FACULTY-LED SHORT-TERM STUDY ABROAD PROGRAM MANUAL
INTRODUCTION

Thank you for considering enriching the learning journey of the University of Wisconsin Colleges students with a study abroad experience. We appreciate your enthusiasm and time commitment to design a program that offers students valuable real-world experience. We also hope that this will be an enriching professional experience for you as well.

The University of Wisconsin Colleges recognizes the urgency of developing global perspective and engagement to prepare its students for baccalaureate and professional programs, for lifelong learning, and for leadership, service and responsible citizenship. Developing global perspective means that a learner is able to identify how cultural events affect the learner’s life, to understand the impact of global economy in their profession, to respect cultural diversity and pluralism, and to demonstrate an awareness of similarities and differences of human experiences across cultures. Developing global engagement means that a learner is able to further world knowledge through hands on activities and identify domestic and international needs and responses to them within a global community context.

A study abroad model is one of many strategies to develop global perspective and engagement among learners, and it has proved to be an effective learning journey both for students and faculty. Through direct interaction with people, languages, cultures, traditions, and socioeconomic practices of different countries, learners accelerate the acquisition of the critical skills, knowledge, attitudes and behaviors required of professionals in the modern world.

The main format of the UW Colleges study abroad offerings for enriching students’ global perspective will continue to be faculty-led short-term programs (from 10 to 28 days). The role of the faculty leader is crucial. You design all academic aspects of the program, assist with program logistics, and fully engage in its implementation. The goal of this guide is to assist faculty and staff in developing high quality, safe and affordable study abroad programs in their discipline area. The guide was created with the help and guidance of a number of offices on campus: Departments, Campus Deans, Campus Continuing Education Directors, Study Abroad Advisory Board, and Risk Management office. It serves as a resource for the faculty and staff who have not yet been involved in international experience and those who want to improve their study abroad learning activities for the students.

Planning a short-term study abroad program will require you to go beyond the usual range of course planning and perform the roles of a travel agent, bookkeeper, and 24-hour emergency contact. The manual will provide recommendations on planning, organizing, conducting, evaluating and improving a study abroad program. Here you will find information outlining the rights and responsibilities of both faculty and students, travel guidelines, suggestions for dealing with behavioral problems, procedures to follow in the event of an emergency, and other important topics. It will be updated annually, and we welcome any suggestions for changes or ideas on how it can be more useful for faculty program leaders. To ensure accurate and timely response during a crisis, all faculty program leaders (including those who have led programs for years) should take this handbook abroad to use on site.

Thank you again for your time and commitment in providing this enriching and transformational experience to our students. Remember that the UW Colleges Study Abroad Program office provides centralized administrative help in developing and implementing international opportunities, and we are happy to help at any point during the program.

Study Abroad Office
University of Wisconsin Colleges
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I. ACADEMIC STUDY ABROAD PROGRAM DEVELOPMENT

If you begin thinking about creating a study abroad program early enough, it has a good chance to be developed into a high-quality program that is managed responsibly from the standpoint of risk management as well as a successful and exciting experience for your learners. Ideally, it is advisable to start two years in advance of your study abroad trip. You might have already thought about the content and the destination for your program with a vision in your mind of how they will enrich students with new learning ideas. Here are some other suggestions you might consider.

INVESTIGATE WHAT ALREADY EXISTS

Short-term study abroad programs can vary from 7 to 28 days in length and be one- or multiple-country based. The program can be offered as a one-, two-, or three-credit academic course in one subject or in an interdisciplinary format. Classes are conducted in a traditional face-to-face classroom, online, and in international on-site settings.

UW Colleges faculty and staff staff have already developed and conducted a number of study abroad projects to China, Peru, Egypt, Costa Rica, and other destinations. Contact the UW Colleges Study Abroad Coordinator for the information on the past and current programs and other useful materials.

Additionally, the UW System database provides current information on the existing study abroad programs offered through all UW System schools that will be useful to explore. Various materials on the study abroad concept are available to help you develop a successful program and they are compiled in the Resources for Faculty on the UW Colleges Study Abroad website.

BACKGROUND WORK

There are certain details to keep in mind when designing a study abroad program.

When determining the destination for the program, keep in mind the benefits of exploring the particular part of the world that will best contribute to the learning experience of your students. Choose the country that has had a significant impact on your field of subject, i.e. China to investigate the development of business practices and market, Peru or Nicaragua to immerse in culture and Spanish language, Egypt to explore the topics of Anthropology, etc. This will also determine the sites to visit and topics to research. You might want to consider collaborating with the faculty from other Departments to develop an interdisciplinary basis for your program. Be creative!

When determining the dates for traveling, keep in mind the school year in a chosen country and its national holidays. The airfare and accommodation prices as well as the weather in a particular season in the area can play an important role in determining the dates.
When determining the length of the program, keep in mind how long can you project the group will be able to keep focused on new learning experience and not get tired or homesick. If you are planning an intense program with visiting many sites and home-based experience, 10-14 days seems to work well. Language oriented programs can be longer and range from two to four weeks. You should also determine whether your students will benefit more from a host-family experience, a hotel stay, or a combination.

When determining the sites to visit, keep in mind the objectives of your program. Consult with your counterparts in the identified country and choose the places that you are sure will enhance the learning experience of your students the most.

When determining the budget, keep in mind that all estimated costs should be as accurate as possible. You should budget the following expenses: in-country transportation, lodging, meals you plan to provide, incidentals, entrance fees, honorariums for presenters, interpreter’s services, etc. You can find a template of a budget in Appendix H. Also remember that the number of participants will affect your costs significantly. It is desirable to make the calculations for a 15-25-participant group. The Study Abroad Coordinator, international partners and your colleagues who led with study abroad programs will be good resources for developing the budget.

Submit a proposal for a new academic study abroad program by October 1. (Guidelines and Application are located in Appendix A.)

WHO'S WHO IN STUDY ABROAD PROGRAM DEVELOPMENT

An academic study abroad program is considered a UW Colleges initiative and involves collaboration of several units. It will be useful for you to know who is who in this process and what responsibilities you will share. Here is a role clarification of all the bodies involved in the study abroad program development process:

Department Chair’s role: oversight of the study abroad content in regard to meeting the learning outcomes of the course; approval of a study abroad program.

Campus Dean’s role: endorsement of the campus faculty leader of a proposed study abroad program. Promotion and support of approved study abroad programs.

Study Abroad Advisory Committee’s role: review, evaluation and endorsement of all study abroad programs

Provost: The Provost, based on the recommendations of the Study Abroad Advisory Committee and in consultation with the UW Colleges International Education Director, will issue final approval of all international travel programs

UW Colleges Study Abroad Program Office role: comprehensive support with the program design; overall trip management; publicity; marketing; central information resource for potential participants; handling and processing all registration forms and
payments; arranging all transportation (in collaboration with faculty/staff on dates and times); arranging CISI insurance and STEP enrollment; developing orientation program for faculty and students; leading specific sections of orientation sessions; providing Emergency Procedures training and supportive materials; review study abroad proposals; handling evaluation process (development, distribution and collection of questionnaires; in collaboration with faculty/staff); and handling overall budget development and oversight.

**Financial Aid Central Office role:** assistance with student applications for Financial Aid and Study Abroad Scholarships.

**Campus Registrar Role:** assistance with registering a study abroad program as a course in PRISM.

**In-Country Partners role:** coordination of in-country itinerary development (in collaboration with the faculty and Study Abroad Office); coordination of in-country study abroad program activities (in collaboration with the faculty/staff); communication coordination with the faculty/staff, host families, interpreters, providers, and services.

**Faculty/Staff Leaders:**

**Academic role:**

- **Instruction:** develop curriculum, syllabus, learning plan and assessment tool; obtain an approval for conducting a study abroad program course (in collaboration with the Department Chair and Dean); design of pre-travel or post-travel course sessions offered in D2L format.
- **Overall trip planning:** coordinate in-country itinerary development (in collaboration with the Study Abroad Office and in-country partners); develop country-specific orientation materials; prepare communication plan for all involved.
- **Care of Participants:** oversee students’ arrival and housing; plan and conduct pre-departure and on-site orientations; tend to participants’ health and welfare while overseas (24/7 availability); facilitate learning while abroad.

**Logistical role:**

- serve as a liaison between participants, parents, the Study Abroad Office and Dean;
- communicate information about the program to the parents of participants;
- prepare for and responding to emergencies, as outlined in the UW Colleges Emergency Procedures.
- handle behavioral problems according to established procedures;
- coordinate contact information each day/night of the tour (i.e. who is in what room, etc.) and disseminate that information to all;
- maintain clear financial records, including keeping track of expenses and saving receipts;
- list and gather gifts and tips to take to tour guides, trip coordinators, drivers, host families, etc.;
- optional: arrange identifying t-shirt or other article of clothing for participants (to help those who join the group at mid-points and to keep everyone together in airports);
- communicate with the UW Colleges Study Abroad Office regarding developments concerning the program and participating students and document events and activities as well as problems;
- submit final grades and final report.

**CONSIDER RISK AND LIABILITY**

Be prepared for anything when on a study abroad program: delayed or missed flights, lost luggage, family emergencies, illnesses, and transportation or accommodation problems. The following three steps are suggested in any risk management approach:

1. Determine what can go wrong (such as health issues, personal conduct, crime, political violence).
2. Determine what can be done to prevent problems (i.e., ways to avoid problems through training/education, waivers/legal protection, purchasing sufficient insurance, etc.).
3. Determine how you will deal with problems should they arise (such as emergency response protocol, purchasing sufficient insurance coverage, or contacting insurance representatives, etc.).

It is important to provide a session on health and safety issues during your orientation. The UW Colleges Study Abroad Office can help you with conducting it. Make sure to discuss how to access to health care services in the country of destination and whether the payment should be made upfront during the session. A Uniform Statement of Responsibility, Release and Authorization is a part of the student Application form and must be signed by each student before the program application deadline. Participants are requested to report any medical or emotional problems, past or current, which might affect them in a foreign-study context. Their medical information will help you be of maximum assistance should the need arise during your study abroad experience. This is an important document, and a learner’s participation can be cancelled if it is missing in his/her file before traveling abroad. (See the copy of a Uniform Statement of Responsibility, Release and Authorization form in Appendix H.)

Additional resources on risk and liability as well as information on the country of the program can be found on the following web sites:
- the U.S. Department of State: [www.state.gov](http://www.state.gov) and [http://travel.state.gov/travel];
- the Centers for Disease Control: [www.cdc.gov](http://www.cdc.gov);
- World Health Organization: [www.who.int/en];
- the Embassies or Consulates of the counties of your destination in the US (the websites are provided on the U.S. Department of State web-site).

For UW Colleges faculty and staff there is also a required CISI coverage for emergency (detailed information on CISI insurance is available in Appendix G).
The better you are equipped with assessing risk, the faster and more effectively you will be able to manage it should it arise.

GET FEEDBACK

It will be helpful to set up meetings with your Department Chair, Dean, UW Colleges Study Abroad Coordinator and experienced study abroad faculty and leaders, who will help you determine the feasibility and provide feedback to your ideas. These people will also help you to proceed with the other stages of a study abroad project. You can also look for other colleagues who would be interested in working together with you on this project.

**Discussion points with Department Chair:** how beneficial the idea is for learners; how innovative the idea is for teaching the course.

**Discussion points with Dean:** how the idea of the project meets the mission and goals of the Campus; how realistic the idea is in terms of meeting its objectives and being cost-sufficient; what is the cost to the Campus.

**Discussion points with the UW Colleges Study Abroad Office:** how to strategize and use the resources, whether it is necessary to plan a pilot trip, how to develop a program budget, how to advertise and recruit participants.

**Discussion points with the experienced study abroad faculty/staff:** the previous experiences with other study tours, recommendations on planning, development and conducting a study abroad tour, necessary details.

**Discussion points with the colleagues:** how effectively the idea enriches the experience of learners, how well the experience will benefit learners’ global perspective and engagement, how the idea can be developed collaboratively with other faculty/staff.

**PILOT STUDY ABROAD TRIP**

To make sure that your program will be a successful experience for the learners, it is recommended that you incorporate a pilot study abroad trip into the development process if it is possible. Follow the next steps to plan a pilot trip:

- Draft the itinerary, discuss it with your colleagues, Dean, Department Chair, Study Abroad Coordinator, and your in-country partners, and finalize it.
- Discuss the most suitable time for conducting a pilot study abroad trip with your in-country partners and your Dean.
- Develop the budget for your trip and apply for funds.
- Work with the Study Abroad Coordinator on arranging air flight, in-country transportation, lodging, meals, and sights visits.
- Design an evaluation plan.
When on a pilot study abroad trip, determine that:
- flight itinerary is not exhausting;
- study abroad program itinerary is feasible, manageable and contributes to the learning experience;
- transportation and lodging (host families or hotels) are identified and organized;
- restaurants and cafes will provide a tasty and cost-reasonable experience;
- interpreting, if necessary, is available;
- the program fulfills the risk management requirements established by the UW Colleges.

On your return, you will need to
- complete the risk assessment of the program;
- evaluate your experience and improve the itinerary (in collaboration with the Study Abroad Coordinator);
- develop recruitment and advertising plan (in collaboration with the Study Abroad Coordinator);
- inform colleagues in the Department and on your Campus of the upcoming program to advocate for your study abroad program to enable students to apply for financial aid in advance;
- finalize the program budget (in collaboration with the Study Abroad Coordinator);
- schedule the pre-departure and post-arrival classes/sessions and develop education materials.

### STUDY ABROAD PROGRAM PLANNING STAGE OUTLINE

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
<th>CONTACT</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Propose a new study abroad and get initial approval for its development</td>
<td>24 months prior</td>
<td>Department Chair, Dean, Study Abroad Coordinator</td>
<td>Research existing proposals and programs for best practices.</td>
</tr>
<tr>
<td>Develop Study-Abroad Program Proposal and get official approval</td>
<td>22-18 months prior</td>
<td>Department Chair, Dean, Study Abroad Advisory Committee, Study Abroad Coordinator</td>
<td>A complete proposal will include an application form, narrative with the study abroad agenda draft, budget, and other relevant accompanying documents.</td>
</tr>
<tr>
<td>Identify partners in the country of study abroad destination and develop a contact list</td>
<td>20-18 months prior</td>
<td>Study Abroad Coordinator, partners in the respecting country</td>
<td>The contact list should include address, e-mail, a work phone number, and a cell phone number. References will be beneficial.</td>
</tr>
<tr>
<td>Develop and complete a pilot trip to the country of study abroad destination if needed/possible.</td>
<td>18-12 months prior</td>
<td>Department Chair, Dean, Study Abroad Coordinator</td>
<td>The findings from the pilot trip will be incorporated in the final trip proposal and budget.</td>
</tr>
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II. PROGRAM ADMINISTRATION

STUDENT RECRUITMENT

Recruiting participants for the short-term program is one of the primary responsibilities of the faculty leader. It should start immediately after the program is approved. In general, a minimum number of participants must be enrolled in the course for the program to run. The minimum number will be determined by the program budget which is worked out by the Study Abroad Coordinator. The number usually ranges between 15 and 25. Here are some ideas and methods regarding marketing your program:

Program Flyer: All program flyers and brochures will be designed by the Study Abroad Office. They will be printed and sent out to all UW Colleges Campuses within 3-4 months of the program approval date. Flyers will be distributed to Student Services and Continuing Education offices on campus, and will also be posted in Campus buildings. You should utilize this easy and convenient way to highlight the features of the program as much as possible. Please feel free to take flyers to your classrooms, send to colleagues at other institutions in the area, and pass them around at any events or organizations you are involved.

Web Page: Each academic study abroad program has a designated webpage on the UW Colleges Study Abroad website. Prospective students should be directed to the website for program details, prices, program schedule, policies, and the application. All webpages are maintained by the Study Abroad Coordinator, so any suggestions, pictures or videos are greatly appreciated.

Class Visits: Presentations in the classrooms play a key role in advertising academic study abroad programs. Faculty leaders should announce the program in classes (repeatedly) and hand out program flyers. Also, they can share information with colleagues in their Department and ask them to make announcements in their classes or allow visits to their classes, if possible.

Campus Student Services Advisors: Meet with Student Services Advisors to ask their help in publicizing their trip when they advise students.

Past Participants: Study abroad alumni are effective recruiters for study abroad programs. Faculty leaders that have offered the program before are encouraged to ask past participants from their own program to speak about the experience in classes and spread the word to other students.

E-Mail: Emails promoting programs will be sent to all UW Colleges students by the Study Abroad Coordinator. Additional emails will be sent to all Student Services Staff on Campuses asking them to promote the programs to their students. While the application process emails are sent out by the Study Abroad Coordinator, it is important that faculty leaders maintain regular contact with the students who expressed an interest as well as admitted students in order to keep their interest. To maintain students’ interest and the necessary minimum number of participants, the Study Abroad Office suggests that faculty leaders update students often via email.
STUDENT ENROLLMENT AND REGISTRATION

Recruitment of students for the study abroad programs starts at least two semesters before the travel occurs. The students are not able to enroll through PRISM. They need to upload application forms from the Study Abroad website (www.uwc.edu/academics/study-abroad/), complete them and submit to the Study Abroad Coordinator. A typical application includes personal data, emergency information, and financial aid eligibility questions. UW Colleges students should apply for Winterim Study Abroad Programs by October 15 and for Spring/Summer Study Abroad Programs by February 15. It is expected that UW Colleges students who are applying for the study abroad experiences are in sufficient academic standing.

POST-ACCEPTANCE REQUIREMENTS FOR STUDENTS’ PARTICIPATION

After students have been accepted and enrolled into the program, faculty/staff program leaders must ensure that participants complete or are in possession of the following:

- Valid passport and visa (if applicable).
- Pre-departure orientation and on-site orientation.
- Signed and submitted Alcohol Abuse and Misuse and Drug Use Policy (Appendix I).
- Medical profile (faculty leaders should carry sealed envelopes containing copies of emergency medical information from all students).
- Registration with the U.S. Department STEP program.
- Medical insurance (CISI) that covers the student while abroad (Appendix G).

ACCOMMODATING STUDENTS WITH DISABILITIES

Disability-based needs should be addressed in the program planning process to ensure that contracts with vendors or other institutions address how to provide accommodations for students with special needs. It is the student’s responsibility to notify the UW Colleges Study Abroad Office or the faculty leader if he or she desires accommodation for any disability. Occasionally, accommodations available in the U.S. may not be available at an institution abroad.

HEALTH INSURANCE

Health insurance is required for all students participating in the UW Colleges sponsored study abroad programs. The UW Colleges Study Abroad Coordinator will enroll all students and faculty in CISI insurance policy (Appendix G). Under the CISI plan, all students and faculty are covered during the duration of the study abroad program. Faculty/staff program leaders should get acquainted with CISI health coverage plan.
FINANCIAL AID AND SCHOLARSHIPS

Federal financial aid can be requested for the study abroad programs. Upon request the UW Colleges Financial Aid Office will add the cost of a study abroad trip to student’s Cost of Attendance. This will not result in additional grant funds. It will maximize a student’s loan eligibility. This applies to those students who are not already using their maximum loan eligibility. If a student is unsure as to his/her Direct Loan eligibility, he/she should check with the Financial Aid Office.

The UW Colleges Study Abroad office has limited scholarship funds available for students participating in study abroad programs (detailed information on UW Colleges Study Abroad Scholarships is available in Appendix J). The deadline for these scholarships is October 1 for Winterim, and February 1 for Spring and Summer. Students may also be eligible to apply for additional scholarship funds from other sources, including their own Campus.

PASSPORT AND FOREIGN ENTRY/EXIT REQUIREMENTS

All students as well as faculty need a valid passport for the duration of the program. (Note: passports often must be valid for several months beyond the length of your stay.) The process of obtaining a passport can take four to six weeks, and sometimes longer, so ask students to plan ahead and apply in advance. U.S. citizens should visit the U.S. Department of State Passport website (http://travel.state.gov/passport) for information about obtaining or renewing a passport.

If your program’s host country requires a visa for entry or for stays over a certain number of days, students (and faculty leaders) will need to apply to the Consular Services of that country. Some countries require entry visas, even for short stays or for transit through one country to the next. The requirements will be country-specific; you can obtain that information from the country’s consulate. A list of many embassies is available at http://embassy.org/embassies. Note: Your program participants will likely include both U.S. citizens and non-U.S. citizens. Non-U.S. citizens may be required to apply for visas in cases where U.S. citizens do not need visas for entry into foreign countries and vice versa.

REGISTERING WITH THE U.S. DEPARTMENT OF STATE “SMART TRAVELLER ENROLLMENT PROGRAM”

Students and faculty should sign up for Smart Traveler Enrollment Program formerly known as “Travel Registration” or “Registration with Embassies” to receive the latest travel updates and information (http://travel.state.gov/travel/tips/registration/registration_4789.html). When you sign up, you will automatically receive the most current information about the country where you will be traveling. You will also receive updates, including Travel Warnings and Travel Alerts (where appropriate). You only need to sign up once, and then you can add and delete trips from your account based on your current travel plan. The
Smart Traveler Enrollment Program can assist you better in the case of an emergency, such as a lost or stolen passport. They also assist U.S. citizens in other emergencies, such as in natural disasters. The travel and contact information you enter into the Smart Traveler Enrollment Program will make it easier for consular officers in U.S. embassies and consulates around the world to contact you and your loved ones during an emergency—including situations where your family or friends in the U.S. are having problems trying to contact you with important news.

COMMUNICATION WITH PARENTS/FAMILIES

Faculty leaders should provide information to participants' parents/families, including the program brochure and country-specific information from the U.S. Department of State (see http://travel.state.gov/travel). You may want to create a separate packet of information or letter specifically for parents.

An information packet for parents should include:

- Outline of the program highlighting academic and behavioral expectations.
- Detailed itinerary of the program for the entire period, indicating contact information for hotels or other accommodations.
- Emergency contact information for faculty leader and UW Colleges contacts.
- Copy of Unified Statement Form.
- A request that parents/families impress upon their students the need to act responsibly throughout the entire period of the trip.

RISK MANAGEMENT

The safety and well-being of students and faculty is of utmost concern. Faculty leaders may find themselves facing an emergency involving one of more of the students who are in their care, or an emergency of their own. Participants can and do become ill, suffer accidents, are the victims of thefts and assaults, find themselves caught up in potentially violent political situations, or fail to return on time to programs after a weekend away. While it is impossible to plan for all contingencies, the faculty leader needs to follow Risk Management protocol established for the UW Colleges Study Abroad Programs that will allow for reaction in a responsible and levelheaded way when emergencies do arise (please refer to Appendix D).

Considering a great variety of risks associated with a study abroad program, a faculty leader has to be prepared to take serious measures to reduce risk and liability. Full disclosure of risks reduces possible liability. The faculty leaders should assess risks associated with their programs and disclose them to students and their parents/families in as much detail and as far in advance as possible. Please explain your personal expectations regarding students’ behavior behavior. In addition to the signed Uniform Statement of Responsibility, Release, and Authorization by each student, the faculty leader should reemphasize to the students that their improper behavior might result in immediate expulsion from the program without the possibility of refund.
PROGRAM CHANGES

The UW Colleges reserves the right to make any changes to itineraries, travel arrangements, hotels, excursions, activities or other plans. Such changes are not grounds for cancellation of registration.

III. BUDGETING AND ACCOUNTING

REFUND POLICY

A student must notify the UW Colleges Study Abroad Office in writing (email is acceptable) if he/she wishes to withdraw. The withdrawal is effective on the date that the UW Colleges Study Abroad Coordinator receives notification in writing.

Accepted Participants:

If a student withdraws 90 days or more before departure, including before the application deadline, he/she will be refunded only that portion of his/her fee, excluding the non-refundable Administrative Application Fee, which has not already been expended by the UW Colleges Study Abroad Program on his/her behalf or which the UW Colleges is not obligated to expend on his/her behalf after the withdrawal notice is received.

If a student withdraws 89 days or fewer before departure, he/she will be refunded only that portion of his/her fee, excluding the nonrefundable application fee, which has not already been expended by the UW Colleges Study Abroad Program on his/her behalf or which the UW Colleges is not obligated to expend on his/her behalf after your withdrawal notice is received. In addition, the student will be assessed a fee equal to a percentage of the group costs (including group transportation, faculty leader costs, etc.) based on the final number of program participants and withdrawals. Any expenses related to the study abroad program which the student personally has incurred or which he/she is obligated to pay remain his/her responsibility (see the UW Colleges Uniform Statement of Responsibility). The UW Colleges will not assume responsibility for these expenses for the student.

HANDLING OF PAYMENTS AND EXPENSES

The Study Abroad Office will track all monies collected from student payments and the advanced disbursements for expenses. The usual advanced disbursements include payments for airfare, transportation to/from airport, and accommodations. Ideally all or most costs will be paid in advance. If it is not possible for the Study Abroad Programs Office to pay all costs prior to departure, a travel advance will be issued to the instructor/facilitator for the remaining known expenses included in the budget. Prior to departure, the instructor/facilitator will receive an accounting binder that includes a form to accurately record all expenses incurred during the trip.
• If necessary, the faculty leader is responsible for obtaining Travel Credit Cards or Traveler’s Checks for transporting the money.

• The faculty leader must keep original receipts for all money spent overseas and record the expenses in the accounting book supplied by the Study Abroad Coordinator. Copies of receipts and credit card statements are not acceptable forms of proof of purchase. The accounting binder must be returned to the Study Abroad Office no later than three weeks after the completion of the Travel Course. The accounting binder that faculty receive prior to departure contains envelopes to keep receipts and spreadsheets to account for expenses.

• The use of University receipts (generic yellow) is only acceptable in extreme circumstances. For accounting purposes, it is required that you submit receipts that clearly identify the name of the company (restaurant, museum, bus company, etc.). Only use University receipts as a last resort, when the company/individual you are working with cannot provide you with an official receipt.

• Expenses that cannot be claimed for reimbursement include alcoholic beverages, spousal or family member travel costs, non-business related phone calls, lost/stolen personal cash or property, traffic citations, parking tickets or other fines, personal entertainment, extra baggage charges, childcare costs, late payment penalties and interest on corporate credit cards.

• At the completion of the Travel Course, any money left over from the Travel Advance must be returned to the Study Abroad Office in US Dollars, or Cashier’s Check, along with accounting documents. Foreign currency will not be accepted.

• If more money is spent than that was received in the Travel Advance, the UW Colleges will not provide a refund of personal funds or additional money except in emergency situations.

• It is not appropriate to ask students to bring more money than what was advertised in order to cover budgeted expenses (lodging, meals, transportation, etc.). Any additional money brought by the students should be used for incidentals of a personal nature. Incidental expenses (souvenirs, gifts, medication, sunscreen, insect repellant, doctor’s visit, etc.) should never be paid with group money.

IV. PREPARING STUDENTS FOR THE EXPERIENCE

PRE-DEPARTURE SESSIONS AND ORIENTATION

You should emphasize the importance of attending all planned pre-trip sessions and orientation. All participants should hear and receive the same information and be clear about the program requirements and expectations. This will minimize a chance for further misunderstandings in meeting expectations.
It will be your responsibility to develop a Participant’s Binder, which will be a helpful tool for learners later and which they can use to develop a portfolio. You can include the following information:

- Program overview, including program itinerary, course descriptions, and information about credit and evaluation.
- UW Colleges Study Abroad Office contact information.
- Information about the hosting country and city, including country-specific information from the U.S. Department of State (see http://travel.state.gov).
- Country-specific information related to gender roles, receptivity to public displays of affection, attitudes about homosexuality, culturally appropriate behavior and dress, and the consequences of inappropriate behavior.
- Behavioral expectations.

The Study Abroad Coordinator will assist you with the following information and materials:

- Costs and refund policy.
- Financial aid and funding information.
- Country-specific safety and health issues, including necessary immunizations and information about access to health care, physical access issues, assistance in an emergency, and embassy registration.
- Outline of program drug and alcohol policies and country drug and alcohol laws.
- Resources available in a crisis, including information about how to access local emergency medical services.
- Policies regarding use of cars and other modes of transportation.
- Information about cultural adaptation and culture shock as well as re-entry or reverse culture shock.

**FINAL LOGISTICS**

Before going to the airport make sure once again that all travel arrangements, financial arrangements and documentation are ready. The Study Abroad office will have the copies of all the necessary documentation and be the major emergency contact for the families and friends of the study abroad program participants during the international travel.

**Check that each participant has the following documents:**

- valid passport (expiration date should be at least six months after the program completes);
- valid visa (if required);
- CISI insurance card;
- a copy of the course syllabus;
- a copy of the itinerary;
• a copy of contact list with addresses and phone numbers in the US and in the
target country;
• an emergency card.

Check that you have the following documents:

• valid passport (expiration date should be at least several months after the
  program completes);
• valid visa (if required);
• CISI insurance card;
• a copy of this Manual
• a copy of the itinerary;
• a copy of contact list with addresses and phone numbers in the US and in the
  target country;
• financial resources;
• U.S. Consulate or Embassy contact information in the target country;
• a photocopy of page one of each participant’s passport and visa (if required);
• a record of each participant’s health information and emergency information
  form;

Ensure that the Study Abroad Office has the following documents:

• a copy of the itinerary;
• a photocopy of passports and visas (if required) of all participants and yours;
• a copy of contact list with addresses and phone numbers in the target country;
• a record of each participant’s health information and emergency information
  form.

ON-SITE ORIENTATION

During the on-site orientation, you should review the program schedule and
requirements and set ground rules. You should repeat this information even if you have
reviewed it in the pre-departure orientation. Inform students of local laws, regulations,
customs of the host country, community, etc. Remind them that they are serving as
ambassadors of the UW Colleges, Wisconsin, and the U.S.; review behavioral
expectations.

It will be a great opportunity to take one group photo on site (preferably with some
students wearing UW Colleges attire). This photo can be used for program-specific and
general promotion and publicity. Photos of students engaging in program activities are
useful for promotional purposes.
CULTURE SHOCK

Most study abroad participants will experience some form of culture shock. However, some might experience it after only two days in the visiting country, others not until a week or two into their stay. In addition, the concrete indicators of culture shock vary from individual to individual.

Usually, cultural adaptation starts with the Honeymoon Period when a student is interested and excited by the new experience and surroundings. Although he/she may be nervous, the excitement outweighs anxiety or concern.

The Culture Shock Stage can follow the Honeymoon Period. A student feels overwhelmed by new practices and behaviors, e.g. transportation, food, language, and loneliness. Be aware of possible indicators of culture shock in students, including compulsive eating or lack of appetite; minor illnesses (colds, upset stomachs, etc); feelings of helplessness, irritability, and loneliness; homesickness; sleeping more than usual; feeling depressed; getting angry easily; decline in inventiveness, spontaneity, or flexibility; stereotyping of host country/culture; increase in physical ailments or pains; inability to work effectively; boredom; or unexplainable crying.

Encourage students to take care of their health, sleep, and eat well. If the students continue their everyday routine they will find soon that everyday activities such as housing, meals, and transportation are no longer big problems for them. These are the indicators of the initial adjustment.

MISUSE OF ALCOHOL AND DRUG ABUSE

As a faculty or participant in a University of Wisconsin Colleges Study Abroad Program you are serving as an ambassador for UW Colleges, the state of Wisconsin, and the United States and you are expected to abide by the laws, regulations, and customs of the host country, community, institution and program and to conduct yourself in a responsible and mature manner at all times. Most countries – with the exception of those with religious prohibitions – tolerate social drinking. Intoxication, public drunkenness and inebriating behavior, however, are seldom allowed under any circumstances. Alcohol abuse and misuse are not tolerated anywhere in the world and will not be tolerated on UW Colleges sponsored study abroad programs. Violation of local laws and/or UW Colleges regulations or policies related to alcohol misuse and abuse may result in (i) immediate dismissal from the program including required immediate return home your own cost; (ii) academic withdrawal from the college for the semester in progress; and (iii) disciplinary action upon return to campus.

While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which differ significantly from those in the United States and do not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. Persons violating laws, even unknowingly, may be expelled, arrested or imprisoned. Penalties for
possession of, use of, or trafficking in illegal drugs in other countries can be severe, and convicted offenders can expect long jail sentences and heavy fines.

The UW Colleges has a zero-tolerance policy regarding the possession, use, manufacture, production, sale, exchange or distribution of illegal drugs by anyone participating in UW Colleges study abroad programs. Violation of this policy may result in (i) immediate dismissal from the program; (ii) academic withdrawal from the University for the semester in progress; and (iii) disciplinary action upon return to campus.

HANDLING COMPLAINTS AND BEHAVIOR PROBLEMS

Rules and regulations applied to each Study Abroad program reflect the UW Colleges Student Rights Regulations. When any violations occur, the terms of continuing participation in the Study Abroad program and/or UW Colleges campus courses and activities will be reviewed by the UW Colleges Administration and treated accordingly.

V. POST-TRAVEL CONSIDERATIONS

Welcome back! Congratulations! You have succeeded with your endeavor! You have helped your participants enrich themselves with the experience they would probably have never been able to receive in a traditional classroom. Of course, your professional experience has been enhanced too. Have some rest, but ASAP schedule a wrap up session with your participants (within 3 weeks of your return). Also

- Set up the meeting with Department Chair, Campus Dean, and Study Abroad Office to discuss the results of the completed study tour, review the Study Abroad Program Evaluations and develop a plan for improvement (within 4 weeks of your return).
- Submit all financial reports to the Study Abroad Coordinator (within 2 weeks of your return).
- Submit your final report to the Study Abroad Office (6 weeks of your return). Include a detailed list of all participants, a copy of your final itinerary, financial report, and activity report with your general assessment of the completed study abroad tour.

Don’t forget to share pictures and videos of the program. It would be wonderful if you could set up a meeting with the colleagues from your Campus and Department and share you experience – they might consider leading a study abroad program next time!
Academic Study Abroad Program Guidelines for 2014-2015 Proposals

The University of Wisconsin Colleges is currently accepting proposals for Academic Study Abroad Programs that will take place during the 2014-2015 academic year (September, 2014 – August, 2015). Academic Study Abroad Program proposals must be sent to the UW Colleges Study Abroad Coordinator by October 1, 2013. All Study Abroad Program proposals will be reviewed, evaluated and endorsed by the International Travel Program Advisory Committee and the UW Colleges Director of Continuing Education with final approval from the Provost. Final program selection will be announced by no later than November 1, 2013.

MISSION

The mission of UW Colleges Academic Study Abroad Programs is to provide safe, affordable, short-term learning abroad/international opportunities and experiences that support the degree completion mission of the UW Colleges.

TARGET AUDIENCE

Academic Study Abroad Programs are targeted primarily to full- and part-time students interested in earning credits that help satisfy degree requirements. Programs are also open to community members, who may enroll either for credit or non-credit.

4-STEP PROPOSAL SUBMISSION PROCESS

1. Prior to drafting a proposal, please notify the Study Abroad Coordinator via email (tetyana.schneider@uwc.edu) of your intention, including the country, subject and tentative travel period. This notification is designed to help avoid duplication and enhance the diversity and affordability of programs.

2. Complete the UW Colleges Academic Study Abroad Program Proposal Form. This proposal should be developed in consultation with the academic department or departments under which the course falls. Instructors are also encouraged to work with the Study Abroad Coordinator during the proposal development process in order to assure the necessary information is included at the time of submission.

3. Complete the UW Colleges Academic Study Abroad Proposal Endorsement Form. Proposals must be endorsed by the Chair or Chairs of the related academic departments and must also be endorsed by the Campus Dean or Deans at which the instructors work.

4. Submit the completed proposal form and scanned signed endorsement form via email attachment to the UW Colleges Study Abroad Coordinator (tetyana.schneider@uwc.edu) by no later than October 1, 2013. Meanwhile, an original hard copy of the endorsement form with the required signatures should be sent simultaneously to:

   Tetyana Schneider
   Study Abroad Coordinator
   University of Wisconsin Colleges
   432 N Lake Street, Room 237
   Madison, Wisconsin 53706

Programs submitted after the October 1 deadline will not be eligible for consideration until the following academic year.
SELECTION CRITERIA

**Concern for Student Health and Safety:** Does the proposed destination pose any safety issues for participants? (e.g. Are there US State Department travel advisories?) Are the program activities designed to minimize the risks of overseas study?

**Academic Rigor/Educational Value:** Does this program offer sufficient academic rigor to meet UW Colleges standards? (Note: It is **not** necessary to have formal course approval prior to submitting a proposal. However, as with any credit course, all courses must receive appropriate department and faculty approvals. Instructors are responsible for securing this approval. Course approval by the Senate Curriculum Committee does not guarantee the program will be selected for study abroad.)

**Level of Cultural Immersion/Cross-Cultural Experience Value:** Does this program offer sufficient cross-cultural experience for students (e.g. homestay, language immersion, interaction with local community, volunteering for a local agency, etc.)? If this program does not offer cultural immersion, what unique learning experience does this course offer and how is it done?

**Adequate Pre-departure Preparation for Participants:** Does the program offer sufficient and adequate arrangements to orient students to the host culture before they arrive in the foreign country.

**Food and Housing:** Does the program offer adequate provision for housing for participants as well as meals for participants sufficient to the circumstances.

**Preferred Instructor Background:** Do the instructors have demonstrated group management experience in a field trip or travel experience? Do the instructors have experience living/working/traveling in the country of destination? Do the instructors have demonstrated risk management experience?

**Cost Recovery:** Does the specific proposal have a high likelihood of generating revenues sufficient to sustain the marketing, promotion, program development and contingency funds needed?

**Affordability:** Is the program offered at a price that is affordable for UW Colleges students?

**Uniqueness:** Does the program offer a unique educational experience that is likely to attract students?

PROGRAM MANAGEMENT

All approved Academic Study Abroad Programs will be managed by the UW Colleges Study Abroad Coordinator. The Study Abroad Coordinator will coordinate all formal travel arrangements.

GUIDELINES FOR OFFERING STUDY ABROAD PROGRAMS OUTSIDE OF UW COLLEGES

Though UW Colleges does not encourage this, non-credit programs which are not selected may be offered outside of UW Colleges jurisdiction. In this case, all arrangements will be coordinated by the faculty/staff members as individuals, not as employees of the UW Colleges, according to the following guidelines:

- No correspondence may go out to potential travelers using University letterhead, envelopes, email, logos, or telephone numbers.
- Informational meetings or orientations may not be held on campus, giving participants the perception that these travel programs are coordinated by the University.
- Faculty/staff are not covered by University liability insurance while serving in this capacity.
- No fees will be handled by the University Business Office or Continuing Education.
- Purchase of independent insurance by each participant is strongly encouraged.
- A disclaimer stating, “This study abroad opportunity is NOT sponsored by the UW Colleges” must be printed on all advertising.
- The UW Colleges Study Abroad Coordinator must be notified about the intention to offer a study abroad program outside of UW Colleges jurisdiction.
UW Colleges Campus Community International Travel Program Proposal 2014-2015 Guidelines

All non-credit Community International Travel Programs are developed and administered by a local campus Continuing Education Department under the oversight of the UW Colleges Study Abroad Office. Non-credit, Community International Travel Programs are marketed to the local campus community.

SUBMISSION PROCESS FOR COMMUNITY INTERNATIONAL TRAVEL PROGRAM PROPOSAL

Step 1: Facilitator presents a Community International Travel Program idea to campus Continuing Education (CE) director. All Community International Travel Programs must first be endorsed and recommended by the campus Continuing Education Director. The determination to recommend a program will be based upon the likelihood of cost recovery and affordability. Each campus will ideally offer no more than one Campus Community International Travel Program per year and will be limited to a maximum of two programs in one academic year (September through August). Exceptions may be given under special circumstances.

Step 2: Facilitator and campus CE director jointly develop proposal
All proposals accepted by the campus CE director must be developed using the appropriate Community International Travel Program Proposal Template and submitted to the UW Colleges Study Abroad Coordinator for review and approval by the Study Abroad Advisory Committee, Director of International Education, and the Provost.

Step 3: Campus CE director submits proposal to UW Colleges Study Abroad Coordinator
All study abroad proposals must be submitted electronically by the campus CE director to the UW Colleges Study Abroad Coordinator by October 1 for trips proposed for the following academic year (the following September through August or, in effect, 10-22 months in advance). Programs submitted after the October 1 deadline will not be eligible for consideration until the following academic year.

SELECTION PROCESS

Step 1: Advisory committee reviews and recommends
A Study Abroad Advisory Committee will review and make recommendations to the UW Colleges Director of International Education and the Provost on all non-credit Campus Community International Travel Program proposals. The committee consists of administrative and instructional staff appointed by the Provost.

Step 2: Central CE director makes final recommendations to Provost
The UW Colleges CE director, based upon recommendations from the study abroad advisory committee, makes final recommendations to the Provost to determine which proposals are selected.

Step 3: Provost announces Campus Community International Travel Programs selected
Proposals selected will be announced no later than November 1. Proposals not selected may be resubmitted for consideration for the following academic year.
SELECTION CRITERIA

Safety: Does the proposed destination pose any safety issues for participants? (e.g. Are there US State Department travel advisories?)

Educational Value: Does it offer sufficient educational value for the participants?

Cost recovery: Does the specific proposal have a high likelihood of generating revenues sufficient to sustain the marketing, promotion, program development and contingency funds needed?

Affordability: Is the program offered at a price that is affordable for community members?

Preferred Facilitator Background: Does the facilitator have demonstrated group management experience in a field trip or travel experience? Does the facilitator have experience living/working/traveling in the country of destination?

Uniqueness: Does the program offer a unique educational experience that is likely to attract community members?

Notes
- Local, non-credit Campus Community International Travel Programs must be coordinated by the campus continuing education director. The campus CE director must approve all formal travel arrangements.

GUIDELINES FOR OFFERING CAMPUS COMMUNITY INTERNATIONAL TRAVEL PROGRAMS OUTSIDE OF UW COLLEGES

Though UW Colleges does not encourage this, non-credit programs which are not selected may be offered outside of UW Colleges jurisdiction. In this case, all arrangements will be coordinated by the faculty/staff members as individuals, not as employees of the UW Colleges, according to the following guidelines:
- No correspondence may go out to potential travelers using University letterhead, envelopes, email, logos, or telephone numbers.
- Informational meetings or orientations may not be held on campus, giving participants the perception that these travel programs are coordinated by the University.
- Faculty/staff are not covered by University liability insurance while serving in this capacity.
- No fees will be handled by the University Business Office or Continuing Education.
- Purchase of independent insurance by each participant is strongly encouraged.
- A disclaimer stating, “This Campus Community International Travel Program opportunity is NOT sponsored by the UW Colleges” must be printed on all advertising.
- The UW Colleges Study Abroad Coordinator must be notified about the intention to offer a Campus Community International Travel Program outside of UW Colleges jurisdiction.
1. Faculty/Staff leaders/facilitators of any University of Wisconsin Colleges sponsored study abroad program are required to comply with the UW-System policies ACIS 7.1 through 7.2 http://www.uwsa.edu/acss/acis/acis-7_revApril08.pdf.

2. All academic study abroad programs shall undergo a risk assessment prior to receiving university approval for planning. Table 1 – the Study Abroad Risk Assessment Form – must be completed by the UW Colleges faculty or staff member leading the study abroad program. Providers or partners, non-UW Colleges faculty, or staff from host sites may help UW Colleges faculty in completing Table 1 and in answering these questions, but the form needs to be completed by the UW Colleges study abroad program leader and signed by the UW Colleges Study Abroad Coordinator. In addition to this risk assessment, the Risk Management Officer or the Study Abroad Coordinator may require additional information, depending on situations and circumstances related to the program and the regions traveled.

3. Safeguarding the health and safety of UW Colleges students, staff and faculty traveling abroad is the goal of the assessment. Faculty/staff leaders/facilitators of study abroad programs shall address any risk concerns by either: eliminating the possibility of the risk or hazard, or by minimizing the risk using a combination of methods, including, but not limited to: utilizing professional tour guides, providing safety and health policies, equipment, tools, communications devices, safeguards, written procedural information and training. Please consult with the following Study Abroad Risk Management Team representatives for any specific concerns with your travel plans:
   • Study Abroad Office, Tetyana Schneider, Coordinator, 608-890-4611
   • International Education, Tim Urbonya, Director, 608-263-9676
   • Safety & Risk Management, Denny Ward, Risk Management Officer, 608-263-1696.

4. Faculty/staff leaders/facilitators of study abroad programs are required to provide a detailed itinerary for approval with their study abroad proposal. All participants in the program will be provided with the itinerary and with UW Colleges emergency contact information, as well as UW System’s insurance carrier information (currently CISI/Red 24). All participants are advised to share the itinerary with numerous family members/friends who remain in the United States and are not travelling. All of the people in this list shall also have each others’ contact information, including cell phone numbers; emergency phone numbers, host phone numbers, U.S. embassy phone numbers, and UW Colleges phone numbers. All participants should have wallet cards that contain this information. We recommend that participants NOT rely exclusively on electronically-stored directories of contact information. We also remind participants that cell phone usage is often unreliable during emergencies. Backup communications plans should be in place before travel.

5. Span of control. The faculty/staff leader shall have a facilitator as appropriate for the number of students in the program, and for the type and location of travel involved. While there is no standard student-to-leader ratio that fits all situations; facilitators are encouraged for all programs. Large groups might even require a 3rd assistant leader.

6. All persons traveling in the program must be enrolled in the appropriate UW-Colleges campus, completed and submitted an application form to the UW Colleges Study Abroad Coordinator in
order to be eligible for traveling abroad. Friends, spouses, and dependent children are NOT
eligible for travel abroad programs unless specifically approved by the faculty/staff leader and the
UW Colleges Study Abroad Coordinator.

7. Regular contact with designated individuals not participating in the program is recommended. All
participants travelling in the program are advised to identify a contact person to call in
emergencies and to contact at regular intervals during their time abroad. Faculty/staff leaders of
groups are required to maintain regular contact with designated contacts at UW Colleges to
provide information about the program goals, and especially, about the safety and well-being of
the participating group. These communications, again, should occur at regular intervals. For
travel involving special risks, such as wilderness travel, or travel in less-developed nations,
communications back to the UW Colleges should occur on a pre-arranged schedule.

8. All participants in a program abroad should employ the use of an additional communication plan
for any side trips or visits that may or may not occur as part of a larger group activity. Travel
abroad leaders shall discourage side trips that are not undertaken as a group, and shall
discourage individual side trips that are outside of the normal routine for the program. For side
trips involving hikes, boating, or other adventure travel, a formal “flight plan,” “float plan,” “or
checkpoint plan” should be made and filed with an authority not on the side trip, who can remain in
communication with the group travelling on the side trip.

9. Other Resources:
   - US State Department’s travel abroad safety information
   - US Centers for Disease Control traveler's health page
     http://wwwnc.cdc.gov/travel/?s_cid=cdc_features_007/default.aspx
   - NAFSA (Association of International Educators) http://www.nafsa.org/
   - Center for Global Education’s study abroad handbook
     http://www.studentsabroad.com/
   - Center for Global Education’s SAFETI Clearinghouse http://www.globaled.us/safeti/
   - University Risk Management & Insurance Association https://www.urmia.org/urmia.cfm
   - Cultural Insurance Services International (CISI)
     http://culturalinsurance.com/studyabroad/

Credits: Many principles listed in this guide are attributed to with the University of Wisconsin System
policies ACIS 7.1 through 7.2, NAFSA, the Association of International Educators, and to URMIA,
the University Risk Management and Insurance Association

Date: January 2012
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<td>Availability of medical supplies, first aid supplies, and medications</td>
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<td>Daily/ worksite / study site food &amp; water availability and safety</td>
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<td>Possibility of student participant drug or alcohol problem</td>
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Form completed by: _______________________________          ________________________________          __________________
Print Name      Signature             Date

Form approved by:  ________________________________ ________________________________          __________________
Print Name      Signature             Date
I hereby indicate my desire to lead an academic study abroad/community international travel program
__________________________ sponsored by the University of Wisconsin-__________ during the period of
______ 20 ___ to ______ 20 ___. My participation in this program is completely voluntary. I understand risk
associated with leading an academic study abroad/community international travel program, and to safeguard the
health and safety I agree to address safety issues and I am prepared to fulfill the following
requirements for faculty/staff/facilitator conducting study abroad/community international travel trips with full
attention and seriousness:

• All payments from participants need to be directed to the campus not the individual program manager or
  faculty/staff member.
• All students/participants other than faculty/staff/facilitator must read and sign the UW Colleges Study Abroad
• Program itinerary including all destinations and dates of travel needs to be prepared and approved by the
  UW Colleges Study Abroad Coordinator at least 6 months prior to departure.
• Detailed contact info for each step of trip, including faculty, staff and student/participant cell phone numbers
  needs to be on file with the faculty/staff on the trip as well as with the home campus and with the UW
  Colleges Study Abroad Coordinator no later than one month prior to departure.
• Detailed itinerary for all field trips and other activities needs to be on file with the faculty/staff on the trip as
  well as with the home campus and with the UW Colleges Study Abroad Coordinator no later than one month
  prior to departure. NOTE: Dangerous side trips such as parasailing, mountain climbing, white water rafting,
  bungee jumping, parachuting, etc., are not allowed.
• Faculty/staff/facilitator will depart and return to the U.S. with the group. No side trips or extended stays after
  the group departs unless approval was given to do so at least 6 months in advance of trip departure from
  the U.S.
• Faculty/staff/facilitator must acknowledge they will not deviate from trip itinerary without first notifying the
  UW Colleges Study Abroad Coordinator.
• An examination of potential risks and dangers associated with the program such as health, security, safety,
  environmental and transportation must be conducted by faculty/staff prior to departure. The risk assessment
  form will be submitted to the UW Colleges Coordinator for review and approval.
• If a rental vehicle will be driven by faculty/staff it must be eligible to drive in the Fleet Anywhere database.
  Drivers must be age 25 to drive a 15 passenger van – no rooftop carriers or trailers.
• 3rd Party contracts (if any) need to be provided to the UW Colleges Study Abroad Coordinator and reviewed
  by the Director of International Education and Institutional Risk Management Officer before they are signed
• A list of all participants as well as a US-based emergency contact for each participant needs to be on file
  with the faculty/staff/facilitator on the trip as well as with the home campus and Madison no later than one
  month prior to departure
• Information regarding each traveler’s special needs, (if any) needs to be on file with the faculty/staff on the
  trip as well as with the home campus and Madison no later than one month prior to departure.
• Faculty/staff/facilitator must acknowledge they will make every effort to ensure safety of minors younger
  than 18 as it relates to alcohol, drugs and sexual abuse.
• Familiarity with an Accident Report (copy attached) and how and when to complete it. Use same form to
  report illness. Report should be completed as soon as possible after an incident/illness has occurred.
• Familiarity with Sexual harassment and discrimination policies and process for reporting and resolving
  problem.
• Familiarity with how to report and handle Student code of conduct violations.
• In cases where there is only one faculty on trip, there is the backup plan if that faculty member becomes ill or injured and can no longer function. A backup person must be at least age 25 or older. Name of backup and their contact info and details regarding the time it will take them to depart and join trip needs to be on file with the faculty/staff/facilitator on the trip as well as with the home campus and Madison no later than one month prior to departure.
• Review of CISI insurance policy coverage prior to departure and possession of all necessary contact information to reach CISI/Team Assist/Red 24 in event of an emergency.
• Emergency contact information in the United States detailing who the faculty/staff/facilitator on trip should notify first in event of an emergency and who is backup emergency contact needs to be on file with the faculty/staff on the trip as well as with the home campus and Madison no later than one month prior to departure.
• Faculty/staff must understand they must never leave a student who has become injured or ill behind or unsupervised, even if this means changing the group's plans. They need to have a plan for what to do with the rest of the students if this should occur.
• A plan for doing headcounts at strategic points of the trip such as airports, hotels and train or bus depots, should be documented to insure no one is left behind.
• Phone numbers and addresses of US Consulates in destination countries should be prepared and distributed to all parties in advance of the trip.
• The names of all persons participating in the trip, including faculty/staff, need to be registered at U.S. Consulate in destination countries prior to departure through Smart Traveler Enrollment Program (https://travelregistration.state.gov/ibrs/ui/)
• I foresee situations when a participant might be arrested while being in my study abroad program and I have a plan how to act and whom to contact in this instance.
• I foresee situations when a participant might get injured or die while being in my study abroad program and I have a plan how to act and whom to contact in this instance.
• Some assurance we are contracting with reputable bus companies. A reputable bus company will likely be far safer to use. A reputable bus company should be able to provide a proof of insurance certificate naming the UW Board of Regents as additional insureds as shown below. The dollar limits and other details are also listed below.

Transportation Certificate of Insurance Requirements- This applies primarily to the transport of people.

<table>
<thead>
<tr>
<th>Coverage Type</th>
<th>Minimum Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Worker's Compensation</td>
<td>REQ'D NO EXCEPTIONS</td>
</tr>
<tr>
<td>B. Commercial General Liability Gen. Aggr. Prdts/CO</td>
<td>$1,000,000 Each Occurrence</td>
</tr>
</tbody>
</table>
| C. Automobile Liability Combined Single Limit      | Wisconsin Combined Single Limit $2,000,000
|                                                  | Interstate Combined Single Limit  $5,000,000 |
| D. Additional Insured Provision:                   |                        |
| The contractor shall add the, "Board of Regents of the University of Wisconsin System, its officers, employees, and agents" as an additional insured under the commercial general and automobile liability policies.

I verify I have reviewed the above safety policies for Study Abroad Programs and I agree to follow them.

_________________________________________  _______________________
(Faculty/Staff)                          (Date)
Academic study abroad faculty/staff and community international travel programs leaders/facilitators need to communicate regularly with the Study Abroad Coordinator at the Office of International Education and be ready to act in the event of an emergency. The principles and procedures that follow will serve to guide the UW Colleges’ response to crises affecting participants abroad.

Whether real (emergencies which pose a genuine and sometimes immediate risk to the safety or well being of participants) or perceived (those which pose no significant risk, but which are seen as threatening by family members or students and colleagues at the university), each needs to be treated seriously. By following the procedures outlined below, UW Colleges personnel will be able to gather information that will allow them to respond appropriately to real emergencies, or to place a perceived emergency in its proper context, thereby reassuring family members and friends.

Operating Principles

- All efforts will be taken to prevent emergencies on a UW Colleges-sponsored study abroad program through thorough risk management training for faculty and program leaders and pre-departure and arrival orientation about health, safety, cross-cultural issues for students and participants.
- All responses to a crisis will be governed by the highest concern for the safety and well being of students, faculty and staff participating in a UW Colleges-sponsored study abroad program.
- All reasonable and prudent measures will be taken to limit the UW Colleges’ legal liabilities.
- The Office of International Education will exercise caution and restraint in deciding when, and with whom, information about an emergency should be shared.
- The Chancellor and Vice Chancellor will be informed immediately of all communications regarding real or perceived study abroad emergencies.

Procedures

If this is an institution-wide academic study abroad opportunity:

- Whoever learns of a study abroad emergency should immediately contact the Study Abroad Coordinator (Madison office), either at the office or at home. Every effort should be made to reach the Coordinator or his/her representative by telephone, rather than by email or fax. The
Coordinator will work with the Director of International Education and the Risk Management Officer to coordinate the UW Colleges’ response to the crisis.

Study Abroad Coordinator  
Tetyana Schneider  
Office: 608-809-4611  
Cell: 715-212-9306

If the Study Abroad Coordinator is unavailable, the Director of International Education may be contacted directly at:

Director of International Education  
Tim Urbonya  
Office: 608-263-9676  
Cell: 608-770-6131

If the Director is unavailable, the Risk Management Officer may be contacted directly at:

Risk Management  
Denny Ward  
Office: 608-263-1696  
Home: 608-837-3349  
Cell: 608-770-0296

Additionally, Vice Chancellor of Administrative Affairs may be contacted directly:

Vice Chancellor of Administrative Services  
Steve Wildeck  
Office: 608-265-3040  
Cell: 608-354-4269

Additionally, the Provost and Vice Chancellor of Academic Affairs may be contacted directly:

Vice Chancellor of Academic Affairs  
Greg Lampe  
Office: 608-263-1794  
Cell: 608-217-0732  
Home: 608-238-1012

If this is a campus-based community international travel opportunity:

- Whoever learns of a community international travel emergency should immediately contact the campus Continuing Education Director, either at the office or at home. He/she will have all emergency contact information at both locations. The campus Continuing Education Director then communicates all information to his/her campus dean, the Director of International Education, and the Study Abroad Coordinator.

In either case:

The lead faculty/staff member or the community international travel program leader/facilitator should fill out an incident report form and provide description of circumstances under which emergency occurred. The faculty/staff member should send it to the Study Abroad Coordinator and keep a copy. The community international travel program leader/facilitator should send it to the campus Continuing Education Director and keep a copy.
Risk Assessment and Emergency Response

Although the Study Abroad Coordinator and/or campus Continuing Education Director assessed the level of risk, if any, prior to travel, current risks must be assessed immediately after receiving report of a real or perceived emergency. In assessing current risks, appropriate people and organizations will be contacted, by telephone if possible.

If a situation poses genuine or immediate risk to the safety and well-being of study abroad participants, as well as to the execution of the program as planned it will be treated as an emergency. A situation may involve single participant, or all program participants.

Minor Emergency Situations:
- Minor accident/injury (small cuts, pulled muscle, sprained ankle)
- Pick-pocketing, petty theft
  Contact the local Emergency response agencies – Police. Numbers are provided on the Travel Emergency Cards and Emergency Contact Sheet for each program.
- Lost passport, wallet
  With help of the in-country partner, contact the local Police first, request an official theft/loss report and then contact nearest U.S. Consular office to process an expedient issuance of a temporary travel document. Contact for the local Police and the US Consular Office/Embassy are provided on the Travel Emergency Cards and Emergency Contact Sheet for each program.
- Missed flight, train
  Contact the airline carrier for immediate assistance. If the tickets were booked through a travel agent, the travel agency would be the next in line to contact for assistance, especially if the entire group may need to be rebooked. Travel agent contact telephone numbers are provided on the Travel Emergency Cards and Emergency Contact Sheet for each program. Contact the UW Colleges Study Abroad Coordinator to assist with connecting with the group.
- Minimal property damage
  Contact the in-country partner immediately after such damage has been reported to one of the lead faculty/staff member.
- Discipline issue(s) such as peer or sexual or other harassment, repeated student or faculty alcohol/ drug abuse/ tardiness, etc.
  Follow the UW Colleges Code of Conduct and report as requested. If a student needs to be sent back to the U.S. – contact the UW Colleges Study Abroad Coordinator immediately for further steps.
- Temporarily lost participant
  Each student/participant must be very specifically instructed during the pre-departure on how and who to contact should they be on their own and get lost.

MINOR/ Non-Emergency Situations Communication Protocol:
- The lead faculty/staff member or the community international travel program leader/facilitator will provide an immediate response to a minor emergency situation following the UW Colleges Study Abroad Procedures regarding Minor Emergency Situations Response.
- The lead faculty/staff member or the community international travel program leader/facilitator will fill out an incident report form and provide description of circumstances under which emergency occurred. The faculty/staff member should send it to the Study Abroad Coordinator.
and keep a copy; and the community international travel program leader/facilitator should send it to the campus Continuing Education Director and keep a copy.

- The lead faculty/staff member will make every effort to contact the Study Abroad Coordinator (Madison office) by phone, either at the office or at home to inform about a minor emergency situation and the response actions taken. The community international travel program leader/facilitator will make every effort to contact the campus Continuing Education Director by phone, either at the office or at home to inform about a minor emergency situation and the response actions taken.

**Major Emergency Situations:**

- Death of one or more program participants
- Life-threatening injury or other medical emergency
- Physical/sexual assault
- Natural or human disasters
- Political/civil unrest
- Terrorist threat/attack
- Arrest, criminal charges
- Entire group delayed/stranded outside of the program location for 1 or more days (includes arrival/return days)

Whether a major emergency situation is affecting everyone in the group or an individual participant, the lead faculty/staff member or the community international travel program leader/facilitator will make every effort to contact local emergency response unit or U.S. Embassy or Consulate as appropriate, inform in-country partner immediately if their representative is not with the group during the emergency situation, contact the UW Colleges Study Abroad Coordinator, and follow the communication protocol as outlined by the UW Colleges. If feasible, faculty and program leaders gather all group members and communicate with the group in informative, but in non-threatening, non-dramatic manner. If all faculty/staff and program leaders are involved in the emergency response, create open group counsel, share roles as needed to capitalize on everyone’s respective skills in communication, crisis management, counseling, logistics, etc.

If Emergency is affecting EVERYONE in the group (e.g. natural disaster, political unrest, terrorist attack)

- Faculty/program leaders assess any imminent or additional threat to the group based on their proximity to the event, and contact the U.S. Embassy/Consular office for instructions on evacuation, taking nearest shelter, transportation.
- Contact local partner and the UW Colleges Study Abroad Coordinator immediately if feasible.
- Gather group, ask students to stay calm if possible, follow instructions for evacuation.
- If evacuation is ordered by the U.S. Authorities (Embassy, Consular Officer, other), instruct everyone to take only absolutely necessary belongings (ID documents, airline tickets, medications, essential hygiene items, glasses, 1-2 changes of clothes, phones, 1-2 day food supply if available) and follow orders.
- The UW Colleges Study Abroad Coordinator contacts U.S. Embassy to establish communication channel.
- If evacuation is ordered by the U.S. Authorities (Embassy, Consular Officer, other), instruct everyone to take only absolutely necessary belongings (ID documents, airline tickets, medications, essential hygiene items, glasses, 1-2 changes of clothes, phones, 1-2 day food supply if available) and follow orders.
- The UW Colleges Study Abroad Coordinator contacts the UW Colleges Study Abroad Emergency Response contacts to establish communication channel.
- Per agreement with, and according to the decision of the UW Colleges Study Abroad Emergency Response contacts, the UW Colleges Study Abroad Coordinator contacts students’ relatives to establish communication.

If Emergency is affecting EVERYONE in the group – death of one or more participants

- Immediately contact the UW Colleges Study Abroad Coordinator, UW Colleges International Education Director, and the UW Colleges Risk Management Officer – all three establish mutual communication channels and decide on a communication with the participant’s family.
The UW Colleges Study Abroad Coordinator and the UW Colleges communicate with the U.S. Diplomatic Offices in the country about a proper protocol in handling such situation.

Faculty/program leaders communicate with the group in a factual manner about the incident, causes, etc. to prevent any emotional distress and rumors. Provide ad hoc counseling to students.

Faculty/program leaders instruct students not to contact anyone from the participant’s family if they know them. Instruct students not to contact anyone from the deceased student’s college (fellow students, friends, etc).

3. If Emergency is affecting EVERYONE in the group – flight delay, cancellation

- At the airport, the faculty/program leaders which is most experienced with airline negotiations contacts airline desk agent and negotiates the earliest flight to the final destination for the entire group. Consult with other faculty should flights be several hours apart for each destination.
- Other faculty/facilitators gather students at one place, provide feedback to the group as needed. Keep the group together.
- If flights are not available on the same day, negotiate overnight at the nearest hotel. Airline is responsible if they caused the lost connection. Even if they blame the weather, they should be able to assist with some hotel or meal vouchers for the group.
- Inquire patiently even though it will be very stressful and a lot of negative charge. Assertive yet polite approach is your best strategy. Never ever give up as the airline needs to provide assistance.
- Contact travel agent (when relevant and appropriate) while negotiating with the airline. Travel agent may provide additional push or information you may not be aware of, and that could be helpful in resolving this situation.
- Contact the UW Colleges Study Abroad Coordinator if an overnight stay is deemed necessary.
- Provide list of names of students who do not have cell phones along or do not have a contract with cell phone provider to be able to call their family (especially if the group is still abroad). The UW Colleges will call the families at the earliest opportunity to provide update especially if the expected delay is more than 5 hours.
- At the earliest opportunity, the UW Colleges Study Abroad Coordinator communicates with student relatives.

If Emergency is affecting INDIVIDUAL participant (e.g. physical or sexual assault, arrest/ criminal charges, life threatening injury)

- If a call about student being hospitalized or in a jail is received by one of the faculty, take every detail of the situation in order to be able to counsel on the next step with the other faculty/facilitator.
- If student is alone, separate from group, and for some reason was unable or has not called the local emergency response unit, do so immediately on their behalf – take notes of student’s location, type of assistance needed and reasons for immediate assistance.
- If situation requires one of the faculty/facilitator to travel to a hospital/ emergency room or a prison or a local police station, and depending on the time of day, immediately discuss splitting the faculty lead role for the group.
- Contact in-country partner if they can assist with a professional translating of the situation. If in-country partner is unable to assist, contact CISI if a translator is needed for addressing medical emergency or criminal arrest or physical/ sexual assault (CISI’s emergency assistance provider toll free number in the U.S.: 1-800-872-1414).
- Faculty or program leader who is in charge of attending to the affected student contacts CISI insurance company on behalf of the student (serious injury which may require either lengthy treatment or a medical evacuation to another country or to the U.S.).
- Contact CISI if a large sum of money is requested by the doctor, or a hospital to pay for immediate medical treatment after student’s medical insurance coverage is discussed/explained.
- Other faculty with the group contacts the UW Colleges Study Abroad Coordinator immediately to provide report on the event.
- The UW Colleges Study Abroad Coordinator contacts the UW Colleges Risk Management Officer to establish communication channel and to counsel on informing the student’s family.
- All necessary Emergency Contact information has been provided to all program faculty as well as students.
- All groups are registered by the UW Colleges Study Abroad Coordinator with the respective country U.S. Embassy/Consulate.

It is the responsibility of the study abroad program lead faculty/staff member to evaluate the level of seriousness of any event which may affect program as defined earlier (including their own involvement); determine emergency category; to establishes and acts upon the suggested emergency communication protocol.

Contacts must include:
- Lead faculty member(s) at the site abroad
- Tour company representatives (if applicable)
- The U.S. State Department Desk Officer of the country affected (the State Department’s Overseas Citizens Services at 1-888-407-4747 if calling from within the U.S. and 1-202-501-4444 if calling from outside the U.S. or check the state department web page at state.gov or a consular official at the U.S. Embassy or Consulate nearest to the program site.

Other contacts may include:
- The U.S. State Department’s Office of American Citizen Services and Crisis Management (ACS) works with their overseas embassies and consulates to provide emergency services to Americans abroad. They can help send money overseas to assist U.S. citizens, repatriate the remains of loved ones who have died, assist victims of crime, and help U.S. citizens who are detained in foreign prisons. ACS also administers a repatriation loan program to bring home destitute Americans. They operate a 24-hour Duty Officer Program.

<table>
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<tr>
<th>CONTACT OVERSEAS CITIZENS SERVICES:</th>
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<tbody>
<tr>
<td>From within the U.S. <strong>1-888-407-4747</strong></td>
</tr>
<tr>
<td>From outside the U.S. <strong>1-202-501-4444</strong></td>
</tr>
</tbody>
</table>

- In cases of medically or security related emergency please have students/faculty/staff contact CISI’s 24/7/365 emergency assistance provider, Assist America. Assist America (your ID number is: **01-AA-CIS-01133**, Please note: Assist America (AA) will ask for this when someone contacts them. This AA ID # is on each ID card as well as in the brochure and on the myCISI portals).

<table>
<thead>
<tr>
<th>CONTACT ASSIST AMERICA</th>
</tr>
</thead>
<tbody>
<tr>
<td>From within the U.S. <strong>1-800-872-1414</strong></td>
</tr>
<tr>
<td>From outside of the U.S., collect calls accepted 1-609 986-1234</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:medservices@assistamerica.com">medservices@assistamerica.com</a></td>
</tr>
</tbody>
</table>

This information is also on each insured’s ID card as well as in the coverage brochure just below the claim form.
The Study Abroad Coordinator or campus Continuing Education Director will ask for information about a number of issues and will take careful notes so as to be able to write a chronological sequence of events leading up to, during and after the emergency. The following basic checklist should be used during conversations.

**Universal concerns to be addressed:**

- What is the current physical and psychological condition of affected participant(s)?
- Is the lead on-site staff member now in close contact with all affected participants?
- What is the proximity of the event(s) to all program participants?
- What is the imminent risk to participant(s) if they remain where they are?
- Are all program participants, whether directly involved or not, aware of the emergency? How are they responding to the emergency?
- Are adequate food, water and medical attention available?
- Is adequate and secure housing available? What other housing options are available if needed?
- What instructions should be given to students if the situation worsens? Should participants be evacuated? Moved to another location?

**Incident specific issues – address the appropriate type of crisis:**

- Seriously ill participant – Have you contacted CISI for evacuation? What medical treatment has the person received? Does the attending physician speak English? What is the diagnosis? Prescribed treatment? Prognosis? Are other participants at risk from this illness? Does the participant have the necessary financial resources to pay for bills, or will the program cover these expenses and be reimbursed at a later date?
- Seriously injured participant – Have you contacted CISI for evacuation? What are the details of the accident? What was the on-site response? Where was the student taken? Diagnosis? Treatment? Prognosis? Is airlift a desirable and viable action?
- Assault or rape – What are the details of the incident? What was the on-site response? Where is the assaulted/raped participant? Is counseling available? Has the closest U.S. consulate or embassy been contacted for advice regarding reporting of the incident? Has appropriate law enforcement been notified?
- Missing participant – When was the participant last seen? Where was he/she going? When was he/she supposed to return? Are search operations underway? Have you notified local law enforcement agencies? Has the Embassy been contacted?
- Arrested participant – Has the person been detained? Where? Has the U.S. Embassy been notified? What is their response? Advice? What are the names, addresses, and phone numbers of the arresting authorities? Is appropriate legal counsel available?
- Political emergency or natural/man-made disaster – Has the U.S. Embassy advised participants to take appropriate action? Have all students been made aware of these precautions? Are all students following these precautions? Have local authorities imposed a curfew? Is travel in or out of the country being restricted? Is the group in danger? Is airlift a desirable and viable action?

Other information that may be needed:

- Name, title, and phone number of translators involved.

**Response Scenario**

If the emergency is “perceived,” the Study Abroad Coordinator or campus Continuing Education Director will take appropriate steps to defuse the situation and reassure concerned parties. The Study Abroad Coordinator or campus Continuing Education Director will assure concerned parties that the appropriate inquiries have been made, that we are confident that program participants are safe, that the program is proceeding according to plans, and that the participants’ welfare is being provided for.
The Study Abroad Coordinator or campus Continuing Education Director will make sure that all administrative and professional members of the study abroad staff are aware of what has occurred, and what the concerned parties have been told. Parents/spouses who request it can be given the telephone number of the appropriate Embassy abroad.

If the emergency is “real,” the Study Abroad Coordinator or campus Continuing Education Director will communicate with the faculty/staff member on tour to develop a course of action. Depending on the circumstances, the Study Abroad Coordinator or campus Continuing Education Director may contact the emergency contacts of program participants in order to provide accurate information about the emergency, and the UW Colleges’ response. If the situation involves an injured or ill participant, the Study Abroad Coordinator or campus Continuing Education Director will provide as much information as possible to the family as they decide how the situation should be handled. We will facilitate the family’s plan to the extent possible. In the event that the family needs to obtain passports, the family can contact the State Department’s Overseas Citizens Services at 1-888-407-4747 if calling from within the U.S. and 1-202-501-4444 if calling from outside the U.S.

Whether the emergency is perceived or real, the Study Abroad Coordinator, or the campus Continuing Education Director in consultation with the Study Abroad Coordinator, the Director of International Education, the Provost, and the Director of University Relations, will prepare a brief and accurate statement, and provide it to all staff members as a first line of information to answer calls. All calls on the matter should be directed to the Study Abroad Coordinator or campus Continuing Education Director, or Director of International Education. The Chancellor and the Provost will be informed of all communications.
CONDUCT OF
INTERNATIONAL PROGRAMS
IN THE UNIVERSITY OF WISCONSIN SYSTEM

Contents:

Preamble

ACIS 7.1 Development and Operation of Educational Programs Abroad for University of Wisconsin Students.

ACIS 7.2 University of Wisconsin Faculty and Academic Staff Abroad.

ACIS 7.3 Admission and Delivery of Services to International Students and for the Employment and Delivery of Services to International Faculty and Academic Staff at UW Institutions

ACIS 7.4 Development and Operation of Contractual Training and Sponsored Students Programs
Preamble

The University of Wisconsin System, consistent with its missions in teaching, research, and service, is actively involved in the international dimensions of higher education. International education has become an integral and vital component of University life, and its importance will continue to expand. Increasing numbers of UW System students, faculty, and staff will be part of and contribute to the necessary expansion of knowledge and training in a global environment. Participation in study abroad and other global experiences is not representative across racial, ethnic, gender, field of study grounds, and every effort should be made to increase participation by underrepresented groups on each campus.

The international activities conducted by UW System institutions are diverse, reflecting the talents and expertise of their faculty and staff and the interests of their students. A strength of the UW System's international efforts has been their distinctive individuality, nurtured at each institution in accordance with its mission and resources. The broad conduct of international programs, however, is guided by the policies outlined in the following document. ACIS 7.1-4 have been in effect since 1993; ACIS 7.1-2 were revised in 1999.

ACIS 7.1-4 articulate policy guidelines in four primary areas of international education: 1) programs for UW students abroad, 2) teaching and research activities of UW faculty abroad, 3) admissions, employment, and service procedures for international students and scholars, and 4) contractual training and sponsored student programs hosted by UW System institutions. These UW System Policy Guidelines serve as the framework for all current and future international activities.

These UW Policy Guidelines extend standards of conduct to encompass the international activities of all University of Wisconsin employees and the international programs of all UW System institutions. Any exception to their provisions requires the approval of the institution's vice chancellor, with notice provided to the UW System Council on International Education and the Senior Vice President for Academic Affairs.
The University of Wisconsin System supports off-campus international educational programs as a valid, desired, and increasingly important part of undergraduate and graduate education. The UW System encourages its constituent institutions to provide study abroad opportunities that meet the legitimate academic needs of their students. The UW System recognizes that such programs may take a variety of forms, including traditional semester and academic-year experiences, internships, service learning, and shorter-term international programs. All programs abroad operated, sponsored or approved for academic credit by any UW System institution are expected to maintain standards of quality in the delivery of instruction, support services, and administration which are consistent with the educational excellence that every student is entitled to receive. In general, UW institutions will exercise due diligence regarding programs they operate, sponsor or recommend to ensure that they are:

- appropriate to the mission of the institution;
- integrated into the undergraduate and graduate curricula of the sponsoring institution;
- subject to regular, periodic evaluation and assessment according to the institution’s normal review procedures for academic programs and academic support programs;
- comply with all applicable federal and state laws and regulations.

In addition, programs operated or sponsored by any UW System institution abroad shall adhere to the specific guidelines listed below.

A. Safety and Welfare of Participants:

1. A program is responsible for monitoring and disclosing to participants U.S. State Department Consular Information Sheets, Public Announcements, and Travel Warnings. A program will also advise participants on essential health and safety considerations, including the Center for Disease Control Travel Information: Health Recommendations.

2. Every participant must receive, sign, and return the UW System Uniform Statement of Responsibility, which establishes informed consent, assumption of risk, and understanding of the terms and conditions of the program abroad.

3. A program will provide information on available medical care in the host country; if available medical care is a cause for concern, participants will be so informed.

4. Every participant should be informed about the availability of, and should be required to purchase, accident and health insurance and medical evacuation and repatriation insurance.

5. Every program must have in place an emergency response plan that takes into consideration NAFSA’s current Best Practices. Emergency response plans or program policies must designate one or more campus representatives responsible for making final decisions on whether to send
students abroad, keep students abroad during a crisis situation, and/or return students to the U.S.

6. Programs will instruct participants to register at the nearest United States embassy or consulate.

7. A program will provide information for participants regarding the scope of the sponsor’s responsibility. In particular, program sponsors generally:
   - Cannot guarantee or assure the safety of participants or eliminate all risks from the study abroad environments.
   - Cannot monitor or control all of the daily personal decisions, choices, and activities of individual participants.
   - Cannot assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
   - Cannot assume responsibility for the actions of persons not employed or otherwise engaged by the program sponsor for events that are not part of the program or that are beyond the control of the sponsor, or for situations that may arise due to the failure of a participant to disclose pertinent information.
   - Cannot assure that home-country cultural values and norms will apply in the host country.

B. Recruitment, Admission, Orientation, Participation, and Re-entry:

1. Recruitment materials and/or advising shall provide a description of the program that includes selection criteria, estimated cost, and services provided.

2. A program will select students for participation on the basis of criteria appropriate to its academic, cultural, and educational objectives.

3. UW System institutions will provide reasonable access to programs abroad for students with disabilities.

4. A program will provide pre-departure and/or on-site orientation for all participants, including emergency contact information.

5. A program will communicate to participants the applicable codes of student conduct and consequences of non-compliance as well as a list of participant responsibilities.

6. UW System institutions, in consultation with faculty and departments, will grant appropriate academic credit for coursework successfully completed on educational programs abroad which they operate or sponsor. Each UW System institution will inform participants as completely and accurately as possible about the process it follows in awarding credit for study abroad and provide academic advising to facilitate integration of coursework abroad with a participant’s major field and degree requirements.
C. **Host Country Consideration:**

To promote the free exchange of ideas and knowledge, no restrictions shall be placed on the establishment or maintenance of programs in other countries based on the political, religious, racial, ethnic, or ideological characteristics of a host country or its government.

D. **Financial Management:**

1. Recognizing the need for flexibility while maintaining accountability, the UW System has established a policy for the financial management of study abroad programs to govern the assessment of program fees and related procedures. [See Financial Policy and Procedure Paper #45, "Study Abroad Programs," dated July 1, 1993.]

2. All program fees collected from students shall use approved state accounts, with appropriate management and auditing procedures.

3. Each institution shall maintain a minimum emergency reserve/contingency fund equal to at least $100 times the number of students sent abroad each year or an amount adequate to respond to emergencies and unforeseen problems. Institutions shall develop policies related to funding levels appropriate to the institution or program and to acceptable uses of the emergency reserve/contingency fund and should designate one or more campus representatives to be responsible for making decisions related to appropriate use and expenditure of reserve/contingency funds.

5. As state-supported public universities, UW System institutions will exercise care in contracting relationships with for-profit institutions and agencies, to ensure that such arrangements are determined to be in the best interests of students, and that any pecuniary benefit received accrue to the benefit of students. All contracts must conform to Wisconsin State statutes and purchasing requirements.
Suggested Study Abroad Program Checklist for Implementation of ACIS 7.1

Name of Program: ________________________________________________________________

Dates of Program: ______________________________________________________________

Program Director: ______________________________________________________________

I. Program Design

____ program is appropriate to the mission of the institution
____ program is integrated into the curricula of the home institution
____ program coursework has been approved for academic credit
____ academic advising is provided
____ pre-departure and/or on-site orientation is provided
____ participants are told to register with U.S. embassy or consulate
____ procedures to develop a suitable emergency evacuation plan are in place
____ a program evaluation/assessment procedure has been established
____ a plan for periodic evaluation and assessment is established

II. Information Provided to Participants

____ relevant U.S. State Department information and advisories
____ relevant health and safety considerations
____ UW System Uniform Statement of Responsibility (then signed and returned to appropriate office)
____ information about medical, evacuation and repatriation insurance and student’s requirement and responsibility to obtain
____ program requirements, participant responsibilities and code of conduct
____ estimated program costs and services provided
____ disclosure of any financial benefits to UW employees (available upon request)
____ when and where sponsor’s responsibility ends (as per ACIS 7.1 A. 7)

III. Financial Issues

____ financial management consistent with Financial Policy and Procedure Paper 45
____ reserve/contingency funds available
____ compliance with state purchasing requirements
ACIS 7.2: University of Wisconsin System Faculty and Academic Staff Abroad

The institutions of the UW System recognize the value of faculty and academic staff developing global competence. These institutions encourage and support activities abroad for professional development, teaching, research, and service to the host countries. The UW System recognizes that these activities vary not only in purpose, but also in duration, type of arrangement with the host country, responsibilities to the home institution, and funding source. Despite these considerable variations, certain overall principles and policy guidelines apply.

A. The Responsibilities of the Faculty and Academic Staff

Faculty and academic staff abroad:

1. Are governed by the same policies that define faculty and academic staff rights and responsibilities on the home campus.

2. Should be sensitive to the customs of the host country and act in accordance with the laws of the host country.

3. Should be willing, upon return to the home campus, to provide the broadest value to the institution of the time spent abroad.

B. The Responsibilities of the Institution and the System

1. The home institution should consider incentives to encourage its faculty and academic staff to participate in programs abroad. These incentives may include, but are not limited to:
   a. Priority in considering faculty who include work abroad in a sabbatical.
   b. Recognition to the home department for services provided by faculty or academic staff abroad.
   c. Tenure, promotion, and merit processes which appropriately recognize the value of accomplishments abroad.
   d. Acknowledgement and provision for an allowance/differential for the cost of living abroad.

2. The home institution should provide orientation and training for faculty or academic staff with program duties abroad.

3. The home institution should seek to extend the same rights, responsibilities, and protections of academic freedom that apply on the home campus.

4. The UW System and its institutions should consider ways to reduce disincentives for faculty and academic staff to accept professional assignments abroad. Such measures may include, but are not limited to:
   a. Modification of current policies to ensure inclusion of faculty and academic staff abroad in the merit/reward process.
b. Provision of partial replacement funding to academic units that release faculty or academic staff to administer or teach in study abroad programs.

c. Guidelines for the evaluation of service abroad to give equitable consideration for personnel matters regarding tenure, promotion, seniority, and merit.

C. Host Country Considerations

1. UW institutions are urged to encourage and help support, when possible, their faculty and academic staff who undertake research, teaching or administrative work related to their University responsibilities in all regions of the world.

2. To promote the free exchange of ideas and knowledge, there shall be no restrictions placed on the destinations of faculty or academic staff who engage in legitimate research or teaching, participate in technical assistance projects, consulting, or academic conferences, or engage in similar activities appropriate to their professional development.
ACIS 7.3: Admission and Delivery of Services to International Students and for the Employment and Delivery of Services to International Faculty and Academic Staff at UW Institutions

The University of Wisconsin affirms the value of cultural diversity represented by international students, faculty, and academic staff at UW institutions. The University encourages its constituent institutions to receive international students and faculty into their communities in order to strengthen and expand the global academic market of ideas and knowledge. The University recognizes that international students and scholars have legitimate special needs, many of which are imposed by federal immigration laws and others which are ethical responsibilities.

A. Recruitment and Admission of Students

1. UW System institutions will exercise care and abide by the ethical code of conduct established by NAFSA when contracting relationships with organizations or agencies which recruit international students on a per capita fee basis to ensure that such arrangements are in the best interests of students. All contracts must conform to Wisconsin State Statutes and purchasing requirements. Admissions decisions shall in all cases be made by the University in accordance with established academic criteria and such other requirements as the U.S. Department of Homeland Security (DHS) may impose upon non-immigrant foreign nationals.

3. UW institutions will seek reasonable and appropriate consistency in determining certain admissions standards, such as TOEFL scores, transfer credit policies, recognition of degrees from foreign institutions, and the like, recognizing that differential policies in such areas may damage the academic credibility of the UW System. [See also ACIS 6.0 (III.D), "UW System Undergraduate Transfer Policy."

4. UW institutions will establish reasonable and appropriate consistency in determining procedures for tuition payment, acceptance deposits, and other financial matters, taking into account the logistical constraints, which may be posed by international currency transfers.

B. Academic Support and Other Services

1. Every UW institution that receives international students will provide an orientation program that specifically addresses the particular needs of those individuals.

2. Every international student will enroll in a health insurance program contracted by the UW System or one of its constituent institutions, unless a waiver is granted for comparable or superior coverage. The premium for such insurance will be added to the student’s regular institutional billing for tuition, fees, and services.

3. Any UW institution which admits students with English proficiency performance below established standards will provide an appropriate, professionally staffed ESL program to remedy such deficiencies. The
students will pay fees for such programs, if not otherwise provided by UW tuition.

4. UW institutions will seek to provide international students with fair and reasonable access to classes, housing, and other programs and services, recognizing that normal domestic deadlines and procedures for their delivery may require modification in order to accommodate the extended timeframe often created by the international admissions process.

5. UW institutions will provide advising and other services as required by federal regulations governing non-immigrant foreign nationals studying in the U.S.

C. Employment and Delivery of Services to International Faculty and Academic Staff

1. UW institutions will establish procedures to assure consistency and adherence to applicable laws and regulations in the hiring and continued employment of international faculty and academic staff.

2. UW institutions will inform international faculty and academic staff of their rights and responsibilities appropriate to their visa classification. Certain visa classifications require the host institution to provide particular services to the international scholar.

D. Relationship with DHS and other Government Agencies

1. UW institutions seek to maintain positive, cooperative relationships with state and federal agencies. However, in no situation dealing with international faculty, academic staff, or students will a UW institution serve as an enforcement arm of the U.S. Department of Homeland Security or other governmental agencies.

2. While a UW institution has a responsibility to inform international students, faculty, and academic staff of the potential impact of their actions upon their immigration status, in no situation dealing with international faculty, academic staff, or students will a UW institution threaten or intimidate such persons with the revocation, loss, or infringement of their immigration status.

3. UW institutions agree to maintain the confidentiality of personal records and other information not in the public domain which they may possess about international students, academic staff, and/or faculty, and they will report such information only in aggregate, non-specific form to requesting agencies, except as required by federal regulations.
E. Respect for Cultural Diversity

1. In accordance with UW Board of Regents Resolution #6156 dated 10 July 1992, UW institutions will accommodate the observance of religious holidays by international students, academic staff, and faculty.

2. UW institutions will seek to accommodate dietary restrictions, housing requests, and other cultural expectations of international students, academic staff, and faculty.

3. UW institutions will seek to develop and support an environment conducive to the facilitation of cross-cultural interaction.
ACIS 7.4: Development and Operation of Contractual Training and Sponsored Students Programs

The University of Wisconsin System supports contractual training and sponsored students programs as a valid and desirable method of assisting other countries and organizations. The System encourages its institutions to provide such programs, which are appropriate to its mission and interests, and within the expertise of its faculty and staff. While such programs take a variety of forms, it is expected that all maintain the quality in instruction, support services, and administration consistent with the excellence of the host institutions. All contractual training and sponsored student programs, conducted either in the U.S. or abroad, shall adhere to the following policies and guidelines.

A. The Role of the Sponsor

The sponsor is an organization, institution, or government, which provides the primary funding, or management for students in educational and training programs offered by UW System institutions. A sponsor is expected to:

1. Provide adequate funding for sponsored students and arrange for the timely transfer of such funds.
2. Define the objectives of an appropriate educational program and establish guidelines for the selection of the students.
3. Assure that each student participant is informed regarding financial entitlements and responsibilities, program arrangements, and eligibility for or limitations upon degree credit opportunities.
4. Ensure that adequate health insurance is provided to each participant.
5. Provide access to appropriate orientation prior to and upon arrival at the host institution.
6. Evaluate program effectiveness and provide that information to the host institution.

B. The Role of the Sponsored Student

A sponsored student’s educational objectives are determined through discussion with the sponsor. They typically take into consideration both the interests and abilities of the student and the needs of the sponsor. A sponsored student at a UW System institution is expected to:

1. Understand and agree to the program and training objectives.
2. Carry out the responsibilities agreed to with the sponsor and with the host institution.
3. Meet the language proficiency requirements of the host institution.
4. Return to his or her home country following the completion of the program.
C. The Role of the Host Institution

UW System institutions serve as both trainers and programming agents. The responsible institutional representatives should be thoroughly versed in the details of any sponsored student program on their campus and should work closely with the program agency or sponsor to ensure that the program objectives are being met. The institution is expected to:

1. Have and be able to demonstrate the capacity to provide the appropriate program, and coordinate the offering of off-campus coursework with UW-Extension, as needed.

2. Ensure that all contractual programs, whether leading to a degree or not, are endorsed through the appropriate institutional approval process.

3. Articulate to the program agency or sponsor an accurate statement of all program costs including tuition, living allowances, and insurance, and the institution's expectations about payment. [See also Financial and Administrative Policy Paper F22, "Extramural Support for Instructional Programs," dated July 7, 1997.]

4. Interpret student credentials to ensure appropriate preparation for the program.

5. Facilitate the adjustment of students to the institution and the community.

6. Assist the students, when necessary for their successful completion of their program, in improving English language skills.

7. Regularly assess the academic progress of student participants and provide reports of such progress to the program agency or sponsor as required.

8. Designate an institutional contact for each such program and maintain staff appropriate to provide academic advising, and advice in such areas as housing and immigration requirements.
# GENERAL ACCIDENT REPORT

<table>
<thead>
<tr>
<th>Claimant Name</th>
<th>Work Phone</th>
<th>Home Phone</th>
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</thead>
<tbody>
<tr>
<td>Home Address</td>
<td>Date of Accident</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip + 4</td>
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</table>

Full Description of the accident including specific location

## Witnesses

<table>
<thead>
<tr>
<th>Name</th>
<th>Full Mailing Address</th>
<th>Phone No. Including Area Code</th>
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## Injuries

No matter how minor

<table>
<thead>
<tr>
<th>Names of Additional Persons Injured</th>
<th>Full Mailing Address</th>
<th>Phone No. Including Area Code</th>
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## Property Damage

<table>
<thead>
<tr>
<th>Owner Name</th>
<th>Phone No. Including Area Code</th>
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<table>
<thead>
<tr>
<th>Type of Property</th>
<th>Type of Damage</th>
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</table>

Address where damaged property may be seen

Estimated Repair Cost

<table>
<thead>
<tr>
<th>Name of Person Preparing Report</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
Accidental Dismemberment Benefit.
Accidental Death Benefit.
Accidental Death and Dismemberment Benefit.

Benefits are payable under this Policy for Covered Expenses incurred by an Insured Person for the items stated in the Schedule of Benefits. Benefits shall be payable to either the Insured Person or the Service Provider for Covered Expenses incurred Worldwide. The first such expense must be incurred by an Insured within 30 days after the date of the covered Accident or commencement of the Sickness; and

- All expenses must be incurred by the Insured within 52 weeks from the date of the covered Accident or commencement of the Sickness; and
- The Insured Person must remain continuously insured under the Policy for the duration of the treatment.

The charges enumerated herein shall in no event include any amount of such charges which are in excess of Reasonable and Customary charges. If the charge incurred is in excess of such average charge such excess amount shall not be recognized as a Covered Expense. All charges shall be deemed to be incurred on the date such services or supplies, which give rise to the expense or charge, are rendered or obtained.

Accidental Death and Dismemberment Benefit

Accidental Death Benefit. If injury to the Insured results in death within 365 days of the date of the accident that caused the Injury, the Company will pay 100% of the Maximum Amount.

Accidental Dismemberment Benefit. If injury to the Insured results, within 365 days of the date of the accident that caused the Injury, in any one of the Losses specified below, the Company will pay the percentage of the Maximum Amount shown below for that Loss:

<table>
<thead>
<tr>
<th>Loss</th>
<th>Percentage of Maximum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Both Hands or Both Feet</td>
<td>100%</td>
</tr>
<tr>
<td>Sight of Both Eyes</td>
<td>100%</td>
</tr>
<tr>
<td>One Hand and One Foot</td>
<td>100%</td>
</tr>
<tr>
<td>One Hand and the Sight of One Eye</td>
<td>100%</td>
</tr>
<tr>
<td>One Foot and the Sight of One Eye</td>
<td>100%</td>
</tr>
<tr>
<td>Speech and Hearing in Both Ears</td>
<td>100%</td>
</tr>
<tr>
<td>One Hand or One Foot</td>
<td>50%</td>
</tr>
<tr>
<td>The Sight of One Eye</td>
<td>50%</td>
</tr>
<tr>
<td>Speech or Hearing in Both Ears</td>
<td>50%</td>
</tr>
<tr>
<td>Hearing in One Ear</td>
<td>25%</td>
</tr>
<tr>
<td>Thumb and Index Finger of Same Hand</td>
<td>25%</td>
</tr>
</tbody>
</table>

“Loss” of a hand or foot means complete severance through or above the wrist or ankle joint. “Loss” of sight of an eye means total and irrecoverable loss of the entire sight in that eye. “Loss” of hearing in an ear means total and irrecoverable loss of the entire ability to hear in that ear. “Loss” of speech means total and irrecoverable loss of the entire ability to speak. “Loss” of thumb and index finger means complete severance through or above the metacarpophalangeal joint of both digits.

If more than one Loss is sustained by an Insured as a result of the same accident, only one amount, the largest, will be paid. Only one benefit, the largest to which you are entitled, is payable for all losses resulting from the same accident. Maximum aggregate benefit per occurrence is $2,000,000.

Accident and Sickness Medical Expenses

The Company will pay Covered Expenses due to Accident or Sickness only, as per the limits stated in the Schedule of Benefits. Coverage is limited to Covered Expenses incurred subject to Exclusions. All bodily Injuries sustained in any one Accident shall be considered one Disablement, all bodily disorders existing simultaneously which are due to the same or related causes shall be considered one Disablement. If a Disablement is due to causes which are the same or related to the cause of a prior Disablement (including complications arising there from), the Disablement shall be considered a continuation of the prior Disablement and not a separate Disablement.

Treatment of an Injury or Illness must occur within 30 days of the Accident or onset of the Illness.

When a covered Injury or illness is incurred by the Insured Person the Company will pay Reasonable and Customary medical expenses excess of the Deductible and Coinsurance as stated in the Schedule of Benefits. In no event shall the Company’s maximum liability exceed the maximum stated in the Schedule of Benefits as to Covered Expenses during any one period of individual coverage.

The Deductible and Coinsurance amount consists of Covered Expenses which would otherwise be payable under this Policy. These expenses must be borne by the Insured Person.

Covered Accident and Sickness Medical Expenses

Only such expenses which are specifically enumerated in the following list of charges, and are incurred within the Period of Coverage, and which are not excluded, shall be considered Covered Expenses:

- Charges made by a Hospital for room and board, floor nursing and other services inclusive of charges for professional service and with the exception of personal services of a non-medical nature; provided,
however, that expenses do not exceed the Hospital's average charge for semiprivate room and board accommodation

- Charges made for Intensive Care or Coronary Care charges and nursing services
- Charges made for diagnosis, treatment and Surgery by a Physician
- Charges made for an operating room
- Charges made for Outpatient treatment, same as any other treatment covered on an Inpatient basis. This includes ambulatory Surgical centers, Physicians’ Outpatient visits/examinations, clinic care, and Surgical opinion consultations
- Charges made for the cost and administration of anesthetics
- Charges for medication, x-ray services, laboratory tests and services, the use of radium and radioactive isotopes, oxygen, blood, transfusions, and medical treatment
- Charges for physiotherapy, if recommended by a Physician for the treatment of a specific Disablement and administered by a licensed physiotherapist
- Dressings, drugs, and medicines that can only be obtained upon a written prescription of a Physician or Surgeon
- Charges made for artificial limbs, eyes, larynx, and orthotic appliances, but not for replacement of such items
- Local transportation to or from the nearest Hospital or to and from the nearest Hospital with facilities for required treatment. Such transportation shall be by licensed ground ambulance only, within the metropolitan area in which the Insured Person is located at that time the service is used. If the Insured Person is in a rural area, then qualified licensed ground ambulance transportation to the nearest metropolitan area shall be considered a Covered Expense
  - Nervous or Mental Disorders are payable a) up to $10,000 for outpatient treatment; or b) up to $20,000 on an inpatient basis. This includes multiple occurrences up to the inpatient or outpatient maximums with respect to any one Insured
  - Chiropractic Care and Therapeutic Services shall be limited to a total of $100 per visit, excluding x-ray and evaluation charges, with a maximum of 10 visits per injury or illness. The overall maximum coverage per injury or illness is $1,000 which includes x-ray and evaluation charges
  - Expenses incurred within an Insured Person's Home Country or country of regular domicile up to a maximum of $10,000
- With respect to Accidental Dental, an eligible Dental condition shall mean emergency dental repair or replacement to sound, natural teeth damaged as a result of a covered Accident
- With respect to Palliative Dental, an eligible Dental condition shall mean emergency pain relief treatment to natural teeth up to $500 ($250 maximum per tooth)
- Charges for the replacement of broken eyeglasses or lost contacts up to $75 per Insured per Policy Period.

Extension of Benefits
Medical benefits are automatically extended 90 days after expiration of Insurance for conditions first diagnosed or treated during or related to your overseas study program with University of Wisconsin. Benefits will cease 12:01 a.m. on the 91st day following termination of Insurance.

Trip Interruption (Return Ticket)
Trip Interruption coverage provides benefits up to the maximum stated in the Schedule of Benefits, Trip Interruption, for Loss(es) the Insured Person incurs for trips if interrupted after departure. Coverage is provided for losses (after the Effective Date) the Insured Person incurs due to the cancellation of the Insured Person's trip if caused by:

1. Death of the Insured Person or Family Member.
2. The Insured Person suffers a new Injury or Sickness. The severity or acuteness of the condition must be so disabling as to reasonably cause the Trip to be cancelled and a Physician has recommended that due to the severity of the condition it is Medically Necessary that the Insured Person cancels the trip. The Insured Person must be under the direct care and attendance of a Physician.
3. The Insured Person is hijacked or quarantined (medical isolation by a recognized government authority at the place of departure) or there is an Epidemic prohibiting travel to the Insured Person’s scheduled destination.
4. The Insured enters full-time active duty in any Armed Forces; and We receive proof of such active duty service.
5. For all of the above situations, the incident that causes cancellation must occur within 30 days of the scheduled travel dates. The Company will reimburse for the following:

- The amount of forfeited, and prepaid, and non-refundable unused payments or deposits that were paid for the Covered Trip. Application fee, confirmation deposit and the insurance fee/premium are not reimbursable.
- In no event shall the amount reimbursed exceed the lesser of the amount the Insured Person prepaid for the Covered Trip or the maximum benefit shown on the Schedule of Benefits.

Trip Delay
The Company will reimburse the Insured Person for Covered Expenses on a one-time basis, up to the maximum shown in the Schedule, if the Insured Person is delayed en route to or from the trip for twelve (12) or more hours due to the following reasons:

a) Any delay of a Common Carrier (including inclement weather, equipment failure and strike or other job action).
b) Any delay by a traffic accident en route to a departure, in which the Insured Person is directly or not directly involved.
c) Any delay due to lost or stolen passports, travel documents, tickets, money, quarantine, hijacking, unannounced strike, natural disaster, civil commotion, riot, or Injury/Sickness of the Insured Person.

Covered Expenses Include: Meals, lodging, and traveling expenses limited to $100 per day for up to 5 days. Incurred expenses must be accompanied by receipts.

Emergency Medical Reunion
When an Insured Person is hospitalized for more than 3 days, the Company will reimburse for round trip economy-class transportation for one individual selected by the Insured Person, from the Insured Person’s current Home Country to the location where the Insured Person is hospitalized and return to the current Home Country. Coverage is also provided immediately (to up to 10 days) following a felonious assault (i.e., theft or rape) for victims needing the support of a family member or friend. Benefits reimbursable will include:

- The cost of a round trip economy airfare and their hotel and meals up to the maximum stated in the Schedule of Benefits, Emergency Medical Reunion.

Baggage & Personal Effects
The Company will reimburse the Insured Person, up to the amount stated in the Schedule of Benefits, Baggage and Personal Effects, for theft or damage to baggage and personal effects, checked with a Common Carrier provided the Insured Person has taken all reasonable measures to protect, save and/or recover his/her property at all times. The baggage and personal effects must be owned by and accompany the Insured Person at all times.

There will be a per article limit of $100. The Company will pay the lesser of the following:

- The actual cash value (cost less proper deduction for depreciation at the time of loss, theft or damage); and
- $100 per article.

Exclusions
For all benefits listed under Accidental Death and Dismemberment, this Insurance does not cover:

- Disease of any kind; Sickness of any kind
- Bacterial infections except pyogenic infection which shall occur through an accidental cut or wound
- Injury sustained while the Insured Person is riding as a pilot, student pilot, operator or crew member, in or on, boarding or alighting from, any type of aircraft
- Suicide or any attempt thereof, while sane or self destruction or any attempt thereof, while insane
• Injury sustained while the Insured Person is riding as a passenger in any aircraft (a) not having a current and valid Airworthiness Certificate and (b) not piloted by a person who holds a valid and current certificate of competency for piloting such aircraft
• Any consequence, whether directly or indirectly, proximately or remotely occasioned by, contributed to by, or traceable to, or arising in connection with war, invasion, act of foreign enemy hostilities, warlike operations (whether war be declared or not), or civil war; mutiny, riot, strike, military or popular uprising insurrection, rebellion, revolution, military or usurped power
• Injury occasioned or occurring while the Insured Person is committing or attempting to commit a felony or to which a contributing cause was the Insured Person being engaged in an illegal occupation
• Service in the military, naval or air service of any country
• While riding or driving in any kind of competition

For all other benefits, this insurance does not cover:
• Pre-Existing conditions, except as defined in the policy (this exclusion does not apply to Emergency Evacuation and Return of Mortal Remains)

Note: This policy does pay benefits to a maximum of $100,000, for loss due to a Pre-existing Condition.
• Injury or Illness claim which is not presented to the Company for payment within 12 months of receiving treatment
• Charges for treatment which is not Medically Necessary
• Charges for treatment which exceed Reasonable and Customary charges
• Charges incurred for Surgery or treatments which are, Experimental/investigational, or for research purposes
• Services, supplies or treatment, including any period of Hospital confinement, which were not recommended, approved and certified as Medically Necessary and reasonable by a Physician
• Any consequence, whether directly or indirectly, proximately or remotely occasioned by, contributed to by, or traceable to, or arising in connection with war, invasion, act of foreign enemy hostilities, warlike operations (whether war be declared or not), or civil war; mutiny, riot, strike, military or popular uprising insurrection, rebellion, revolution, military or usurped power
• Injury sustained while participating in professional athletics
• Routine physicals, immunizations, or other examinations where there are no objective indications or impairment in normal health, and laboratory diagnostic or x-ray examinations, except in the course of a Disablment established by a prior call or attendance of a Physician
• Treatment of the Temporomandibular joint
• Vocational, speech, recreational or music therapy
• Services or supplies performed or provided by a Relative of the Insured Person, or anyone who lives with the Insured Person
• Cosmetic or plastic Surgery, except as the result of a covered Accident; for the purposes of this Policy, treatment of a deviated nasal septum shall be considered a cosmetic condition
• Elective Surgery or Elective Treatment which can be postponed until the Insured Person returns to his/her Home Country, where the objective of the trip is to seek medical advice, treatment or Surgery
• Treatment and the provision of false teeth or dentures, normal ear tests and the provision of hearing aids
• Eye refractions or eye examinations for the purpose of prescribing corrective lenses for eye glasses or for the fitting thereof, unless caused by Accidental bodily Injury incurred while insured hereunder
• Any Mental and Nervous disorders or rest cures, unless otherwise covered under this Policy
• Congenital abnormalities and conditions arising out of or resulting there from
• The cost of the Insured Person’s unused airline ticket for the transportation back to the Insured Person’s Home Country, where an Emergency Medical Evacuation and/or Return of Mortal Remains benefit is provided
• Expenses as a result or in connection with the commission of a felony offense
• Injury sustained while taking part in mountaineering where ropes or guides are normally used; hang gliding; parachuting; bungee jumping; racing by horse, motor vehicle or motorcycle; parasailing
• Treatment paid for or furnished under any other individual or group policy (including no-fault automobile) or other service or medical pre-payment plan arranged through the employer to the extent so furnished or paid, or under any mandatory government program or facility set up for treatment without cost to any individual
• Dental care, except as the result of Injury to natural teeth caused by Accident, unless otherwise covered under this Policy
• Routine Dental Treatment
• Drug, treatment or procedure that either promotes or prevents conception, or prevents childbirth, including but not limited to: artificial insemination, treatment for infertility or impotency, sterilization or reversal thereof, or abortion
• Treatment for human organ tissue transplants or bone marrow transplants and their related treatment
• Expenses incurred while the Insured Person is in their Home Country, unless otherwise covered under this Policy
• Weak, strained or flat feet, corns, calluses, or toenails
• Diagnosis and treatment of acne
• Travel arrangements that were neither coordinated by nor approved by the Assistance Company in advance, unless otherwise specified
• Covered Expenses incurred for which the Trip to the Host Country was undertaken to seek medical Treatment for a condition
• Sex change operations, or for Treatment of sexual dysfunction or sexual inadequacy
• Weight reduction programs or the surgical Treatment of obesity

Subrogation
To the extent the Company pays for a loss suffered by an Insured, the Company will take over the rights and remedies the Insured had relating to the loss. This is known as subrogation. The Insured must help the Company to preserve its rights against those responsible for the loss. This may involve signing any papers and taking any other steps the Company may reasonably require. If the Company takes over an Insured’s rights, the Insured must sign an appropriate subrogation form supplied by the Company. Subrogation will not take place until the person has been made whole for any claim payable under the policy.

Definitions
Accident or Accidental means an event, independent of Illness or self inflicted means, which is the direct cause of bodily Injury to an Insured Person.
Assistance Company means the service provider with which the Company has contracted to coordinate and deliver Emergency travel assistance, medical evacuation, and repatriation.
Benefit Period means the allowable time period the Insured Person has from the date of Injury or onset of Illness to receive Treatment for a covered Injury or Illness. If the Insured Person’s plan terminates during the Benefit Period, the Insured Person will still be eligible to receive Treatment so long as the Treatment is within the Benefit Period and outside the Insured Person’s Home.
Common Carrier means any land, sea, and/or air conveyance operating under a valid license for the transportation of passenger for hire.
Company shall be Arch Insurance Company.
Covered Expenses means expenses which are for Medically Necessary services, supplies, care, or treatment; due to Illness or Injury; prescribed, performed or ordered by a Physician; Reasonable and Customary charges; incurred while insured under this Policy; and which do not exceed the maximum limits shown in the Schedule of Benefits, under each stated benefit.
Deductible means the amount of eligible Covered Expenses which are the responsibility of each Insured Person and must be paid by each Insured Person before benefits under the Policy are payable by the Company. The Deductible amount is stated in the Schedule of Benefits, under each stated benefit.
Effective Date means the date the Insured Person’s coverage under this Policy begins. The Effective Date of this Policy is the later of the following: 1. The date the Company receives a completed Application and premium for the Policy Period or 2. The Effective Date requested on the Application or 3. The date the Company approves the Application.
Elective Surgery or Elective Treatment means surgery or medical treatment which is not necessitated by a pathological or traumatic change in the function or structure in any part of the body first occurring after the Insured’s effective date of coverage. Elective Surgery includes, but is not limited to, circumcision, tubal ligation, vasectomy, breast reduction, sexual reassignment surgery, and submucous resection and/or other surgical correction for deviated nasal septum, other than for necessary treatment of covered purulent sinuses. Elective Surgery does not apply to cosmetic surgery required to correct a covered Accident.
Emergency means a medical condition manifesting itself by acute signs or symptoms which could reasonably result in placing the Insured Person’s life or limb in danger if medical attention is not provided within 24 hours.
Experimental/Investigational means all services or supplies associated with: 1) Treatment or diagnostic evaluation which is not generally and widely accepted in practice of medicine in the United States of America or which does not have evidence of effectiveness documented in peer reviewed
articles in medical journals published in the United States. For the Treatment
or diagnostic evaluation to be considered effective such articles should
indicate that it is more effective than others available; or if less effective than
other available Treatments or diagnostic evaluations, is safer or less costly; 2)
A drug which does not have FDA marketing approval; 3) A medical device
which does not have FDA marketing approval; or has FDA approval under 21
CFR 807.81, but does not have evidence of effectiveness for the proposed
use documented in peer reviewed articles in medical journals published in the
United States. For the devise to be considered effective, such articles should
indicate that it is more effective than other available devices for the proposed
use; or if less effective than other available devices, or is safer or less costly.
The company will make the final determination as to whether a service or
supply is Experimental/Investigational.

Family Member means a spouse, domestic partner, parent, sibling or Child
of the Insured Person.

Home Country means the country where an Insured Person has his or her
true, fixed and permanent home and principal establishment.

Hospital as used in this Policy means a place that 1) is legally operated for
the purpose of providing medical care and Treatment to sick or injured
persons for which a charge is made that the Insured is legally obligated to
pay in the absence of insurance; 2) provides such care and Treatment in
medical, diagnostic, or surgical facilities on its premises, or those prearranged
for its use; 3) provides 24-hour nursing service under the supervision of a
Registered Nurse at all times; and 4) operates under the supervision of a staff
of one or more Doctors. Hospital also means a place that is accredited as a
hospital by the Joint Commission on Accreditation of Hospitals, American
Osteopathic Association, or the Joint Commission on Accreditation of Health
Care Organizations (JCAHO). Hospital does not mean: a convalescent,
Nursing, or rest home or facility, or a home for the aged; a place mainly
providing custodial, educational, or rehabilitative care; or a facility mainly
used for the Treatment of drug addicts or alcoholics.

Illness wherever used in this Policy means sickness or disease of any kind
contracted and commencing after the Effective Date of this Policy and
Disability covered by this Policy.

Injury wherever used in this Policy means accidental bodily injury or injuries
caused by an accident. The Injury must be the direct cause of the loss,
independent of disease, bodily infirmity or other causes. Any loss due to Injury
must begin after the Effective Date of this policy.

Insured Person(s) means a person eligible for coverage under the Policy as
defined in “Eligible Persons” who has applied for coverage and is named on
the application and for whom the company has accepted premium. This may
be the Insured Person or Dependent(s).

Medically Necessary or Medical Necessity means services and supplies
received while insured that are determined by the Company to be: 1)
appropriate and necessary for the symptoms, diagnosis, or direct care and
treatment of the Insured Person’s medical conditions; 2) within the standards
the organized medical community deems good medical practice for the
Insured Person’s condition; 3) not provided solely for educational purposes or
primarily for the convenience of the Insured Person, the Insured Person’s
Physician or another Service Provider or person; 4) not Experimental/
Investigational or unproven, as recognized by the organized medical
community, or which are used for any type of research program or protocol;
and 5) not excessive in scope, duration, or intensity to provide safe and
adequate, and appropriate treatment. For Hospital stays, this means that
acute care as an Inpatient is necessary due to the kinds of services the
Insured Person is receiving or the severity of the Insured Person’s condition,
in that safe and adequate care cannot be received as an Outpatient or in a
less intensified medical setting. The fact that any particular Physician may
prescribe, order, recommend, or approve a service, supply, or level of care
does not, of itself, make such Treatment Medically Necessary or make the
charge of a Covered Expense under this Policy.

Mental and Nervous Disorder means any condition or disease listed in the
most recent edition of the International Classification of Diseases as a mental
disorder, which exhibits clinically significant behavioral or psychological
disorder marked by a pronounced deviation from a normal healthy state and
associated with a present painful symptom or impairment in one or more
important areas of functioning.

Permanent Residence means the country where an Insured Person has his
or her true, fixed and permanent home and principal establishment, and to
which he or she has the intention of returning.

Physician as used in this Policy means a doctor of medicine or a doctor of
osteopathy licensed to render medical services or perform Surgery in
accordance with the laws of the jurisdiction where such professional services
are performed, however, such definition will exclude chiropractors and
physiotherapists.

Pre-existing Condition for the purposes of this Policy means 1) a condition
that would have caused person to seek medical advice, diagnosis, care
or treatment during the 180 days prior to the Effective Date of coverage
under this Policy; 2) a condition for which medical advice, diagnosis, care
or treatment was recommended or received during the 180 days prior to the
Effective Date of coverage under this Policy; 3) expenses for a Pregnancy
existing on the Effective Date of coverage under this Policy.

Reasonable and Customary means the maximum amount that the
Company determines is Reasonable and Customary for Covered Expenses
the Insured Person receives, up to but not to exceed charges actually billed.
The Company’s determination considers: 1) amounts charged by other
Service Providers for the same or similar service in the locality were received,
considering the nature and severity of the bodily Injury or Illness in connection
with which such services and supplies are received; 2) any usual medical
circumstances requiring additional time, skill or experience; and 3) other
factors the Company determines are relevant, including but not limited to, a
resource based relative value scale.

For a Service Provider who has a reimbursement agreement, the Reasonable
and Customary charge is equal to the amount that constitutes payment in full
under any reimbursement agreement with the Company.

If a Service Provider accepts as full payment an amount less than the
negotiated rate under a reimbursement agreement, the lesser amount will be
the maximum Reasonable and Customary charge.

Relative means spouse, domestic partner, parent, sibling, Child,
grandparent, grandchild, step-parent, step-child, step-sibling, in-laws (parent,
son, daughter, brother and sister), aunt, uncle, niece, nephew, legal guardian,
ward, or cousin of the Insured Person.

Service Provider shall mean a Hospital, convalescent/skilled nursing facility,
ambulatory surgical center, psychiatric hospital, community mental health
center, residential Treatment facility, psychiatric Treatment facility, alcohol or
drug dependency Treatment center, birthing center, Physician, Dentist,
chiropractor, licensed medical practitioner, Registered Nurse, medical
laboratory, assistance service company, air/ground ambulance firm, or any
other such facility that the Company approves.

Sickness means illness or disease contracted and causing loss commencing
while the Policy is in force as to the Insured Person whose Sickness is the
basis of claim. Any complication or any condition arising out of a Sickness
for which the Covered Person is being treated or has received Treatment will be
considered as part of the original Sickness.

Surgery shall mean an invasive diagnostic procedure; or the Treatment of
illness or Injury by manual or instrumental operations performed by a
Physician while the patient is under general or local anesthesia.
Section II—Team Assist Plan (TAP)

The Team Assist Plan is designed by CISI in conjunction with the Assistance Company to provide travelers with a worldwide, 24-hour emergency telephone assistance service. Multilingual help and advice may be furnished for the Insured Person in the event of any emergency during the term of coverage. The Team Assist Plan complements the insurance benefits provided by the Medical Plan. If you require Team Assist assistance, your ID # is: 01-AA-CIS-01133. In the U.S., call (800) 872-1414, outside the U.S. call 1-609-986-1234 (collect calls accepted) or e-mail medservices@assistamerica.com.

Emergency Medical Transportation Services
The Team Assist Plan provides services and pays expenses up to the amount shown in the Schedule of Benefits for:
- Emergency Medical Evacuation
- Return of Mortal Remains

All services must be arranged through the Assistance Provider.

Emergency Medical Evacuation
The Company shall pay benefits for Covered Expenses incurred up to the maximum stated in the Schedule of Benefits, for transportation, medical services and medical supplies necessarily incurred in connection with Emergency Medical Evacuation of the Insured Person. All transportation arrangements must be the most direct and economical route.

Return of Mortal Remains or Cremation
The Company will pay the reasonable Covered Expenses incurred up to the maximum as stated in the Schedule of Benefits. Return of Mortal Remains, to return the Insured Person’s remains to his/her then current Home Country, if he or she dies. Covered Expenses include, but are not limited to, expenses for embalming, cremation, a minimally necessary container appropriate for transportation, shipping costs and the necessary government authorizations. All Covered Expenses in connection with a Return of Mortal Remains must be pre-approved and arranged by an Assistance Company representative appointed by the Company.

The TAP offers these services
Medical assistance
Medical Referral Referrals will be provided for physicians, hospitals, clinics or any other medical service provider requested by the Insured. Service is available 24 hours a day, worldwide.

Medical Monitoring In the event the Insured Person is admitted to a U.S. or foreign hospital, the AP will coordinate communication between the Insured Person’s own Physician and the attending medical doctor or doctors. The AP will monitor the Insured Person’s progress and update the family or the insurance company accordingly.

Prescription Drug Replacement/Shipment Assistance will be provided in replacing lost, misplaced, or forgotten medication by locating a supplier of the same medication or by arranging for shipment of the medication as soon as possible.
Emergency Message Transmittal The AP will forward an emergency message to and from a family member, friend or medical provider.

Coverage Verification/Payment Assistance for Medical Expenses
The AP will provide verification of the Insured Person’s medical insurance coverage when necessary to gain admittance to foreign hospitals, and if requested, and approved by the Insured Person’s insurance company, or with adequate credit guarantees as determined by the Insured, provide a guarantee of payment to the treating facility.

Travel assistance

Obtaining Emergency Cash The AP will advise how to obtain or to send emergency funds world-wide.

Traveler Check Replacement Assistance The AP will assist in obtaining replacements for lost or stolen traveler checks from any company, i.e., Visa, Master Card, Cooks, American Express, etc., worldwide.

Lost/Delayed Luggage Tracing The AP will assist the Insured Person whose baggage is lost, stolen or delayed while traveling on a common carrier. The AP will advise the Insured of the proper reporting procedures and will help travelers maintain contact with the appropriate companies or authorities to help resolve the problem.

Replacement of Lost or Stolen Airline Ticket One telephone call to the provided 800 number will activate the AP’s staff in obtaining a replacement ticket.

Technical assistance

Credit Card/Passport/Important Document Replacement The AP will assist in the replacement of any lost or stolen important document such as a credit card, passport, visa, medical record, etc. and have the documents delivered or picked up at the nearest embassy or consulate.

Locating Legal Services The AP will help the Insured Person contact a local attorney or the appropriate consular officer when an Insured Person is arrested or detained, is in an automobile accident, or otherwise needs legal help. The AP will maintain communications with the Insured Person, family, and business associates until legal counsel has been retained by or for the Insured Person.

Assistance in Posting Bond/Bail The AP will arrange for the bail bondsman to contact the Insured Person or to visit at the jail if incarcerated.

Worldwide Inoculation Information Information will be provided if requested by an Insured Person for all required inoculations relative to the area of the world being visited as well as any other pertinent medical information.

Section III-Security Evacuation (Comprehensive)
Coverage (up to the amount shown in the Schedule of Benefits, Security Evacuation) is provided for security evacuations for specific Occurrences. To view the covered Occurrences and to download a detailed PDF of this brochure, please go to the following web page:
http://www.culturalinsurance.com/cisi_forms.asp.
UNIVERSITY OF WISCONSIN SYSTEM  
UNIFORM STATEMENT OF RESPONSIBILITY,  
RELEASE, AND AUTHORIZATION  
TO PARTICIPATE IN  
STUDY ABROAD AND EXCHANGE PROGRAMS  
Revised October 1999

I hereby indicate my desire to participate in a study abroad/exchange program __________________________ sponsored by the University of Wisconsin- __________ during the period of _____ 20 ___ to _____ 20 ___.

My participation in this program is completely voluntary.

If and/or when I am offered and accept a place in the University's program, I:

1) assume full legal and financial responsibility for my participation in the program.

2) will be responsible for full program costs (whether already paid or not) as stated in the withdrawal and refund schedule if I withdraw (or am required to withdraw) from the program for any reason once the program has commenced, unless otherwise stated in the program refund policy.

3) grant the University, its employees, agents and representatives the authority to act in any attempt to safeguard and preserve my health or safety during my participation in the program including authorizing medical treatment on my behalf and at my expense and returning me to the United States at my own expense for medical treatment or in case of an emergency.

4) realize that accident and health insurance, as well as insurance for medical evacuation and repatriation, that are applicable outside of the United States are required for my participation in the program and that I am responsible for obtaining appropriate insurance coverage for the duration of the program. I understand that the University encourages me to have appropriate insurance coverage for the entire time I am abroad.

5) agree to conform to all applicable policies, rules, regulations and standards of conduct as established by the University, any sponsoring institution and/or foreign affiliates, as well as program requirements, to insure the best interest, harmony, comfort and welfare of the program.

6) accept termination of my participation in the program by the University with no refund of fees and accept responsibility for transportation costs home if I fail to maintain acceptable standards of conduct as established by the University, the sponsoring institution and/or foreign affiliates.

7) understand that the University reserves the right to make changes to the program at any time and for any reason, with or without notice, and that the University shall not be liable for any loss whatsoever to program participants as a result of such changes.

8) agree voluntarily and without reservation to indemnify and hold harmless the University, Board of Regents of the University of Wisconsin System (Board of Regents) and their respective officers, employees, and agents from any and all liability, loss, damages, costs, or expenses (including attorney's fees) which do not arise out of the negligent acts or omission of an officer, employee, and agent of the University and/or Board of Regents while acting within the scope of their employment or agency, as a result of my participation in the program, including any travel incident thereto.

9) acknowledge that I have read this entire document and understand its terms.

_________________________________________  
Participant’s Signature                             Date  

_________________________________________  
Signature of Parent or Guardian Date (If Participant is under 18 years of age.)
In addition, I, (name), ____________________________________________________________

10) understand that I am participating in a University of Wisconsin Colleges (UW Colleges) faculty-led program and I am subject to the same rules and regulations as students at my home campus. The University of Wisconsin Colleges reserves the right to limit my access to program services or to suspend or expel me from the study abroad program if my conduct violates the relevant provisions of the Wisconsin Administrative Code which governs student conduct. However, the University of Wisconsin Colleges reserves the right to modify its procedures for responding to allegations of misconduct as necessary to meet the circumstances presented by each host country or program.

11) have read all the UW Colleges Study Abroad Programs materials: program information on the web, the Study Abroad Handbook (on-line), application packet, Withdrawal & Refund policy, the letters and all other printed materials I have received from the UW Colleges Study Abroad Programs. I understand and accept the conditions under which this program will be conducted, particularly those which apply to the courses, course credit, housing arrangements, travel arrangements, participation in planned events (if any), withdrawal & refund policy, and program costs. I understand that any program itinerary provided is subject to change and I agree to adapt to those changes.

12) agree I will depart and return to the U.S. with the group. I will not initiate any side trips or extended stays after the group departs unless approval was given by the UW Colleges Study Abroad Coordinator to do so in advance of trip departure from the U.S.

12) understand that to receive academic credit, I must participate in all pre- and post-travel orientations and academic sessions, attend all scheduled events, complete all course requirements and meet the faculty leader’s expectations as a participant.

13) agree to maintain a high standard of conduct throughout the program, including, but not limited to, obeying all local laws and ordinances, behaving ethically and professionally in my relationship with others and in my approach to coursework, showing up on time for all scheduled events, and complying with the UW Colleges Student Rights and Regulations. Failure to adhere to these standards may result in immediate dismissal per the “University Of Wisconsin System Uniform Statement of Responsibility”.

14) understand it is my responsibility to obtain and pay for a passport, to pay for and get all immunizations recommended by the Centers of Disease Control, to read about/study the country/state/city and culture of my destination/s, and to pay all costs listed on the UW Colleges Study Abroad web page specific to my program and all costs incidental to my study abroad/away experience.

15) understand that I am traveling to a foreign country (or to a site with a different culture within the U.S.) and will be expected to adapt to a different culture and way of doing things and I realize I should not expect things to be exactly as I imagine them to be. I understand that I am participating in this program at my own risk, that I am sending myself there and that I will consult with the faculty leader if any problems arise during my study abroad program.

16) realize that traveling with a large group requires organization and coordination. Schedules for site visits, movement at airports and train stations, and other areas concerning travel arrangements will often necessitate a certain regimentation which the course instructor must impose and which I agree to follow. Additionally, I understand that I will not deviate from the group without permission of the faculty leader.

17) realize that although I am traveling with a group, there will be time for me to spend independent of the group. I understand that I am responsible for all of my actions while abroad. I am responsible for knowing about and obeying the laws of the country, knowing about any travel warnings, natural disasters, political unrest, and adapting to cultural differences.
18) understand that I may not operate motor vehicles of any kind while studying abroad. Driving regulations and habits in many countries are different from those in the United States, and driving overseas can be frustrating and potentially dangerous. My family’s liability insurance may not be valid overseas.

19) have read the UW Colleges Alcohol and Drug Policy for Study Abroad Programs and I will be responsible for all consequences of my choices and actions associated with alcohol and drugs during my study abroad experience.

20) understand that I must notify the UW Colleges Study Abroad Office as far in advance as possible (but at least 45 days before departure) if I am disabled and desire special accommodations. (All such requests are kept confidential.)

21) understand that I am required to submit a completed program evaluation to the UW Colleges Study Abroad Coordinator.

22) have consulted with a medical doctor with regard to my personal medical needs and about the location(s) where the Study Abroad Program is to be offered. There are no health-related reasons or problems that preclude or restrict my participation in this Program. I am aware of all applicable personal medical needs. I have arranged, through insurance or otherwise, to meet any and all needs for payment of medical costs while I participate in the Program. I recognize that the UW Colleges is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefor. If I require medical treatment or hospital care, in a foreign country or in the United States, during the Program, the University is not responsible for the cost or quality of such treatment or care. I understand that the insurance available to me through the UW System policy for study abroad offers only basic coverage for emergency medical care abroad and repatriation/evacuation during my program.

23) affirm that there are no mental health-related reasons or problems that preclude my participation on this Program.

24) (This paragraph applies only if you have consulted with a mental health professional in the past.) have consulted with a psychiatrist, medical provider and/or mental health professional with regard to my mental health needs. I affirm that I am stable on my current medications and that my doctor is willing to prescribe enough medication to last for the duration of my planned program. I agree to take all prescribed medications exactly as prescribed by my doctor and that I will carry both the original prescription with me and a note from my doctor explaining the situations in which I can self-regulate dosages. I have arranged, through insurance or otherwise, to meet any and all needs for payment of mental health care, if needed, while I participate in the Study Abroad Program. I recognize that neither the UW Colleges nor my hosts abroad are obligated to attend to any of my mental health needs, and I assume all risk and responsibility therefor. If I require treatment or hospital care, in a foreign country or in the United States, during the Program, the UW Colleges is not responsible for the cost or quality of such treatment or care. I understand that the study abroad insurance available to me through the UW System policy may not cover expenses for mental health care. I understand that I will be withdrawn from the program and required to return home, at my own expense, if I do not take my medication as prescribed or if my mental health negatively affects my own stability, other students, my hosts, or, if on a faculty-led program, the ability of the group leader/s to teach courses and attend to the group. I understand and agree that the UW Colleges Risk Response Team will become involved if I exhibit symptoms of mental health problems.

25) understand that staff at UW Colleges Study Abroad Programs may contact my emergency contact/s in the event of an emergency during the program, in the event that I require hospitalization or medical/mental health care, to inform them of itinerary/accommodation changes, or in the event that staff determine that I am making decisions or behaving in a way that may jeopardize my own safety or mental health or the safety of others. In the event that I require medical or mental health care and cannot make decisions on my own, staff will make every effort to contact my emergency contact/s. If this is not possible, I authorize representatives of the UW Colleges to make decisions about my medical or mental health on my behalf. I agree to assume all financial responsibility for such care to the extent that it is not covered by health insurance.

26) authorize my UW College’s Assistant Campus Dean for Student Services to disclose information, documents, etc. contained in my education record and pertaining to my conduct on campus, in residence halls and off campus to the UW Colleges Study Abroad Programs for the purpose of determining my eligibility to
participate in a UW Colleges-sponsored study abroad program. I understand that information contained in my record may disqualify me from participation on this program.

Knowing the risks described above, and in consideration of being permitted to participate in the Program, I agree, on behalf of my family, heirs, and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the Program. To the maximum extent permitted by law, I release and indemnify the Board of Regents of the University of Wisconsin System, and its officers, employees and agents, from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in the Program (including periods in transit to or from any country/destination where the Program is being conducted). I have carefully read this Release Form before signing below. No representations, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This agreement shall become effective only upon receipt of my application by the University and shall be governed by the laws of the state of Wisconsin, which shall be the forum for any lawsuits filed under or incident to this agreement or to the Program.

If my parents or guardians have not signed this form, I affirm that I am not a minor.

Participant's Signature Date  Signature of Parent/Guardian Date  Signature of Parent/Guardian Date
WITHDRAWAL AND REFUND POLICY
FOR UW COLLEGES-SPONSORED STUDY ABROAD PROGRAM

The following apply without exception: Name (Please Print):_______________________________________

1. Participants enrolling in a UW Colleges sponsored Study Abroad program are enrolling in an academic program; the UW Colleges Study Abroad Office is not a travel agency and does not offer travel tours. The UW Colleges reserves the right to make any changes to itineraries, travel arrangements, hotels, excursions, activities or other plans. Such changes are not grounds for cancellation of registration.

2. You must notify the UW Colleges Study Abroad Office in writing (email is acceptable) if you wish to withdraw. Your withdrawal is effective on the date that the UW Colleges Study Abroad Coordinator receives notification in writing.

3. If you are a person with disabilities and desire special accommodations, the UW Colleges Study Abroad Coordinator must be notified at least 45 days before departure. All such requests are kept confidential.

4. Accepted Participants:

If you withdraw 90 days or more before departure, including before the application deadline, you will be refunded only that portion of your fee, excluding the non-refundable Administrative Application Fee, which has not already been expended by the UW Colleges Study Abroad Program on your behalf or which the UW Colleges is not obligated to expend on your behalf after your withdrawal notice is received.

If you withdraw 89 days or fewer before departure, you will be refunded only that portion of your fee, excluding the nonrefundable application fee, which has not already been expended by the UW Colleges Study Abroad Program on your behalf or which the UW Colleges is not obligated to expend on your behalf after your withdrawal notice is received. In addition, you will be assessed a fee equal to a percentage of the group costs (including group transportation, faculty leader costs, etc.) based on the final number of program participants and withdrawals. Any expenses related to the study abroad program which you personally have incurred or which you are obligated to pay remain your responsibility (see the UW Colleges Uniform Statement of Responsibility). The UW Colleges will not assume responsibility for these expenses for you.

Because the UW Colleges Study Abroad Office runs all programs on a cost-recovery basis, it is not possible to make exceptions for any reason, including withdrawal for medical reasons or family emergencies. To protect yourself, PURCHASE TRIP CANCELLATION INSURANCE. If you choose not to purchase trip cancellation insurance, or in the case that trip cancellation insurance does not cover, fees assessed by the UW Colleges Study Abroad Program will be your responsibility regardless of your reason for withdrawing.

5. The Administrative Application Fee is 100% non-refundable, unless you are not accepted to participate.

6. I have read the cost estimate worksheet on the web for my program and understand my financial responsibilities in addition to advertised program fees. I am confident that I will be able to cover all expenses.

I read, understand and agree to comply with the withdrawal and refund policy as outlined above. If my parents or guardians have not signed this form, I affirm that I am not a minor.

Participant's Signature ______________________________ Date ______________________________

Signature of Parent/Guardian (Required if student is under 18 years of age) ______________________________ Date ______________________________
As a student or participant in a University of Wisconsin Colleges Study Abroad Program I understand that I am serving as an ambassador for UW Colleges, the state of Wisconsin, and the United States and I am expected to abide by the laws, regulations, and customs of the host country, community, institution and program and conduct myself in a responsible and mature manner at all times.

**Alcohol Abuse and Misuse**

Although there may be no minimum drinking age in my host country, the customs regarding alcohol use may be very different from the ones in the United States and the state of Wisconsin. I am aware of the following circumstances that might temp me to misuse alcohol while abroad: a mistaken impression of how alcohol is used in your new surroundings; cheaper costs in some countries; a lower minimum drinking age; more lenient laws against drunkenness; or a desire to experiment or fit in. When visiting a foreign country, common sense and “good judgment” are essential for keeping one self and the group safe.

Clinical studies have proven that excessive alcohol consumption impairs judgment, rendering people incapacitated in any country, foreign or domestic. Unfortunately, American study abroad trips have shown a tendency for students to develop a “party” attitude when U.S. alcohol laws are suddenly removed when traveling to a foreign country. Another alluring tendency of any student is the perception that a study abroad trip is a vacation, contributing to an increased alcohol consumption compared to daily practices back home. Although certain aspects of study abroad are tourist orientated, these trips are academic in nature and encourage students to immerse themselves in the cultural experience, rather than retreating to less constructive activities.

During my orientation I was well informed of program requirements and host country laws regarding alcohol consumption, as well as the consequences for abuse. Most countries – with the exception of those with religious prohibitions – tolerate social drinking. Intoxication, public drunkenness and inebriating behavior, however, are not allowed under any circumstances. **Alcohol abuse and misuse are not acceptable anywhere in the world and will not be tolerated on UW Colleges sponsored study abroad programs.** Violation of local laws and/or UW Colleges regulations or policies related to alcohol misuse and abuse may result in (i) immediate dismissal from the program including required immediate return home your own cost; (ii) academic withdrawal from the college for the semester in progress; and (iii) disciplinary action upon return to campus.

I understand that if another student becomes incapacitated due to alcohol overuse, or if he/she is in need of medical attention, I am strongly encouraged to contact a local emergency medical service, faculty leader or program staff, in order to protect the health and well-being of the affected student. The individual needing medical attention may be referred for assistance to address issues of chemical use/abuse. I understand that all peers are encouraged to make the responsible choice to notify program or emergency personnel quickly. I am aware that if I make the call I will not be subject to disciplinary action.

**Alcohol misuse is defined as any use that is harmful or potentially harmful to self or others. Alcohol abuse is planned, systematic misuse of alcohol.** Alcohol misuse is present when:

1. A student misses any scheduled event because of the effects of alcohol consumption;
2. A student becomes ill due to the effects of alcohol consumption;
3. A student is disrespectful of others sharing the same housing, and congregates with loud groups for social purposes;
4. A student engages in inappropriate behavior toward other individuals such as sexual advances, that is the result of alcohol consumption;
5. A student engages in destructive behavior toward property that is the result of alcohol consumption;
6. A student does not abide by the laws of the country in which he or she is staying;
7. A student engages in behavior that causes embarrassment to the other members of the group, the program leader(s) or the in-country host(s) as a result of alcohol consumption;
8. Students in a group facilitate, encourage, or ignore a fellow student who is misusing or abusing alcohol; or
9. Students transport quantities of alcohol to program sites with the intent of sharing the alcohol with members of the group.
Drug Use
(Adapted from the U.S. Department of State's Travel Warning on Drugs Abroad)

The UW Colleges has a zero-tolerance policy regarding the possession, use, manufacture, production, sale, exchange or distribution of illegal drugs by students participating in UW Colleges study abroad programs. Violation of this policy may result in (i) immediate dismissal from the program; (ii) academic withdrawal from the University for the semester in progress; and (iii) disciplinary action upon return to campus.

NOTE: Each year 2,500 Americans are arrested overseas. One third of the arrests are on drug-related charges. If you choose to use illegal drugs abroad, there is very little that anyone at the UW Colleges or the US Government can do to help you if you are arrested. You are operating under the laws of the host country and the regulations of the local institution. Neither the U.S. government nor the home institution will be able to secure your release should you be arrested. It is your responsibility to know the drug laws of a foreign country before you go. Some laws may be applied more strictly to foreigners than to local citizens; therefore, don’t assume that just because local people are using drugs, it’s acceptable for you to use drugs.

Here is what the U.S. Consulate CAN and CANNOT do if you were arrested on drug charges:

The U.S. Consular Office CAN:
- visit you in jail after being notified of your arrest
- give you a list of local attorneys (The U.S. Government cannot assume responsibility for the professional ability or integrity of these individuals or recommend a particular attorney)
- notify your family and/or friends and relay requests for money or other aid - but only with your authorization
- intercede with local authorities to make sure that your rights under local laws are fully observed and that you are treated humanely, according to internationally accepted standards
- protest mistreatment or abuse to the appropriate authorities

The U.S. Consular Office CANNOT:
- demand your immediate release or get you out of jail or the country
- represent you at trial or give legal counsel
- pay legal fees and/or fines with U.S. government funds

If you are caught using illegal drugs by a UW Colleges faculty or staff leader, you may be immediately dismissed from the UW Colleges sponsored study abroad program. If you are caught by local authorities it could mean:
- interrogation and delays before trial, including mistreatment and solitary confinement for up to one year under very primitive conditions
- lengthy trials conducted in a foreign language, with delays and postponements
- weeks, months or life in prison (some places include hard labor, heavy fines, and/or lashings), if found guilty
- death penalty in a growing number of countries (e.g., Malaysia, Pakistan, and Turkey)

Although drug laws vary from country to country, it is important to realize before you make the mistake of getting involved with drugs that foreign countries do not react lightly to drug offenders. In some countries, anyone who is caught with even a very small quantity for personal use may be tried and receive the same sentence as the large-scale trafficker.

A few words to the wise concerning drug use...
Once you leave the United States you are not covered by U.S. laws and constitutional rights. Bail is not granted in many countries when drugs are involved. The burden of proof in many countries is on the accused to prove his/her innocence. In some countries, evidence obtained illegally by local authorities may be admissible in court. Few countries offer drug offenders jury trials or even require the prisoner's presence at trial. Many countries have mandatory prison sentences of seven years to life without the possibility of parole.
Disciplinary Measures
These disciplinary steps are intended for behavioral misconduct that may or may not be attributed to alcohol consumption by students. Rules and regulations applied to each Study Abroad program reflect the UW Colleges Student Rights Regulations. When any violations occur, the terms of continuing participation in the Study Abroad program and/or UW Colleges campus courses and activities will be reviewed by the UW Colleges Administration and treated accordingly. Consumption of alcohol that causes a student to miss class or be unable to participate fully in a classroom activity, leaving the group alone while drinking, loud, disruptive, or offensive behavior according to US or local norms is considered alcohol misuse and may result in Verbal Warning to the student by the Trip Leader followed by notification to all faculty and staff attending the program, and a reduced or no credit for the day. A written description of the incident will be submitted to the UW Colleges Study Abroad Coordinator.

A second violation will result in a Written Warning that will include a description of the incident from staff and/or peer perspectives, the negative effect on self, others, program, and/or host country, prudent and reasonable disciplinary actions relevant to safety and well-being of the individual or group effected by the misconduct, and notation of program policy violation.

An immediate Trip Dismissal will be issued upon three documented warnings, misconduct that jeopardizes the safety and well-being of self and/or the group. An immediate Trip Dismissal will be issued for more serious degrees of alcohol abuse: loss of consciousness, destruction of property, abusive behavior, endangerment of self or of others, assault, sexual misconduct, threatening and intimidating behavior, admission to a hospital or emergency room, treatment for alcohol poisoning, incarceration, or any instance of these circumstances or other circumstances of equivalent severity. At this point, the Dismissal Action Process will be initiated as outlined in the Dismissal Action Plan. Once dismissed, a student can face disciplinary action on the UW Colleges Campus, possible criminal charges in the U.S., loss of academic credit, and/or suspension or expulsion from the UW Colleges. A copy of the written Dismissal Report will be distributed to the student, the UW Colleges Study Abroad Coordinator and the Committee, the parent / guardians, and Emergency Contact Person as listed on the Study Abroad Application Packet.

I have read the UW Colleges Alcohol and Drug Policies and Disciplinary Measures and agree to comply and support these regulations with full understanding that disciplinary actions can be made against me should I choose to violate this contract including possible dismissal from the program including required immediate return home at my own cost; academic withdrawal from the college for the semester in progress; and disciplinary action upon return to campus. I have been informed of the possible hazards and legal consequences of alcohol and drug consumption and the tendency for some students to engage in such behavior during international or domestic academic traveling programs.

Student Signature: ___________________________ Date: ____________

Faculty Witness: ___________________________ Date: ____________
UW-Colleges Study Abroad Scholarship

UW-Colleges Study Abroad Scholarships are provided through UW Colleges Study Abroad Office thanks to funding from the State of Wisconsin Legislature. Eligibility is based on financial need as determined by the UW Colleges Financial Aid Office and enrollment in an official UW Colleges program administered by UW Colleges Study Abroad Office.

To apply for this scholarship, simply fill out the UW-Colleges Study Abroad Application form. There is a place on the Study Abroad Application to indicate your interest in applying for a scholarship. Please note, that due to a limited amount of scholarships only UW Colleges sponsored and administered programs are eligible.

Eligibility:

1. New student applicants must have a high school diploma earned prior to August 31 of the academic year for which they are applying for scholarship.
2. Applicants must be full-time credit college student the semester prior to travel.
3. Applicants must be in good academic standing with a 2.0 cumulative grade point average.
4. Applicants may not be on academic or disciplinary probation.
5. Applicants must be admitted to the official UW Colleges program administered by UW Colleges Study Abroad Office.
6. Applicants must have completed the Free Application for Federal Student Aid (FAFSA) application process and be eligible for financial aid.
7. Applicant must agree to volunteer at three study abroad events (presentations, study abroad events, etc.) for one semester following their international experience.

After reviewing the FAFSA Student Aid Reports, the UW-Colleges Financial Aid Office will rank scholarship applications based on financial need. Shortly thereafter, all students who have applied for a scholarship will be notified regarding their scholarship status. Students who have been awarded a scholarship will be asked to officially accept or deny the scholarship.

Scholarship Deadline
Deadline to submit a scholarship application is October 1 of the winter programs and February 1 for spring and summer programs.

Scholarship Awards
At present, we provide $1,000 scholarships to 16 students participating in our study abroad programs.

Note: Due to limited funds, UW Colleges students accepted into programs offered by other universities or study abroad providers are not eligible for UW Colleges study abroad scholarships.
Academic Study Abroad Program
Acknowledgement of Risk and Informed Consent for Program Deviation

I have been participating in a formal Academic Study Abroad program, offered by the University of Wisconsin Colleges (UW Colleges). I desire to deviate from the established itinerary. I understand that the proposed deviation is something I am doing on my own and that by making the decision to deviate from the planned itinerary I am assuming risks on my own. The UW Colleges has recommended to me that I remain with the program until the program is complete. The UW Colleges has advised me that by deviating from the program, they cannot provide me any support and that there are various risks that I must now assume on my own. The UW Colleges has advised me of those risks. By executing this Acknowledgement of Risk and Informed Consent, I voluntarily accept the risks on my own and release the UW Colleges from any obligation to support my further travels independent from the planned program itinerary.

Acknowledgment of Risks
By deciding to embark on my own, I could possibly sustain injuries and be exposed to conditions that would not be part of the planned program. Depending on the nature of my independent travels, injuries may be minor to fatal in nature. Some specific injuries that may be sustained are: drowning, stoppage of breathing, spine and neck injuries (either of which could result in paralysis), concussion, heart failure, broken legs, feet, ankles, toes or other bones, heat stroke, heat cramp, heat exhaustion, stroke, convulsion, unconsciousness, abrasions to limbs such as arms, legs and head, fainting, sudden illness, cramps, bites by animals including poisonous insects, reptiles and marine life and exposure to extreme climate conditions.

Informed Consent and Release
BY SIGNING THIS FORM, IT IS MY INTENT TO WAIVE MY RIGHTS TO MAKE LEGAL CLAIMS AGAINST OR TO SUE THE UNIVERSITY OF WISCONSIN COLLEGES, ITS AGENTS AND REPRESENTATIVES FOR DAMAGES AS COMPENSATION FOR ANY INJURIES SUSTAINED BECAUSE OF MY DECISION TO TRAVEL INDEPENDENTLY. IT IS MY INTENTION TO RELEASE THE UNIVERSITY OF WISCONSIN COLLEGES ITS AGENTS AND REPRESENTATIVES FROM LIABILITY TO ME BECAUSE OF MY VOLUNTARY DEVIATION FROM THIS PROGRAM.

I certify that I am 18 years of age and have read this ACKNOWLEDGEMENT OF RISK AND INFORMED CONSENT AND RELEASE and understand all of its terms.

Name of Participant (print)____________________________________________________________________
Age Today: _______ Birthdate _______________ Gender: ____________ Current Phone: _________________
Travel Details: Destination __________________________________ Dates: ___________________________
Means of Transportation and Accommodation Details:____________________________________________
Emergency Contact Name______________________________ Emergency Contact Phone________________
Parent or Guardian must sign if participant is under 18: Parent’s Name (Print): ______________________
Parent’s Signature: _______________________________________________ Date:________________
Participant’s Signature:____________________________________________ Date:________________