



**William Paterson University**  
**Center for International Education**  
**Summer/Short-Term Study Abroad Programs**

**Proposal**

**SSAP: TO:** \_\_\_\_\_ **Dates of Program:** \_\_\_\_\_

**Program Leader:** \_\_\_\_\_

Last name

First name

ID Number

Email address

Passport number

Home address

City

State

Zip code

Phone number

College

Department

Rank

Phone number

**Course Information: List the prefix with course numbers, name, credit-hours, academic term, and requirements of each course you plan to offer in this SAP. (Attach Syllabi)**

**Projected Number of Students:** \_\_\_\_\_

**Projected Number of Travelers:** \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Program Leader

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Chair

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Registrar

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean of College

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Executive Director of International Programs

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Provost & Senior Vice President



**William Paterson University**  
**Center for International Education**  
**Summer/Short-Term Study Abroad Programs**

**BUDGET SHEET**

**Fixed Costs:**

Program Leader Salary	\$ _____
Program Leader Airfare	\$ _____
Program Leader Lodging	\$ _____
Program Leader Meals	\$ _____
Assistant Salary	\$ _____
Assistant Airfare	\$ _____
Assistant Lodging	\$ _____
Assistant Meals	\$ _____
Local Coordinator	\$ _____
Guest Lecturers' fees	\$ _____
Local transportation	\$ _____
Admission charges	\$ _____
Cell phone	\$ _____
<b>Sub-total:</b>	<b>\$ _____</b>

**Variable Unitary Costs (per student)**

Application fee (\$75.00)	\$ _____
Airfare	\$ _____
Lodging	\$ _____
Meals	\$ _____
Excursions and field trips	\$ _____
Field expenses	\$ _____
Supplies	\$ _____
Local transportation	\$ _____
Admission charges	\$ _____
Others (specify)	\$ _____
Insurance	\$ _____
Visa fees	\$ _____
WPU In-state tuition	\$ _____
Incidental expenses (5%)	\$ _____
<b>Sub-total:</b>	<b>\$ _____</b>

Note: Not all items above need to be included in the program fee. They can be left out above and listed below:



**William Paterson University**  
**Center for International Education**  
**Summer/Short Term Study Abroad Programs**

**BUDGET SHEET SUMMARY**

Summer/Short Term Study Abroad Program: \_\_\_\_\_  
 Dates leaving and returning: \_\_\_\_\_

**Part I: Fixed Costs [WPU Account]:**

- A. Salaries (WPU course equivalent):
  - 1. Program Coordinator #1 \$ \_\_\_\_\_
  - 2. Program Coordinator #2 \$ \_\_\_\_\_
- B. Airfare:
  - 1. Program Coordinator #1 \$ \_\_\_\_\_
  - 2. Program Coordinator #2 \$ \_\_\_\_\_
- C. Lodging:
  - 1. Program Coordinator #1 \$ \_\_\_\_\_
  - 2. Program Coordinator #2 \$ \_\_\_\_\_
- D. Meals:
  - 1. Program Coordinator #1 \$ \_\_\_\_\_
  - 2. Program Coordinator #2 \$ \_\_\_\_\_
- E. At Host Country:
  - 1. Local Coordinator Salary #1: \$ \_\_\_\_\_
  - 2. Local Coordinator Salary #2: \$ \_\_\_\_\_
- F. Other (Specify each Coordinator separately):
  - 2. \_\_\_\_\_ \$ \_\_\_\_\_
  - 3. \_\_\_\_\_ \$ \_\_\_\_\_
  - 4. \_\_\_\_\_ \$ \_\_\_\_\_
  - 5. \_\_\_\_\_ \$ \_\_\_\_\_

**Fixed Cost Trip Total Estimate: \$ \_\_\_\_\_**

**Part II: Variable Costs [Agency Account] (list cost per student):**

- A. Airfare: \$ \_\_\_\_\_
- B. Lodging/Room & Board: \$ \_\_\_\_\_
- C. Meals: \$ \_\_\_\_\_
- D. Transportation at host country: \$ \_\_\_\_\_
- E. Excursions/field trips: \$ \_\_\_\_\_
- F. Field Expenses: \$ \_\_\_\_\_
- G. Supplies: \$ \_\_\_\_\_
- H. Visa Fees: \$ \_\_\_\_\_
- I. Incidental expenses (5 %): \$ \_\_\_\_\_
- J. Insurance \$ \_\_\_\_\_
- K. Other (specify):
  - \_\_\_\_\_ \$ \_\_\_\_\_
  - \_\_\_\_\_ \$ \_\_\_\_\_
  - \_\_\_\_\_ \$ \_\_\_\_\_

**Variable Cost Trip Total Estimate: \$ \_\_\_\_\_**  
**WPU In-state Tuition: \$ \_\_\_\_\_**



## William Paterson University

### Summer/Short Term Study Abroad

### Program Leader Expense Sheet - Part I (Fixed Costs Expenditures)

Summer/Short Term Study Abroad Program: \_\_\_\_\_  
 Dates leaving and returning: \_\_\_\_\_  
 Name: \_\_\_\_\_

**Complete costs only to those that apply:**

#### Pre-Departure Expenses:

Released Time / # of credits	#	
Organizational Costs (detail on separate sheet)	\$	
<b>Total:</b>		<b>\$</b> _____

#### Travel Related Expenses at Destination (will match your Travel Request Form):

R/T Airfare (USA to destination)	\$	
Additional airfare at destination (detail on separate sheet)	\$	
Train	\$	
Ground Transportation	\$	
Rental Car(s)	\$	
Hotel/Lodging	\$	
Meals	\$	
Room & Board	\$	
<u>Miscellaneous:</u>		
Currency Exchange Charge	\$	
Cell Phone	\$	
Fax	\$	
Copying	\$	
Incidental Expenses	\$	
<b>Total:</b>		<b>\$</b> _____

#### Expenses Requiring a Voucher Payment Form prior to Departure:

##### Part I. Fixed Costs [WPU Account]:

Travel Agent for Program Leader(s)	\$	
Payment for Professional Services (Detail on separate sheet)	\$	
Payment for Educational Room Rental (Detail on separate sheet)	\$	
Other (Detail on separate sheet)	\$	
<b>Total:</b>		<b>\$</b> _____



**William Paterson University**  
**Summer/Short Term Study Abroad**

**Program Leader Expense Sheet - Part II**  
 (Variable Account Expenditures)

Summer/Short Term Study Abroad Program: \_\_\_\_\_  
 Dates leaving and returning: \_\_\_\_\_  
 Name: \_\_\_\_\_

**Complete costs only to those that apply:**

**Expenses Requiring a Voucher Payment Form prior to Departure:**

Part II. Variable Costs [Agency Account]:

Travel Agency \$ \_\_\_\_\_  
 (All expenses included – Invoice will reflect all charges)

Travel Agency (airfare for students) \$ \_\_\_\_\_  
 (Detail on separate sheet)

Local Transportation \$ \_\_\_\_\_  
 (Detail on separate sheet)

Hotel \$ \_\_\_\_\_

Food \$ \_\_\_\_\_

**or**

Room and Board \$ \_\_\_\_\_

Field Excursion Admission \$ \_\_\_\_\_

Tour(s) \$ \_\_\_\_\_

Supplies \$ \_\_\_\_\_

**Total: \$ \_\_\_\_\_**



**William Paterson University  
Center for International Education  
Summer Study Abroad Programs**

**ITINERARY**

**Departure date:** \_\_\_\_\_ **Airport:** \_\_\_\_\_ **Airline:** \_\_\_\_\_

**Arrival date:** \_\_\_\_\_ **Airport:** \_\_\_\_\_

**REPEAT THE FOLLOWING AS OFTEN AS NEEDED:**

**Date: estimated time of arrival and lodging. Phone/Fax/Email/ of Lodging**

City: \_\_\_\_\_ Country: \_\_\_\_\_ # of days in this location: \_\_\_\_\_  
Beginning date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Method of travel to location: \_\_\_\_\_

**Date: estimated time and location. Activity / Field Trip**

City: \_\_\_\_\_ Country: \_\_\_\_\_ # of days in this location: \_\_\_\_\_  
Beginning date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Method of travel to location: \_\_\_\_\_

**Date: estimated time and location. Guest Lecture**

City: \_\_\_\_\_ Country: \_\_\_\_\_ # of days in this location: \_\_\_\_\_  
Beginning date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Method of travel to location: \_\_\_\_\_

**Date: estimated time and location. Group Meal**

City: \_\_\_\_\_ Country: \_\_\_\_\_ # of days in this location: \_\_\_\_\_  
Beginning date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Method of travel to location: \_\_\_\_\_

**Date: estimated time and location. Local Travel**

City: \_\_\_\_\_ Country: \_\_\_\_\_ # of days in this location: \_\_\_\_\_  
Beginning date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Method of travel to location: \_\_\_\_\_

**Date: estimated time and location. Free Time**

City: \_\_\_\_\_ Country: \_\_\_\_\_ # of days in this location: \_\_\_\_\_  
Beginning date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Method of travel to location: \_\_\_\_\_

**Return date:** \_\_\_\_\_ **Airport** \_\_\_\_\_ **Airline** \_\_\_\_\_

**Arrival date:** \_\_\_\_\_ **Airport:** \_\_\_\_\_



**William Paterson University**  
**Center for International Education**  
**Summer Study Abroad Programs**

**PROGRAM LEADER RELEASE AND ASSUMPTION OF RISK AGREEMENT**

I, the undersigned, Program Leader for the Summer Study Abroad Program (the “Program”) of William Paterson University, hold harmless and release from any and all claims, demands, or causes of action against the State of New Jersey, William Paterson University Board of Trustees, William Paterson University and their respective agents officers, and employees (referred to in this Release collectively as “WPU”) for any injury, death, damage or loss of any kind including, but not limited to, the following: any vehicle, war, weather, strike, sickness, quarantine, government restriction or regulation, any act or omission of any airline, railroad, hotel, restaurant, bus company, taxi service, school, university, or any other person, firm, agency (government or private), company or individual which is associated with WPU, directly or indirectly, in connection with the Program. I also hold harmless, release, and agree to indemnify WPU with regard to any financial obligations or liabilities of any kind that I may incur personally or any damage resulting from my participation in the Program.

I understand that all travel involves some risk, and I voluntarily agree to assume all the risks, expected or unexpected, maybe inherent with domestic and foreign travel as a condition of my acceptance for leading the Program responsibly. I have been advised that I must be covered by health and accident insurance during the entire period of my participation in the Program, which will include coverage for major medical, hospitalization, medical evacuation, and repatriation.

All references in this Release to WPU include, but are not limited to, all officers, directors, staff members, campus directors, chaperones, program leaders, employees, advisors, and agents. I have read the terms and conditions set forth in the University's policies and procedures for study abroad programs. I have also been informed and agree that they constitute part of my agreement with WPU. I understand and agree to all of the University's terms as set forth in the faculty guidelines for study abroad programs and in this Release. I further understand that this Release and Agreement shall only take effect upon my acceptance by WPU to lead the Program.

Program Leader: (Print): \_\_\_\_\_

SSAP Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**William Paterson University  
Center for International Education  
Summer Study Abroad Programs**

PRE DEPARTURE INFORMATION

**CITY(IES):** \_\_\_\_\_ **COUNTRY:** \_\_\_\_\_, **YEAR:** \_\_\_\_\_

**Dr. [REDACTED], Program Leader & Professor of Record**

### **Introduction**

While it is impossible to plan for all contingencies involving a Summer Study Abroad Program (SSAP), emergency procedures must be established and followed. These procedures allow us to react in a responsible and level headed way when emergencies do arise.

### **Code of Conduct**

Students must obey the rules and regulations of the host country, host institution and respect the code of conduct as stipulated in the WPU Student Handbook and Student Catalogs. Mature behavior and respect of the host country is expected as it relates to the host countries social customs. Students should be aware that the laws regarding drugs, alcohol consumption, and sexual conduct are different in foreign countries than they are in the United States. When in doubt follow the laws, as you know them in the US. **This is for your protection. The misuse of alcohol and drugs can result in dismissal from the SSAP without refund. Students will be responsible for their return flight home, including any penalty costs due to date change.** For specific information regarding the disciplinary actions as they relate to alcohol and drug consumption see the WPU Student handbook.

Students participating in a SSAP should expect to follow the rules and regulations as they are stipulated in the WPU Student Handbook. They should familiarize themselves with the drug policy, misuse of alcohol and sexual harassment so as to avoid dismissal from the SSAP. Students who leave the SSAP because of misconduct will not earn the university credits if travel is terminated early. It is the financial responsibility of the student to cover any costs incurred if travel must be altered or terminated early due to student misconduct.

### **Disruptive Conduct**

Faculty, students, administrative staff, and employees who intentionally act to impair, interfere with, or obstruct the mission, purposes, order, academic atmosphere, operations, processes, and functions of WPU shall be subject to appropriate disciplinary action by University authorities for disruptive conduct, as set forth in the WPU Student Handbook and applicable collective bargaining agreements.



## Registering at US Embassy

The Program Leader will register all participants in the SSAP at the US Embassy upon their arrival (<http://www.embusa.xxx>). The Program Leader encourages family members to keep abreast of the political climate overseas by reading <http://travel.state.gov/>.

### The American Citizen Services Unit is located at:

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

**For emergency assistance after hours**, American citizens may call:

Telephone: \_\_\_\_\_ to speak to the duty officer.

All students must document (via email to you or personal statement) that they have visited the website US State Department <http://travel.state.gov/> and have read travel warnings or alerts and are committed to travel.

The American Citizen Services Unit handles a wide variety of services. The unit issues emergency passports, processes passport applications, provides notary services, voting information, and documents births and deaths of Americans abroad. It also assists travelers in distress. For example, in acquiring funds from home, in arranging for medical care, or in assisting Americans who are arrested or incarcerated. (<http://www.embusa.xxx>).

### Passport copies

Students should make copies of his or her passport (photo page) to leave with i) a family member in the US, ii) the WPU Center of International Education, iii) the **Program Leader** and iv) one for the student. It is recommended that students carry **the copy** of the passport 24/7. Copies of passports of **ALL** travelers must be on file in the Office of the Provost.



**William Paterson University  
Center for International Education  
Summer Study Abroad Programs**

### **Access to Program Leader**

The **Program Leader** will carry a cell phone to have access to students 24 hours a day, 7 days a week during the SSAP. This cell phone number will be emailed to WPU officials, students and their guardians or spouses prior to their departure. Students must inform the **Program Leader**, his or her roommate and a buddy (who is not traveling with the student) when they take a trip that is not part of the SSAP. Additionally, students and the **Program Leader** should establish a buddy system where one student knows another student's daily activities. This is a precautionary measure and in no way is to be construed as a violation of privacy.

- All students **must** have 24/7 access to **Program Leader** via cell phone); and email                     @internetserviceprovider.com
- Program Leader's Cell Phone #: \_\_\_\_\_
- Hotel, Residence, or Home stay family (if any)
- Roommate (if any)
- A friend, other than your roommate
- WPU Police (973-720-2300)
- WPU Provost Office (973-720-3156)

### **What is an emergency?**

An emergency is any circumstance that poses a genuine risk to, or that has already disturbed the safety and well-being of program participants. Emergencies will include, though not confined to, the following types of events and incidents:

- Criminal assaults against program participants
- Disappearance or kidnapping of a participant
- Sexual assault or rape
- Serious illness, physical or emotional, injury or death
- Hospitalization for any reason
- Arrest, incarceration, or deportation
- Terrorist threat or attack
- Political crisis (local, national, international)
- Natural disasters such as earthquakes, fires, floods, hurricanes, etc.

Once the situation has been assessed and stabilized, the **Program Leader** (along with the host institution) will contact the student(s) involved and the WPU representative in the US, who in turn will notify the parents, guardians or responsible contact person for the participant(s) when this warranted.



**William Paterson University  
Center for International Education  
Summer Study Abroad Programs**

In the event that the **Program Leader** is incapacitated, the host institution will inform the WPU representative and accompanying family member. Students should continue his or her daily routine. The host institution will replace the **Program Leader** until he/she is able to resume his/her responsibilities. In the event of death (**Program Leader**'s or family member), the host institution (in consultation with WPU who will pay for substitute) will find a qualified instructor to resume teaching and directorship responsibilities.

**Emergency action while at the international program site**

<http://www.travelcuts.com/usa/html/idcards/isicinsurance.html>

The **Program Leader**, or his/her representative, will need to do one or more of the following depending on the particular type of emergency

- Ensure safety of participant(s).
  - Contact U.S. Embassy for support.
  - Contact WPU official(s):
1. WPU Police (973-720-2300)
  2. Stephen Hahn  
Associate Provost for Academic Affairs  
Phone: 973-720-3156  
Email: [hahns@wpunj.edu](mailto:hahns@wpunj.edu)  
300 Pompton Rd, Raubinger Hall 100  
Wayne. NJ 07470
  3. Alice Armstrong  
Program Assistant  
Phone: 973-720-2580  
Email: [armstronga@wpunj.edu](mailto:armstronga@wpunj.edu)  
300 Pompton Rd, Raubinger Hall 100  
Wayne. NJ 07470

4. College Designees:  
Dr. Daryl Moore/College of Arts & Communication – 973-720-2230  
Dr. Siamack Shojai/Cotsakos College of Business – 973-720-2964  
Dr. Candace Burns/College of Education – 973-720-2137  
Dr. Jean Fuller-Stanley/College of Science & Health – 973-720-2194  
Dr. Kara Rabbitt/College of Humanities & Social Sciences – 973-720-2413
5. Office of the Provost (973) 720-3156
6. Contact host institution, in the event the **Program Leader** is incapacitated.

### **Previous Medical Condition**

Students should advise the **Program Leader** and WPU representative of any medical condition that requires medication. This information will be kept confidential, but is essential for the **Program Leader** to make sound decisions on behalf of the participant(s). Any medications should be taken with the participant's carry-on luggage and **should not** be packed in his or her luggage.

### **Insurance**

While the SSAP fee includes tourist health insurance and medical evacuation insurance covered by the [ISIC card insurance](#), in the event of a major accident this coverage may not be sufficient. Students are encouraged to contact their home insurance office to see what coverage their policy offers them while they are abroad. Personal liability insurance is **not provided**. Participants should check to see if his or her homeowner's insurance covers him or her while overseas. Students who take laptops and expensive camera equipment abroad are advised to make sure that it is covered under their homeowner's policy. Otherwise, program leader must secure travel and health insurance.

### **Sexual Harassment**

Sexual Harassment is a form of employee or student misconduct which undermines the integrity of the working or learning relationship. All members of the WPU community are entitled to study and work in an atmosphere free from any form of sexual harassment. Therefore, it is a violation of this rule for any employee or student to engage in conduct constituting sexual harassment. It is also a violation of this rule to retaliate against anyone who complains of sexual harassment or who participates in a proceeding related to a sexual harassment complaint. Students should familiarize themselves with the definition of harassment as stated on the WPU Student Handbook.



**William Paterson University  
Center for International Education  
Summer/Short-Term Study Abroad Programs**

**STUDENT APPLICATION**

**YOU MUST ATTACH A COPY OF YOUR VALID PASSPORT TO YOUR APPLICATION**

SSAP to which you are applying/going: \_\_\_\_\_

Country \_\_\_\_\_ City \_\_\_\_\_

Term/Year of Study: \_\_\_\_\_

(Circle the one that best applies to your SAP and write down the year)

FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER (I, II) \_\_\_\_\_ INTERSESSION \_\_\_\_\_

**Faculty Coordinator:** \_\_\_\_\_

**I. PERSONAL INFORMATION**

Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Current citizenship: \_\_\_\_\_ Passport #: \_\_\_\_\_

Are you a New Jersey resident (Do you pay in-state tuition) \_\_\_\_\_

Current Mailing Street (Valid until \_\_\_\_/\_\_\_\_/\_\_\_\_):

Number and Street \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Telephone address: (\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Permanent Mailing Address** (Valid until \_\_\_\_/\_\_\_\_/\_\_\_\_):

Number and Street \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Telephone number: (\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION – 24 HOUR CONTACT**

Name: \_\_\_\_\_

Last	First	Relationship
Number and Street		Apt. #
City	State	Zip code

Telephone number: (\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_

**II. ACADEMIC INFORMATION**

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Current Academic Status: Freshman\_\_ Sophomore\_\_ Junior\_\_ Senior\_\_ Graduate\_\_ Other \_\_

College/University you are currently enrolled in: \_\_\_\_\_

Current G.P.A.: \_\_\_\_\_

**Financial Information**

Will you be applying for financial aid? \_\_\_\_\_ (Y/N)

Have you filled out your FAFSA form for this school year? \_\_\_\_\_ (Y/N)

If you are attending a Summer Program, do you have a Summer Application on file? \_\_\_\_\_ (Y/N)

Are you applying for any Scholarship? \_\_\_\_\_ (Y/N)

**COURSE (S):** (Write down the course(s) you plan on taking): \_\_\_\_\_

**III. IN HOST COUNTRY**

**Room and Board:** ALL ROOMS ARE NON-SMOKING ROOMS

No housing needed

Homestay

Individual room (may not be available for all Locations or SSAPs)

Double room: \_\_\_\_\_ Roommate Requested: \_\_\_\_\_  
(Name)

Are you a smoker? \_\_\_\_\_ If not, would you mind a smoking roommate? \_\_\_\_\_

Are you a vegetarian? \_\_\_\_\_ If so, to what extent? \_\_\_\_\_

Are you allergic to any foods? \_\_\_\_\_ If so, which foods? \_\_\_\_\_

**COMMENTS:**

Please write down any information that you feel we need to know in order to make your SSAP an easier transition (i.e. learning disabilities, special food needs, allergies, etc.). \_\_\_\_\_

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I, the undersigned, acknowledge that I have read the CIE SSAP Application and that all statements are correct to the best of my knowledge. In addition, I, the applicant, authorize the release of my transcript(s) and recommendations to the academic institutions involved in the SAP for which I have applied.

Applicant's Signature	Date	Parent/Guardian's Signature (Required if applicant is under 18)	Date
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Check here if you do not wish to have your name and address release to other SSAP participants.



**William Paterson University  
Center for International Education  
Summer Study Abroad Programs**

**STUDENT APPLICATION**

**IV. STUDENT CERTIFICATE OF INSURANCE  
Medical, Health, Accident, Hospital and Repatriation**

My insurance carrier has certified to me that the following policy, which is currently in force, will cover me while overseas:

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_

Zip code: \_\_\_\_\_ Policy number: \_\_\_\_\_

Name of policy holder: \_\_\_\_\_

Valid from: \_\_\_\_\_ through (date): \_\_\_\_\_

I further understand that I am responsible for providing my coverage for health, accident, medical, hospital, and repatriation insurance during the entire period I will be a participant in the SSAP for which I have been accepted.

Name (print): \_\_\_\_\_

Program: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** If you do not currently have insurance, you **must** purchase adequate coverage: i.e., Major Medical, \$200,000; Medical Evacuation, \$10,000; Repatriation, \$7,500.

**All participants must be insured. This is for your own protection.**



**WILLIAM PATERSON UNIVERSITY  
CENTER FOR INTERNATIONAL EDUCATION  
SUMMER STUDY ABROAD PROGRAMS**

**STUDENT RELEASE AND ASSUMPTION OF RISK AGREEMENT**

I, the undersigned, an applicant for the Summer Study Abroad Program (the "Program") of William Paterson University, in exchange for permission given to me by William Paterson University to participate in the Program, hold harmless and release from any and all claims, demands, or causes of action against the State of New Jersey, William Paterson University Board of Trustees, William Paterson University and their respective agents officers and employees (referred to in this Release collectively as "WPU") for any injury, death, damage or loss of any kind including, but not limited to, the following: any vehicle, war, weather, strike, sickness, quarantine, government restriction or regulation, any act or omission of any airline, railroad, hotel, restaurant, bus company, taxi service, school, university, or any other person, firm, agency (government or private), company or individual which is associated with WPU, directly or indirectly, in connection with the Program. I also hold harmless, release, and agree to indemnify WPU with regard to any financial obligations or liabilities of any kind that I may incur personally or any damage resulting from my participation in the Program.

I understand that all travel involves some risk, and I voluntarily agree to assume all the risks, expected or unexpected, that are inherent with domestic and foreign travel as a condition of my acceptance for participation in the Program. I acknowledge and agree that I am aware of or have been warned of such risks, and I have been advised to take appropriate action and to govern myself accordingly.

I grant WPU full authority to take whatever action it may consider to be warranted under the circumstances concerning my health and safety, and I fully release WPU from any liability for any such decision or action as may be taken in connection therewith. I authorize WPU, at its discretion, to place me, at my own expense (or the expense of one or both of my parents or guardians) and without my further consent, in a hospital within or outside the United States of America for medical services and treatment. If deemed necessary or desirable by WPU, I authorize it to transport me back to the United States of America by commercial airline, and I assume responsibility for the expenses involved. I agree that any funds advanced to me for any purpose will be reimbursed upon demand by either me or my parents or guardian. I have been advised that I must be covered by health and accident insurance during the entire period of my participation in the Program, which will include coverage for major medical, hospitalization, medical evacuation, and repatriation.

I agree to comply fully with the rules of WPU and the host institution and/or host facility. I understand that WPU does not operate the Program at the host institution. I agree that WPU and the host institution have the right to enforce their standards of conduct and that, should I fail to comply with them, WPU has the right to terminate my participation in the Program with no refund of monies paid. In the event of termination, I agree to be sent home at my own expense or the expense of one or both of my parents or guardians. Except for those periods designated as free time, I agree at all times to remain under the supervision of WPU or the host institution and will comply with its rules, standards, and instructions for student behavior. I waive and release any and all claims against WPU arising out of my failure to remain under such supervision or to comply with any such rules, standards, and instructions.

It is my further understanding and I agree that WPU is not responsible for any injury, death, damage, or any loss whatsoever sustained by me during any period of independent travel (which I understand is at my own expense and may be arranged by me separate from the Program) or during any absence from the Program or other supervised activities. On group tours, field trips, excursions, or other activities arranged by WPU, I will accept the will of the majority whenever a matter of choice is presented to the group. I understand that from time to time, WPU publicity material may include statements made by its students, or their photographs, or both and I consent to the use of my comments and photographic likeness. I understand that WPU reserves the right to make changes in initial campus assignments, academic centers, or like matters and to make alterations in the Program and itineraries as may be required. I understand that Program charges are based on applicable tariffs and government regulations and are subject to change depending on regulations in effect at the time of departure.

All references in this Release to WPU include, but are not limited to, all officers, directors, staff members, campus directors, chaperones, program leaders, employees, advisors, and agents. All references to a "parent" shall include the legal guardian or other adult responsible for me.

I have read the terms and conditions set forth in the University's descriptive information of the Program and I agree that they constitute a part of my agreement with WPU. I understand and agree to all of the University's terms as set forth in the descriptive information (which is incorporated by this reference) and in this Release. I further understand that this Release and Agreement shall only take effect upon my acceptance by WPU into the Program.

Applicant Name (Print): \_\_\_\_\_

SSAP TO: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that I am the parent or legal guardian of the above applicant, that I have read the foregoing Release, and that I examined the information in the Program description. I join in each and every part of the Release (including such parts as may subject me to personal financial responsibility for the applicant), and release any claim that I may have against WPU, both on my own behalf and in my capacity as legal representative of the applicant, including without limitation any claim arising as a result of the applicant's leaving the supervision of WPU.

Name of Parent or Guardian (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WILLIAM PATERSON UNIVERSITY  
CENTER FOR INTERNATIONAL EDUCATION  
SUMMER STUDY ABROAD PROGRAMS**

**STUDENT REFUND POLICY**

Cancellations and requests for refunds must be made in writing to the Program Leader of the Summer Study Abroad Program (SSAP) with a copy to the Center for International Education. The Program Leader will be entrusted with making the final decision.

**The application deposit is/are non-refundable for any reason other than a medical. Proper documentation must be provided.**

A student who withdraws prior to, or during the SSAP, will receive a refund according to the following schedule:

- **Withdrawal more than 60 days prior to the SSAP:** All paid fees less the.
- **Withdrawal between 60 days prior to the SSAP and SSAP start date:** Fifty (50) percent refund of all required fees less the application and confirmation deposits.
- **After the SSAP has begun:** No refund.

No refund will be given if a student is removed from a SSAP as a result of a violation of the rules, regulations, policies, and/or procedures in place at WPU and/or the host institution. The student is responsible for SSAP fees according to the above schedule. Should a student withdraw within the timeframes listed above, but has not paid the SSAP fees, the student is still liable for those fees and will be invoiced for the outstanding balance due.

If a student does not comply with the terms of the refund policy as outlined above, the usual measures at the university's disposal for accounts receivable will apply.

Airline tickets, once purchased in the name of the student, are subject to airline/travel agent rules. WPU is not responsible for refund of airline tickets. See SSAP leader for details

Applicant Name (Print): \_\_\_\_\_

SSAP TO: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WILLIAM PATERSON UNIVERSITY  
CENTER FOR INTERNATIONAL EDUCATION  
SUMMER STUDY ABROAD PROGRAMS**

**STUDENT APPLICATION CHECKLIST**

- 1. A \$75.00 non-refundable application fee made payable to William Paterson University is required to initiate an application.
- 2. You are a student in good standing at WPU or another institution of higher learning
- 3. You do not have any academic HOLDS at WPU or another institution of higher learning
- 4. You do not have any financial HOLDS at WPU or another institution of higher learning
- 5. You have discussed your SSAP courses with your advisor for equivalence
- 6. You know that credit taken at a Host Institution is transferable but grade does not compute with WPUNJ - GPA
- 7. An official/unofficial copy of a current academic transcript must be sent to the Center for International Education (CIE).
- 8. Complete the SSAP Application form. (Fill out the entire application as directed.) Date sent \_\_\_\_\_
- 9. Photocopy of your passport.
- 10. Proof of health, medical and accident insurance
- 11. Written documentation from medical professional on your ability to travel internationally (medical clearance)
- 12. Release and Assumption of Risk form - signed by you **and** your parent/guardian **if** you are under **18**.
- 13. WPU Student Health History Data form. (For non-WPU and non-degree seeking students only).
- 14. Course approval form (Top half of form only).
- 15. Copy of your flight itinerary (Only applies to WPU programs).
- 16. SSAP program costs and fees **are due prior** to departure. Checks should be made out to WPU and include your student ID number in the memo section of your check. (Students on non-WPU programs may be registered at WPU, when it is necessary for financial aid or accreditation reasons).
- 17. Program Evaluation form sent on \_\_\_\_\_. This is sent to you at the conclusion of your SSAP.

All students are required to have a passport for traveling abroad. U.S. students can apply for a passport by visiting <http://travel.state.gov> to download an application form (Allow four to six weeks for processing).

Please notify the CIE promptly by airmail/fax/e-mail **if** you make any changes to your study abroad program schedule. **Failure to do so will result in a \$50.00 late fee and fee liability for classes added or dropped after the published deadlines.** The CIE will not guarantee credit for courses that were not pre-approved before departure.

If you will be overseas for more than three months a student visa may be required. All international students must let the CIE know they are international students when they turn in their applications as this affects your fees and visa requirements.

Financial aid can be applied for through the institution where you are degree-seeking.



**William Paterson University**  
**Center for International Education**  
**Summer Short-Term Study Abroad Programs**

**Privacy Act Waiver**

I, \_\_\_\_\_ grant the staff of the Center for International Education permission to contact the following person(s) and discuss information related to my academic file as well as other pertinent details that may arise during the course of management and implementation of the Summer Short-Term Study Abroad Program. Those who I authorize are listed below:

---

(Student Signature & Identification Number)

---

(Date)



**William Paterson University**  
**Center for International Education**  
**Summer Short-Term Study Abroad Programs**

**Pre-Departure Brief**  
**Acknowledgement of Receipt and Attendance**

I, \_\_\_\_\_ have received a copy of the William Paterson University, Center for International Education's Summer Short-Term Study Abroad Pre Departure handbook for Students. I certify that the staff of the Center for International Education has presented a summary of the contents of the materials in which I am in possession. However, the ultimate responsibility for obtaining the information contained within rests with me.

---

(Student Name & Identification Number)

---

(Date)



**William Paterson University**  
**Center for International Education**  
**Summer Short-Term Study Abroad Programs**

**Financial Responsibility Student Acknowledgement**

**Summer Short-Term Study Abroad Program ( \_\_\_\_\_ )**  
Indicate Year

I, \_\_\_\_\_, am aware that student loans, financial aid, scholarships, and other funding that is applied to the Summer Short-Term Study Abroad Program may **NOT** cover the full expense incurred for my particular program to which I have been accepted. Furthermore, I have been advised by the staff of the Center for International Education that I am responsible **to register for the specific Study Abroad course(s): (Please list each course separately in the space provided):** \_\_\_\_\_

\_\_\_\_\_. ***I am completely and solely responsible to satisfy my tuition payment prior to departure.*** I am aware that failure to pay tuition to the host institution, New Jersey State Consortium of International Studies, or William Paterson University may result in all grades and registration being put on “**hold**”.

\_\_\_\_\_  
 (Student Signature & Identification Number)

\_\_\_\_\_  
 Month

\_\_\_\_\_  
 Day

\_\_\_\_\_  
 Year

## William Paterson University Summer Study Abroad Program

Checklist: Completed 45 days before departure

- 1. Proposal Abstract:
  - Summary
  - Program dates
  
- 2. Letters of agreement from host institution
  
- 3. Proposal Application:
  - a. Program Leader Information
  - b. Course Information
  - c. Approval signatures (in the following order)
    - Faculty Member / Program Leader
    - Department Chair
    - Registrar
    - Dean of the College
    - Director of International Programs
    - Provost and Senior V.P./designee
  
- 4. Recruitment/advertising plan
  
- 5. Budget sheet:
  - Fixed costs
    - a. Tuition
    - b. Faculty salary
  - Variable costs
    - a. Travel & accommodations
    - b. Site visits
    - c. Transportation

**NOTE: Budget must show that the trip is self-sustaining**

- 6. Itinerary (detailed travel plan from beginning to end)
  
- 7. Timelines for students:
  - a. Application deadline(s)
  - b. Tuition payment schedule
  - c. Orientation dates
  - d. Final payment
  
- 8. Travel Approval Forms
  - Program Leader
  - Students (list with ID#s, copies of passports, etc.)



**William Paterson University  
Summer Study Abroad Program**

- 9. Voucher Payment Forms:
  - Tours
  - Travel
  - Transportation
  
- 10. Emergency Contact Information: – 24 hours @ destination – 2 sources
  - Students
  - Program Leaders
  
- 11. Completed Student Applications: – All sections
  - a. Signed agreement to pay tuition and travel costs
  - b. General Info
    - 1. Personal Info
    - 2. Emergency contact
    - 3. Academic Information
    - 4. Financial Aid
    - 5. Room/Board
    - 6. Comments
  - c. Student Certificate of Insurance
  - d. Student Release and Assumption of Risk Agreement
  - e. Valid passport
  - f. Student Travel Request Form w/signature(s)
  - g. Signed student responsibility form (trip and tuition costs separate)
  
- 12. Student Orientation Plan:
  - a. Contingency plan information
  - b. Embassy information
  - c. Orientation dates ( minimum #)
  
- 13. Insurance policies:
  - a. Individual
  - b. Group
  - c. Travel
  
- 14. Copies of passports of all Travelers **must** be on file in the Office of the Provost.

Questions? Call: Stephen Hahn: 973-720-2121  
Email: [hahns@wpunj.edu](mailto:hahns@wpunj.edu)  
Contact: Alice Armstrong: 973-720-2580  
Email: [armstronga@wpunj.edu](mailto:armstronga@wpunj.edu)

**William Paterson University**  
**Center for International Education**  
**Summer/Short-Term Study Abroad Programs**

## **FACULTY GUIDELINES**

### **I. INTRODUCTION**

The purpose of these guidelines is to establish a uniform institutional policy to monitor all college-based Summer Study Abroad Programs (SSAP) under the sponsorship of William Paterson University (WPU), or with the authorized use of WPU's name or other resources including the services of WPU faculty and staff. A SSAP implies travel of a group of WPU students, faculty, and staff, as well as non-WPU students to the same destination on a short-term, summer or activity. A SSAP involves academic activities, field trips and excursions, research endeavors, as well as other instructional and cultural initiatives.

A SSAP is subject to the associated guidelines. It requires the approval and signatures of the Department Chair, the Executive Director of International Programs, and the Provost or designee. The responsibility for implementing the guidelines outlined herein for the SSAP is delegated to the Program Leaders and coordinated by the Executive Director of the Center for International Education (CIE).

Program Leaders, who must be WPU faculty, are responsible for the arrangements for the entire travel activity, preparation of all documentation, procurement of all approvals, and the implementation of these faculty guidelines. They shall meet with the Executive Director of the CIE in the early planning stages in order to discuss the details of an intended travel activity.

Program Leaders must complete a Proposal Form to offer the SSAP. As discussed in these guidelines, a budget sheet, contingency plan, planned itinerary, pre-departure orientation outline, and course syllabus shall be attached to the Proposal Form. Travel arrangements for the SSAP include, but are not limited to, the retaining of a travel agent, procurement of tickets for common carriers, the reserving of rooms and other accommodations for SSAP participants, the booking of side-trips or tours and any and all arrangements related to travel which use the WPU name, personnel, or services.

Program Leaders are encouraged to read these faculty guidelines thoroughly and to keep it with them when they are overseas. Developing and leading a SSAP gives Program Leaders a unique opportunity to interact with their students in ways they will not have experienced here at WPU. However, this also involved assuming a specific set of responsibilities.

### **II. ACADEMIC ISSUES**

#### *Course(s)*

The course(s) offered during the Summer/Short-Term Study Abroad Program (SSAP), are proposed by the faculty member and approved by the Department and the College. The syllabi of the course(s) should integrate the overseas travel with structured academic activities designed to enhance student learning. Faculty planning a SSAP should remember that a one-credit course normally requires 15 instructional contact hours of class work or appropriate substitution of field activities and research papers.

### ***Grading***

The faculty member decides on the course grades for students who enrolled. In many SSAP's, participants are required to submit written work such as a project paper or other culminating experience.

### ***Program Leader***

The faculty member leading the students on the SSAP for the course(s) overseas is the Program Leader. More than one program leader is determined by the faculty to student ratio of more than 1:10.

### ***Program Location***

The faculty member proposing the SSAP selects the location. WPU will not approve travel to a country where there is a U.S. State Department travel warning (<http://travel.state.gov/>).

### ***Summer Study Abroad Program***

The SSAP consists of university-credit course(s) taught abroad for a short period of time: a summer or intersession semester, winter session, spring break and summers are typical short term study periods. Some SSAPs may have classes or Internet sessions before and/or after the period spent abroad.

WPU students participating in any sponsored SSAP must be enrolled in courses for academic credit. The courses should adhere to all expected academic requirements at WPU. Therefore, course syllabus (bi), outcomes, context, contact hours, grade policy, and student evaluation will be required. If the courses do not exist in the WPU curriculum, a new course should be developed utilizing the official approval process. All costs related to registration should be paid, prior to the trip departure.

### ***Student Evaluations***

Since the SSAP involves a course, a Student Opinion of Teaching and Course, SOTC, form must be administered and processed in the usual manner. The completed evaluation forms should be collected by one of the travelers and turned into the CIE no later than three weeks after the students have returned from the SSAP. In addition, the SSAP Evaluation form will be sent by the CIE directly to the students upon their return. The results will be shared with the Program Leader. Administering both student evaluations is mandatory.

## **III. ADMINISTRATIVE ISSUES**

### ***Advertising***

SSAP must be open to all interested WPU students regardless of the major and all participants must be in good academic standing during the current semester. Prerequisites may be required for participation, based on the topics covered during the SSAP. Advertising for SSAPs is normally prepared by the CIE based on the information provided by the Department where the course(s) is offered. All advertising should include a statement that fees, dates, courses and number of credits to be offered are subject to change. Additionally, it should be noted that in state and out-of-state tuition guidelines apply.

### ***Cancellations***

SSAPs must provide a safe and conducive environment for individual learning and growth. The consult with CIE to the U.S. Department of State regarding travel advisories and travel warnings.

The university may make recommendations to cancel a SSAP if: i) the destination location is determined to be unsafe, ii) inadequate educational or administrative preparations were made, and iii) ethical and/or professional issues impact the conduct of the SSAP. SSAPs may be cancelled due to insufficient enrollment, or other conditions the university deems unsafe or inappropriate.

### ***Contingency Plan***

The Program Leader will submit to the CIE a detailed contingency plan in case of emergencies and information on hotels and sites where he/she can be reached. The Contingency Plan should anticipate how to proceed in case of a travel, medical, or personal emergency abroad. It will designate a desired order in which at least three WPU administrators are to be contacted in the event that the Program Leader or a member of the SSAP becomes incapacitated while away from WPU. Copies of the Contingency Plan must be provided to all SSAP participants. Students with medical conditions must inform program leader of same.

### ***Disruptive Behavior***

Students are subject to the Academic and General Policies stated in the WPU Student Handbook and required to follow the direction of the Program Leader while on the SSAP. Sometimes students engage in behavior that may prevent other students from achieving their educational goals on the SSAP. This might involve noisy behavior late at night in the place of lodging or problems related to alcohol or drug abuse. The Program Leader might consider how such a problem would be handled in a class on the home campus in attempting to prevent a recurrence. The Program Leader can also call the Provost's designee for further guidance. The Student Release and Assumption of Risk Agreement form provides for students to be sent home from the SSAP in cases of extreme disruption.

### ***Planning***

Planning for a SSAP should begin a year in advance along with the CIE and reach the Provost's Office at least six months before the anticipated date of departure. It is important to remember that the recruitment process for SSAPs is lengthy and it is best to obtain approval for it as early as possible. Estimates of travel and accommodation costs may need to be used in the SSAP Proposal, since such costs may change by the time the students sign up for the trip.

### ***Overseas Contact***

It is not essential that SSAP's go to locations where WPU has an overseas contact, such as an institution with which WPU has an agreement. However, in these cases local arrangements are often made much more easily.

## IV. FINANCIAL ISSUES

### *SSAP Agency Account*

The Program Leader must create a CIE Agency Account. Students should make checks payable to William Paterson University and write their student ID and the SSAP in the memo portion of the check. In some cases, some or all of the expenses may be paid to a travel agency, airline, or SSAP company. Approximately, three weeks advance notice should be given when requesting a check to be drawn on the CIE Agency Account to cover travel expenses. Invoices or a memo outlining the SSAP costs must support the check request. Local banks may impose a delay of a few days before cash may be withdrawn against the resulting check.

### *Budget*

The SSAP Budget Sheet must be completed and attached to the SSAP Proposal. In projecting the costs the Program leaders must ensure that the trip is self-sustaining. Salaries and other fixed costs must be less than or equal to the revenues that will accrue from paid participants. Generally the income from tuition must completely cover all faculty travel costs and salaries. For that reason, the budget sheet must establish a minimum number of students to make the trip viable.

Any expenses not accounted for on the budget sheet must include a narrative explanation.

### *Faculty Compensation*

Summer Study Abroad Program **Faculty Leaders** have full responsibility for the development of a Summer Study Abroad Program proposal and its implementation, including the supervision of students beyond the teaching of individual courses during the Summer Study Abroad Program and for teaching during the Program. The Program Leader is compensated by at the bi-weekly rate of his or her current base salary pro-rated to the duration of the program. The Program Leader receives, in addition, compensation of 1-credit in the previous Spring Semester of early Summer Session period for the development of the proposal. The Program Leader's travel, lodging, and board are paid for during the Program duration.

In the case where faculty members share the role of Program Leader, each co-leader shall be compensated at exactly one-half the rate of his or her current bi-weekly rate of his or her base salary pro-rated to the duration of the program.

Summer Study Abroad Program **Faculty** has the responsibility for the teaching of courses only during the Summer Study Abroad Program and is compensated per credit at the prevailing Summer Session rate for their respective rank or status. In addition, the Program Faculty member's travel, lodging, and board are paid for during the Program duration.

Summer Study Abroad Program **Associate Faculty** are faculty members who choose to travel with the program but have no responsibility for teaching a course or courses or for supervising students in the program. They are not compensated as part of the program; such faculty are individually responsible for the cost of travel, lodging, and board. Informal participation of such faculty in any course or other activity does not constitute teaching or other responsibility to be compensated.

### ***Financial Aid***

WPU does not provide funding to underwrite tuition and travel costs for student participants except for cases in which such funding is provided in a University grant. Students may use financial aid to defray SSAP costs. Students going overseas must complete a Financial Aid Application form around the deadline given by the Office of Financial Aid. Students should not rely on financial aid for fronting costs, but rather as a way of reimbursing study abroad expenses already covered by the student.

### ***Participation Requirements***

Before submitting a SSAP proposal for approval, the sponsoring department must provide substantive evidence and assurances that all arrangements for lodging, instruction space and local travel at the host institution / country have been made for students and faculty. Participating students must make sure that they have documentation of the required health and life insurance, all the required immunizations, and are also responsible for obtaining their passports and visas. Documentation must be submitted in advance to the CIE. Contact the CIE for specific information about these requirements.

The sponsoring department must develop and offer an orientation workshop for all participating students and attendance / participation should be required. Program expectations as well as those of the host institution / country should be thoroughly discussed.

All contractual agreements between the students and any outside group / agency regarding the SSAP that makes any reference to WPU must be submitted to the Provost's Office for review and approval by the University's legal staff before final arrangements are concluded for departure. Furthermore, faculty must disclose any personal financial gain, fringe benefits, or other arrangements made with any travel agency prior to making final arrangements.

### ***Receipts***

A receipt book and an expense diary are indeed useful to keep track of travel expenses. A summary of travel expenses itemized by type and supported by receipts with dates must be presented to the CIE. Any surplus money should be returned to the appropriate Department or College also at this time. The SSAP reconciliation must be turned into the CIE within three weeks of returning to the U.S.

## **V. TRAVEL ISSUES**

### **Pre-departure Documents**

Prior to travel, the CIE requires the following information from each participating member, including the Program Leader.

- Study Abroad Application form
- Signed Release and Assumption of Risk Agreement form
- Signed Receipt of Information form
- Certification of Medical Insurance
- Copy of picture page of Passport
- Email address that the student will check while traveling.
- Phone/Fax/Email for each location where the group will stay.
- Contingency Plan

Students wishing to audit a course should submit at this time evidence of permission to do so from the Program Leader.

### ***Pre-departure Orientation***

A pre-departure orientation must be held, even if all travelers cannot attend. During the orientation, the Program Leader along with an CIE staff member will discuss the course syllabus, itinerary, grading procedures, personal safety, local culture, students' rights and responsibilities, emergency contacts, meeting points, visas, appropriate dress, and behavior during the travel and overseas activities.

- Students should be informed about the State Department Travel site (<http://travel.state.gov/>). This contains relevant “headlines” and information about the countries to be visited on the SSAP. The site provides details of any travel warnings and a Consular Information Sheet which has information on visa requirements, safety and crime, health facilities, appropriate clothing and the location of the U.S. Embassy.
- Students should be informed about the Centers for Disease Control and Prevention site (<http://www.cdc.gov/>). The Spotlights on the site contain articles of interest. Below this link there is a further link labeled Travelers. Students should be told to follow this link if they have any questions. There is also a link called Traveler’s Health. Students should click on this link and enter the region of the world where they are traveling.
- Students as well as faculty participating in a SSAP are highly encouraged to carry travel insurance. Standard coverage offered by leading insurance companies in most countries around the globe includes, but is not limited to, emergency evacuation, repatriation of remains, accidental death and dismemberment, accident medical expense, passport replacement, per day sickness and hospital, domestic travel delay, baggage delay, and an emergency worldwide toll free number. The International Student and Faculty ID Card can be purchased by visiting ([www.isicus.com](http://www.isicus.com)).
- Students should be informed of procedures for making telephone calls when overseas. They can be informed about services that enable them to call home by dialing a local number while abroad and billing their home telephone or a credit card. This service is offered by long distance telephone companies such as: AT&T (AT&T Direct): <http://www.consumer.att.com/global/english/away/directservice.html> and WorldCom (MCI): <http://global.mci.com/us/enterprise/voice/callincards/worldphone/>. The same company that provides the International Student Identity Card is only one of many other providers selling long distance minutes in advance of travel: <http://www.isicus.com/connect/index.html>.
- Students should be informed that they may call the WPU Police number from overseas in case of an emergency while traveling. Its telephone number is 1-973-720-2300 and is manned by a dispatcher 24/7. The WPU police will pass along the information to the CIE. The WPU University Police has the home and office phone numbers for the CIE staff.
- Students with non-immigrant visas (F-1, J-1, etc) who wish to participate in a SSAP should be informed that they must contact International Student and Scholars, ISS, to obtain appropriate travel documents if visas are needed for any of the proposed overseas locations. They will also need to make sure they are eligible for re-entry visas and authorization. Its telephone number is 1-973-720-2306.
- It is strongly recommended for Program Leaders to carry a cellular phone on the trip and its number along with other local emergency contact should be provided at the Pre-departure Orientation. In

some cases, there will be an Assistant Program Leader whom the students can contact if they cannot reach the Program Leader while on the trip. The Program Leader is responsible for the SSAP group and should be on call for the students at all times.

- Students also need to know the cancellation and refund policy for the SSAP. Typically, students will be refunded all unexpended monies if the SSAP is cancelled. There is also a date close to the point of departure beyond which students may not drop out from the SSAP and obtain a full or partial refund. This date is set by the Program Leader. Often, funds must be expended prior to departure to guarantee lodging or airfares.
- Students need to sign the Receipt of Information form at the end of the Pre-departure Orientation session (or at a different appropriate pre-departure time) indicating that they have been informed of the above. Students must also sign the Certification of Insurance Form and the Assumption of Risk form prior to departure. These may be signed at the Pre-departure Orientation session.

### ***Travel Request and Approval Form***

Program Leaders must file an Employee Travel Request and Approval Form, ETRAF, prior to travel. Depending on the university regulations operating at the time of travel, the Program Leader may be able to obtain a percentage travel advance drawn on the CIE agency account. The ETRAF certifies that the Program Leaders are on official university business for insurance and legal purposes.

### ***Travel Arrangements***

The Program Leader is responsible for making appropriate arrangements for his/her travel and the group excursions. Most SSAPs use more specialized student travel agencies. A travel agency that specializes in student overseas travel is [http://www.statravel.com/index\\_secondaryv.asp](http://www.statravel.com/index_secondaryv.asp).

## **VI. TIMELINES**

### **A successful organization of a SSAP suggests the following time-line:**

- Month #12: Faculty members contact the CIE to request SSAP forms.
- Month #9: Consultation with Department Chairs and Deans for SSAP approval.
- Month #8: CIE meets with Program Leaders to review the proposal for the itinerary, budget, and promotional materials.
- Month #6: Provost's Office for SSAP approval.
- Month #5: Budgets and promotional materials are finalized; recruitment material is printed; recruitment begins.
- Months #5 and #4: Logistical preparations are reviewed and decision to run or cancel the SSAP is made based on an interim evaluation, in consultation with the faculty member teaching the SSAP and the appropriate academic department chair, by the CIE.
- Month #3: Student Application deadline.
- Month #2: Enrollments and final details are reviewed and final decision to run or cancel the SSAP are made, in consultation with the Program Leader, the appropriate Department Chair and Dean and the CIE. Faculty meet all prospective participants for interim orientation about the academic policies and requirements of the SSAP.
- Month #1: Program Leaders offer an orientation session to their students.



## VI. REQUIRED FORMS

### **Program Leaders and Students on SSAP:**

- Proposal
- Budget Sheet
- Itinerary
- Program Leader's Release and Assumption of Risk Agreement
- Contingency Plan
- Student Application
- Student Certificate of Insurance
- Student's Release and Assumption of Risk Agreement
- Student Refund Policy
- Student SAP Evaluation
- Student Approval of Credits (not required for all SSAPs)
- Student Inquiry Form
- Student Application Checklist

## William Paterson University Short Term Study Abroad

### Study Abroad/International Study Group Insurance Information

#### Eligibility

Study Abroad Group Health insurance plans have various eligibility requirements. Typically one would need a minimum of 2 to 5 students/members to be insured. The members must also engage in research, educational or cultural exchange activities outside their home country. Some group international student plans require their members to be full time students enrolled in a university. Most student group plans require the student to be on the plan if the dependents need coverage.

#### Coverage

International student group health insurance plans are designed to protect against sudden accidents or illnesses and they usually do not include benefits for preventive care, physicals, and immunizations, maternity, dental or vision care. These group plans typically do not cover pre-existing medical conditions

Most student group plans typically cover:

- Hospital & Surgery Fees
- Outpatient Doctor Office fees
- Diagnostic & lab fees
- Prescription drugs
- Repatriation of Mortal Remains

#### Enrollment

Most student Group plans can be purchased online using a credit card with immediate email confirmations. ID cards and confirmation of coverage letters can be printed instantly. The plans can also be purchased using a paper application and payments can be made by check. Once a group has been set up, ongoing enrollments are possible by sending a new roster with details of additions and cancellations to the group. Costs vary, depending upon the number of students and deductibles selected.

**Please obtain coverage before finalizing your trip.**

#### Companies

<http://ww1.insuremytrip.com>

<http://cmi-insurance.com/>

<https://www.cmi-insurance.com/travel-medical-insurance/studentsscholars.aspx#StudyAbroad>

<http://www.imglobal.com/img-insurance/international-student-insurance/patriot-group-exchange-program.aspx>

www.GatewayWorldMed.com