I send my faculty-led proposal?
   a. You should send proposal to your Department Chair and College Dean for signatures first, and then send to Ling LeBeau at Camp 109J. Ling will review it and send to the Provost for approval.

6. How long does it take to have a faculty-led proposal approved?
   a. One week at IPS
   b. 2 to 4 weeks at the Provost’s Office

7. What is the deadline for faculty-led proposal?

8. Do I need to work with IPS if my faculty-led trip is within the U.S.?
   a. Yes. IPS is the only administrative unit at WCU that administers travel course.

9. Does IPS provide assistance to first time faculty?
   a. Yes. IPS has mandatory orientation program for first time faculty.

10. Is there any scholarship for students?
    a. No.

11. Can I admit students from other universities and/or anyone in the community who want to participate in my faculty-led trip?
    a. Yes. Students need to apply as a visiting student through WCU Admissions http://www.wcu.edu/apply/index.aspx

12. What is the student admission criteria for faculty-led?
    a. GPA 2.75 and other criteria added by faculty

13. If my faculty-led is zero credit, do I still need to follow the University protocol?
    a. Yes. As long as you and your students represent WCU abroad, it is mandatory for you and your students to follow the University protocol.

14. How much will my compensation be?
    a. Many faculty who lead travel courses elect to waive compensation in order to keep trip costs low for students (of course, faculty costs are always covered).
    b. Regardless of the number of credits, primary instructor pay will be capped at $4500 (benefits included)
    Part time/Fixed Term:
      Master’s Degree $900 per credit hour
      Terminal Degree $1,000 per credit hour
Full time:
   Assistant Professor $1,000 per credit hour
   Associate Professor $1,125 per credit hour
   Full Professor $1,250 per credit hour

c. For travel component course
   i. No extra compensation. Faculty will be compensated for the course based on
   regular compensation structure.

15. Can a 12-month non-faculty employee lead the travel course?
   a. Generally, a 12-month non-faculty employee should only participate as secondary
      instructor or chaperone. If a non-faculty employee has years of teaching experiences at
      WCU, exception may be made.

16. How do students register for my faculty-led course?
   a. IPS will work with the Registrar’s Office to register students.

17. How do I pay for the group flights, or group housing, or vendor’s cost?
   a. If your students have not paid full, there is nothing you can do. You need to wait until
      you have sufficient funds in the account and pay for the trip costs. Please verify
      students’ payments with IPS Administrative Assistant, Betty Dishman at x7494,
      bdishman@wcu.edu Here is the payment deadline http://www.wcu.edu/learn/office-of-
      international-programs-and-services/faculty-led-courses/TimelineFaculty-
      LedCourses.asp
   b. If your students have paid full, please request a check through University Controller’s
      Office and pay for the trip. You are discouraged to use personal funds to pay for the trip.
   c. The preferred way is to ask your vendors to send invoice to IPS. IPS will handle the
      payment.

18. What if my vendors require credit card payment?
   a. IPS has a travel P-card that can be used for payment with limit.

19. Why does IPS charge student administration fee for faculty-led?
   a. Administration fee paid by students are utilized to develop and sustain study abroad
      programs at WCU. For example, membership fees for non-profit international education
      organizations that facilitate study abroad: ISEP, IIE, and CIEE; cost of hosting Study
      Abroad Fair; hourly wage for student workers.

20. Why is there a $1000 non-refundable student deposit?
   a. To secure student participation for faculty-led trip planning. Otherwise, faculty will
      never know the number of students who will attend.

21. Who conducts pre-departure orientation to my students?
   a. Generally, faculty prefers to handle the pre-departure orientation. If faculty needs IPS to
      conduct the orientation, please contact Study Abroad Advisor, Jennifer Thomas
      (Abroad) jthomas@email.wcu.edu

22. Is there any course evaluation for faculty-led?
   a. Yes. IPS will send one questionnaire to faculty for self-evaluation, and one questionnaire
      to students to evaluate the faculty-led course, after the trip.

23. How do I file for reimbursement after the trip?
   a. Work with the Controller’s Office http://www.wcu.edu/discover/campus-services-and-
      operations/controllers-office/index.asp

24. What if I have funds left after the trip?
a. If a faculty-led trip has over $50 left per student, per faculty’s request, the leftover funds will be refunded to students. If the balance is less than $50 per student, the remaining funds will stay within the faculty-led account, because of heavy administrative duties related to refund.
FAQ for Students

1. Where is the student application form?

2. Can I just sign my signature in the application form?
   a. Yes

3. Where should I submit my application form?
   a. Submit it online. IPS will process your application as soon as it is submitted.

4. What is the selection criteria for students to participate in faculty-led?
   a. GPA 2.75 and selection criteria based on instructor.

5. Does WCU have scholarship for students to participate in faculty-led?
   a. Sorry, there is no scholarship.

6. How can I receive financial aid for faculty-led?
   a. Consult with the Financial Aid office about procedures that must be completed and forms that must be submitted in order to obtain financial assistance in covering the cost of the trip.
   b. IPS sends trip budget to the Financial Aid Office. The Financial Aid Office will use trip budget data as reference to award financial aid.

7. When will my payment due?
   b. As long as your financial aid is awarded, IPS will consider full payment is received.

8. How do I get enrolled in the faculty-led course?
   a. IPS works with the Registrar’s Office to register you in the course. You are not able to register by yourself.

9. Why do I need to pay $1000 deposit? Is this refundable?
   a. To confirm your participation in the faculty-led trip. Otherwise, your instructors will never be able to make travel arrangement.
   b. No, it is not refundable.

10. How do I pay the $1000 deposit?
    a. Go to “my.wcu.edu” and log in using your WCU username and password.
    b. Click “View Bill-Make a Payment” under Accounts & Payments to log into Bill+Payment.
    c. Click the green “Make Payment” button twice.
    d. Even if you have no balance or a credit balance on your account, you may click on the “Amount due” circle and put the amount of the deposit payment in the box to the right. Click “Continue”.
    e. Select a payment method. Select Electronic Checking to pay from your checking account. Provide banking information. There is no fee to use Electronic Checking.
    f. To pay by credit card, select Credit Card via PayPath. Click “Continue to PayPath” and provide credit card information. There is a 2.75% convenience fee when paying by credit card.
    g. After making the deposit payment, please call Student Accounts at 828-227-7324 or email studentaccounts@wcu.edu to request that the deposit payment be recoded to an actual deposit. That will remove the credit from your student account and keep your
deposit from being refunded to you. The deposit will then apply to your account when charges are actually posted for that term.

11. Why is my required deposit less than $1000?
   a. Faculty designs travel differently. Please pay the amount of deposit as instructed by International Office’s email.

12. What should I do if I do not have cash to pay deposit?
   a. Notify your instructor immediately. Your instructor will contact IPS for solution.

13. Can I withdraw my application at any time?
   a. Withdrawing application causes lots of complexity for instructor, IPS, and University administrative units. Only students under unexpected circumstances may withdraw applications.

14. Do I pay for my instructor(s) travel cost?
   a. To provide global learning opportunity to students, most instructors sacrifice themselves and choose to waive teaching compensation, but they still have travel expense that need to be covered. Yes, students are required to share instructor(s) travel cost.

15. Why do I need to pay administration fee?
   a. Administration fee paid by students are utilized to develop and sustain study abroad programs at WCU. For example, membership fees for non-profit international education organizations that facilitate study abroad: ISEP, IIE, and CIEE; cost of hosting Study Abroad Fair; hourly wage for student workers.
Passport Application Acceptance Facilities near WCU

https://iafdb.travel.state.gov/DefaultForm.aspx

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