

# Developing and Implementing Short-term International Programs at Ithaca College



**ITHACA COLLEGE**

Office of International Programs

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## **Introduction**

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Ithaca College endeavors to produce graduates who are prepared to competently work and thrive in a global economy, participate as informed citizens in the global community, and to collaborate with others in finding responses to global challenges. The College values faculty and staff who create opportunities for students to experience and learn from the world around them in keeping with the institutional mission to educate, engage, and empower through theory, practice, and performance.

Ithaca College invites faculty and staff to propose short-term educational travel opportunities, for credit or not-for-credit, for its students. To protect the interests and safety of students, faculty, and staff, the College requires all faculty and staff organizing international travel involving students to work directly with the Office of International Programs (OIP). Full-time Ithaca College employees on continuing contracts may lead international travel opportunities involving students.

Short-term programs must be self-supporting. Individuals considering the development of an international travel program may wish to consult with OIP for information on currently available (semester) programs in order to determine in what areas new programming would be complementary.

Given the litigious environment in which we live and the obligations we have to those in our care, when proposing to travel with students across national borders, we must identify and mitigate risk even as we pursue opportunities on their behalf. On the one hand, we must assess and manage risk; on the other, we must manage and lessen institutional exposure and personal liability. In so doing, we should arrive at a balance that is reasonable for all parties concerned; protects the well-being of students, employees, and the College; and realizes the educational goals we have for our students. Therefore, each travel initiative will be reviewed based on its own merits and in keeping with institutional policy and procedures.

Please Note: Travel with students to conferences, for research projects, for volunteer, service-learning, and community building efforts requires prior institutional review and approval if a national border is to be crossed at any time.

## **Mission Statement for College-Sponsored Study Abroad Programs**

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Study abroad programs should complement and enhance the academic and non-credit bearing educational offerings of Ithaca College. They should provide intercultural and global educational experiences that:

1. Educate students about global issues and international interdependence while introducing them to different cultures, languages, peoples, and worldviews.
2. Allow for the comparative study of given subjects, systems and cultures which, in turn, develops students' appreciation of United States cultures and their understanding of how these are viewed from abroad.
3. Provide for a better understanding of the peoples of the world by offering appropriate opportunities to meet, study with, and interact with people from the host country.
4. Encourage students to mature by learning to adjust to different environments, the unexpected, and new challenges.
5. Offer experiential learning opportunities which may include internship placements, volunteer activities, and community service projects

## Proposal and Approval Process

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- Your proposal for international travel with students will be submitted using the online Formstack proposal form ([bit.ly/intl\\_travel\\_with\\_students](https://bit.ly/intl_travel_with_students)). The proposal form is due approximately 12 months prior to planned program implementation (refer to program proposal timeline on p. 8).
  - As you build the elements of your proposed program and itinerary, conduct a risk assessment for all proposed activities. Identify the experience you want the students to have and *why* you want to them to have it. Consider the educational value against the risks involved.
  - Your proposal must be reviewed and approved by your department chair/supervisor, as well as the dean of your school or director/AVP in charge of your area, before it is submitted to the OIP.
- Once the OIP receives your proposal, the assistant director of International Programs and Extended Studies will conduct a thorough risk management review and will be in touch with your for additional information as needed. You may be asked to modify portions of your proposed program based upon the risk management review.
- After the proposal is approved by the senior director of study abroad, it will be forwarded to either the Provost and Senior Vice-President for Academic Affairs or the Vice-President for Student Affairs & Campus Life (as appropriate) for final review and approval.
- Once your proposal has received final approval, begin developing promotional materials for the program, including a brochure, poster, and information on the Ithaca College website. Depending upon availability, the OIP may be able to provide some assistance with this process. At a minimum, a simple one-page flyer with basic program information and estimated costs and dates should be ready for distribution to students shortly after the program receives final approval. Information about the program will be added to the OIP website once the final approval of the proposal is given.
- Begin promoting the program on campus and develop a “Know before You Go” information sheet for interested students to consider (see appendix 5).
- Determine student application deadline together with OIP and have students complete the short-term study abroad program application (OIP will provide the link to the application once proposal has received final approval).
- The OIP will give you access to our online application system, where you will be able to track your applicants and review applications when complete. Review the applications, consult with the OIP as necessary, and indicate your admission decisions on each student’s file (this will generate an automatic notification to the student that their application status has changed). The OIP will send out follow-up acceptance emails, which will contain important information about reserving space in the program, deadlines for deposit and payment, and dates for orientations.
- Make arrangements in the host country for lodging, transportation, activities, etc. If you prefer to work with an organization which can take care of these arrangements for you, OIP can suggest several possibilities (see appendix 1 for the list of third-party providers). The OIP can assist with making flight arrangements for transportation of the group and group leader to the program site, if such assistance is desired. If prepayment is required for any program arrangements, contact the OIP with detailed information as far in advance as possible, and we will provide assistance, together with the Office of Financial Services. NOTE: a spend authorization must be completed before any funds can be paid out for program expense. Contact the OIP to discuss preparation and submission of the spend authorization.
- Determine which students plan to purchase a group flight ticket if one is being offered. Relay this information to the OIP by the appropriate deadline.

- Confirm that all in-country arrangements for lodging, activities, transportation, etc. have been made. Submit a detailed program itinerary (with contact information for the entire trip) to OIP no later than eight weeks prior to program departure.
- Confirm with OIP that all is in order before departing for your program. Be sure to bring with you copies of the students' Emergency Medical Decision Authorization forms (with the students' emergency contact information), which will be provided to you by the OIP, and copies of the students' passports. The students' passport copies and emergency contact information for each student should be with you at all times while you are abroad with the students.
- Go! Once you and all the students have reached your destination, contact the OIP within twenty-four hours via text, phone, or email to inform us that everyone has arrived safely. Keep in touch with the OIP via text, phone or email while you are gone, at least twice per week, in order to provide updates and confirm safety of program participants.
- Should there be any issues, difficulties, or emergencies during the program, inform the OIP right away and document the details!** Submit an incident report as necessary to the OIP (see appendix 3a/b).
- As soon as you return, the expense report is due. The expense report, along with all program receipts, must be submitted to the OIP within fifteen days of your return to the States.
- Write a final report about the results and success (and challenges) of the program and submit it to OIP within thirty days of your return to the States. (see appendix 4 for form)
- Start planning for the next trip!

## **It's in the DETAILS: Program Planning and Implementation**

### **Planning**

When considering the development of a short-term study abroad program, please reflect on the following:

1. You will be the responsible Ithaca College representative while you are abroad; you will be responsible for ensuring that appropriate resources are available to support of the students in your care.
2. You will need to be knowledgeable about the country you propose to visit. Preferably, you should have visited the country within the last two years in order to have recent knowledge of current conditions in that country, and you must also be familiar with the city or cities which will serve as the program base, unless you are working with a third-party provider or local institution.
3. You need to have a minimum of basic communication skills in the main language spoken in that country. If you do not speak the language, you must plan for the services of an interpreter.
4. You will need to conduct a risk analysis of all the elements of your proposed trip. The College generally considers water-based activities, uninsured transportation companies, and extreme sports and activities as high-risk activities to be avoided. Un-vetted homestays, too many travel legs, and too much unsupervised/unstructured time increase the likelihood of adverse situations. Activities considered to be high risk will require greater scrutiny and may result in the proposed program not being approved.
5. You will make all in-country arrangements for things such as lodging, activities, transportation, etc., either on your own or in conjunction with a travel agency or an organization that specializes in organizing this type of trip. The OIP has identified a list of third-party providers that can offer these services (see appendix 1). If you wish to use a provider not currently on this list, the provider must be reviewed and approved by the OIP and a contract must be signed with the organization in sufficient time for you to meet the deadline for proposal submission.

6. A minimum of two Ithaca College employees must accompany each program as group leaders. As the group size increases, an additional group leader may be required. Any non-Ithaca College individuals accompanying the group must have prior approval from Ithaca College (see appendix 2).
7. You and any other Ithaca College group leaders will be the emergency contacts for program participants until each student has been released from the completed program. You must identify the release date from the program. Students, as well as parents & guardians, will be required to acknowledge that the official end of the program serves as the release date and that anything occurring after that date is the responsibility of the student. This information should be clearly expressed in the waiver release form and in the "Know before You Go" information sheet.
8. All academic/credit-bearing programs must be designed to run for a minimum of three years (not necessarily in consecutive years) in order to ensure continuity in the study abroad options available to students. You should discuss with your department and/or how the program can be offered for at least three years, including the identification of other faculty/staff who might be involved

### **Proposal considerations**

In planning a study abroad program, please take into consideration the following:

#### **Basics**

1. Program objective(s) within the international setting and a program description
2. Academic prerequisites, if any.
3. Requirements for participation (academic performance, judicial standing, physical fitness, etc.)
4. Minimum and maximum number of students (keeping in mind your budget parameters)
5. Special and specific events, individuals or locations/site visits appropriate to the program and educational objectives that incorporate appropriate geographic and cultural knowledge.
6. Risk levels associated with all components of the program.

#### **Logistics**

1. Location of program abroad with attention to safety and cost. Consult the U.S. Department of State website ([travel.state.gov](http://travel.state.gov)) as well as the Centers for Disease Prevention and Control website ([cdc.gov](http://cdc.gov)) and local newspapers in order to assess current conditions in the country to which you propose to travel. Note: any country with a U.S. Department of State Travel Advisory Level 3 or 4 cannot be approved for student travel without a prior special waiver. See Appendix 8 for additional information.
2. Room and board (number of meals to be included, costs, housing arrangements)
3. Travel arrangements from the U.S. to the program site as well as program-related travel while abroad
4. The supervision of and responsibility for the students in your care ends upon the release end date for the program and/or return of students to the United States.
5. Insurance requirements and liability assessment with supporting documentation.
6. Relationship with existing (non-Ithaca College) program(s) or organization(s) and our rights and responsibilities vis-à-vis these outside organizations. The OIP will advise you regarding any contractual agreements that may need to be implemented in order to work with the organization(s) you have identified. (See appendix 9 for our standard template agreement.)
7. Overall budget (all programs must be self-supporting).
8. Identification of target recruitment groups at Ithaca College with a complementary promotion plan.
9. Visa and medical (immunizations, etc.) requirements for the country/countries proposed.

#### **For academic/credit-bearing programs**

1. Method(s) of instruction, number of hours of instruction, any related non-instructional hours, proposed credit hours
2. A complete syllabus including texts and required reading
3. Means of assessment, grading rubric

4. Accessibility of library or other research facilities if required for course
5. Access to classroom facilities/meeting spaces or special equipment (A/V, lab space, printers, etc.)
6. Instructor(s), including proposed guest lecturers
7. If the short-term study abroad program is credit bearing and taught as an experimental course, the faculty member and the department must complete and submit all the necessary paperwork for such courses.

#### **For non-credit educational programs**

1. Statement of purpose of the program
2. Learning objectives
3. Activities to be undertaken while abroad
4. Access to facilities or special equipment required

#### **Use of a third-party provider for program planning/implementation**

There are organizations available to assist in planning and implementing a short-term travel program. Factors to be considered when determining whether working with a third-party provider is a good option include:

- ♦ **Cost to students:** working with a third-party provider is likely to increase the cost to students as compared with making arrangements directly with contacts in the host country. Group leaders, together with the Office of International Programs, should evaluate whether the benefits and services merit the additional cost. This evaluation should take place early in the planning process during a meeting between the group leaders and the OIP.
- ♦ **Deadlines:** the deadlines for proposal submission to third-party providers vary, but are usually earlier than Ithaca College's own deadlines. Therefore, it is important to start the planning process well in advance of the proposed implementation date (at least 18 months in advance is recommended).
- ♦ **Location:** group leaders should evaluate, based upon their knowledge of the country and city/cities in which the program will take place, as well as their fluency in the language spoken, whether the expertise offered by a third-party provider might enhance the program in terms of activities, access to affordable and safe housing and transportation, and support to the group, especially in times of unforeseen events or emergencies.
- ♦ **Group leaders' availability to make pre-departure arrangements:** group leaders should realistically evaluate their own ability to devote time to making the necessary pre-departure and in-country arrangements. Third-party providers will fully take on the burden of making such arrangements and, therefore, working with a provider is beneficial especially when a group leader has limited time to devote to this time-consuming task.

Consult Appendix 1 for the current list of Ithaca College third-party providers.

#### **Budget**

**Each program is expected to be self-supporting:** the estimated total cost of each program cannot exceed the income generated by tuition and/or other program fees. This estimate should encompass all expenses, including, among others, approved faculty compensation; allocation for group leaders' travel and living expenses; printing and advertising, rental of teaching facilities, and a 10% contingency fund. In addition to the program budget, a per-student budget should be submitted which includes projected costs for student tuition or fees, airfare, local transportation, housing, food and entrance fees. A clear indication of the number of paid students needed to make a program viable should be computed. A budget worksheet and other resources to help you develop your budget are available at [bit.ly/IC-short-term-budget](http://bit.ly/IC-short-term-budget)

The OIP will establish deadlines for the receipt of a non-refundable deposit, and for receipt of full payment from student participants. The first deadline date serves as the cut-off date for determining program feasibility. This decision is made taking into consideration whether student enrollment meets budget requirements. The cut-off date is essential to avoid any cancellation fees or contractual obligations to parties external to the College.

**Procedures regarding the presence of persons not directly involved with the program**

*(i.e. spouses, partners, family members, friends – “guests” – see appendix 2)*

If a guest will be accompanying the group leaders on the trip, you must make this known to the College in the program proposal form.

The Office of International Programs, in cooperation with the Office of Risk Management (as appropriate) will review the proposal regarding the following points:

- ◆ You must provide a thorough explanation of how you intend to fulfill your responsibilities to the students on the program and be able to address the responsibilities that having guests may create.
- ◆ You must submit a written statement summarizing your understanding of any known risks or hazards that may exist in the host country and could potentially affect your guests.
- ◆ If children under the age of 18 will be accompanying you, there **must** be another adult present (someone not responsible for the students on the program) to care for them while you are involved in program activities.
- ◆ Before departure, you must ensure that your guests have received appropriate vaccinations for the host country. If you will be bringing children on the program, you should also contact the Centers for Disease Control and Prevention to learn about childhood diseases that exist in the program area, and any precautions that should be taken to protect children’s health.
- ◆ The OIP recommends that additional travel insurance be purchased (with emergency medical evacuation and repatriation coverage) for your guests.
- ◆ Under no circumstances is it appropriate or permitted to have guests participate in activities that were paid for by student or College monies unless the guest has made an equal activity payment to Ithaca College. The proposal must indicate how much the guest is to pay and what is covered by this fee. Such payment must be submitted to the College before departure for the program.
- ◆ All receipts for your own reimbursable program expenses (lodging, food, travel, etc.) should be separate from expenses that involve your guests. If this is not possible, please be sure to clearly indicate your portion of the expenses on each receipt.

**Program Proposal/Approval Schedule**

<b>PROPOSAL DUE</b>	<b><i>For Winter Break Programs</i></b>	<b><i>For Spring Break Programs</i></b>	<b><i>For Summer Programs</i></b>
Submission of final proposal with appropriate endorsements to the OIP. Must be submitted approximately 12 months prior to program implementation date	By January 31, 2023 for Winter 2024 programs.  By January 31, 2024 for Winter 2025 programs.	By February 15, 2023 for Spring Break 2024 programs.  By February 15, 2024 for Spring Break 2025 programs.	By May 31, 2023 for Summer 2024 programs.  By May 31, 2024 for Summer 2025 programs.



## Program Administration Schedule

**Note: dates are based on current academic year. Check with OIP for future years.**

Once a program has received final approval, group leaders should establish exact deadlines for their programs, using the schedule provided below. In order to facilitate program administration, deadlines may be established earlier than, but not later than, the timeline suggested in this table.

	Winter 2023-24 Programs	Spring Break 2024 Programs	Summer 2024 Programs
<b>Student application due to OIP:</b>	9/30/23	10/23/23	2/15/24
<b>Student notification of acceptance:</b>	10/7/23	10/30/23	2/22/24
<b>Student non-refundable \$500 deposit due to OIP:</b>	10/16/23	11/6/23	2/29/24
<b>Faculty/Staff member spend authorization(s) filed:</b>	10/31/23	11/30/23	3/22/24
<b>Program itinerary and contact information to OIP:</b>	10/31/23	11/30/23	3/22/24
<b>Students pay full program balance to SFS no later than:</b>	12/15/23	2/15/24	5/7/24
<b>Students attend mandatory OIP orientation no later than: (check with the OIP for schedule)</b>	12/15/23	Scheduled with group leader	5/7/24
<b>Group leader provides country-specific orientation for students &amp; proof of attendance to OIP no later than:</b>	12/15/23	2/29/24	5/7/24
<b>Group leader submits expense report within 15 days after program end date</b>	15 days after program end date	15 days after program end date	15 days after program end date
<b>Final program report to OIP within 30 days of program end date:</b>	30 days after program end date	30 days after program end date	30 days after program end date

## **Compensation & Contracts**

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For Faculty: For a credit-bearing program, the primary instructor will receive a stipend equivalent to the current per-credit stipend for contingent faculty. The instructor's expenses for international travel and living expenses will be paid with revenue generated by tuition charges. The second faculty group leader will receive compensation equal to half that paid to the primary instructor, and will also have their expenses for travel and living expenses paid for by tuition revenue.

**For Staff:** Any additional compensation will be determined in cooperation with the Office of Human Resources, especially when non-exempt staff members serve as group leaders.

### **Contracts**

For credit-bearing programs, the OIP will work with the Office of Extended Studies to prepare a contract for teaching the study abroad course.

## **Advertising the Program**

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Any formal or informal advertising that takes place before the proposal has received final approval must be prominently accompanied by the phrase **"Pending final College approval."**

### **Promotional materials**

A brochure, poster and web page should be developed to advertise each approved program. A cost estimate and program dates should be included in all promotional materials. The OIP **may** be able to offer assistance in the design and publishing process for these items. Students who are interested in the program may assist with the design process. A brochure with basic program information and estimated costs and dates should be ready for distribution to students shortly after the program receives final approval. At this time, information about the program will be posted on the OIP website. Interested and inquiring students must be given a "Know Before You Go" information sheet setting forth the known risks, expectations of students, and conditions students will have to accommodate while abroad.

### **Additional advertising**

Other sources of publicity will be those you undertake via classroom visits, advertisements in the Ithacan, social media, and informational sessions on campus. The OIP will help you to advertise on campus via flyers, on our social media accounts, and via postings to Intercom.

## **Student Application and Selection**

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### **Application**

Students will use our online application system, Terra Dotta, to apply to all international programs. Students will go to [bit.ly/IC-SA-program-search](http://bit.ly/IC-SA-program-search), will search for and select the appropriate program from a list, and will use their Ithaca College Netpass credentials to log in to Terra Dotta. In the case of certain international group travel that is only open to certain students (for example, travel with an athletic team), we will create a unique application link and distribute it to interested students, as such programs will not be searchable on our website. Some group leaders may wish to create additional application materials such as a language evaluation form or other subject-specific questions. We can work with group leaders to incorporate such materials into the online application process.

## Selection

The group leader is primarily responsible for student selection. Group leaders will be able to view all student application materials submitted for their program on Terra Dotta, and will be able to use the system to review applications, communicate with students, etc. For participation in an academic/credit-bearing study abroad program, students must have a minimum cumulative G.P.A. of 2.5. For all study abroad programs, the students' disciplinary history at the College, as reported by the Office of Student Conduct and Community Standards, is taken into consideration. The OIP will conduct a preliminary review of the students' disciplinary information, and will notify group leaders of any issues that may be of concern. If there are any students about whom you are unsure, we can provide guidance. The final decision will generally be left to the group leader, but the OIP and/or the Provost and Senior Vice-President for Educational Affairs or Vice-President for Student Affairs and Campus Life reserve the right to deny a student's application if circumstances warrant such action.

## Notification

Once you have reviewed the applications and decided which students you will accept, please notify the OIP of your decisions. The OIP will then send the students emails informing them of their acceptance or rejection, along with detailed information about submitting a deposit, attending orientations, and paying for the program.

## Financial Matters for Students

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### Program cost breakdown

A copy of the finalized cost breakdown should be sent to the OIP when you provide us with your acceptance decisions. Students must be provided with a finalized cost breakdown for the program when they are notified of their acceptance, before they are required to put down the \$500 deposit. The cost breakdown should include all costs for the program, including estimates for any expenses the students will be expected to pay out-of-pocket while abroad. At a minimum, the breakdown should include the following expenses:

- ◆ Tuition
- ◆ Airfare
- ◆ Program fees which will be charged to the students' accounts (housing, activities, food expenses, etc.)
- ◆ Personal expenses (estimate should include any food, travel, transportation, or activities you anticipate the student will be paying for out-of-pocket.)

Group leaders may choose to include daily food expenses for the students into their budget (i.e.: two meals per day); or to have the students be responsible for their own daily food expenses. You can also include some group meals in the budget, but have the students pay out-of-pocket for meals taken individually.

### Billing, payment and refund policies

The only fees that the student will pay directly to the OIP are the \$35 non-refundable application fee (to be paid when application is turned in), and the \$500 non-refundable deposit. These are paid online from within the student's program application, using a credit or debit card. All other program expenses will be charged to the student's account by the Office of Student Financial Services, and students will make payment directly online.

Any student who withdraws after submitting the \$500 non-refundable deposit will lose their deposit, and will be responsible for paying any other program costs beyond the \$500 (housing deposit, airline ticket, etc.) that already have been paid on their behalf and are non-refundable. Any exceptions to these policies will be considered on a case-by-case basis, and will only be granted in the case of serious extenuating circumstances. When a student decides to withdraw from a short-term overseas program, their withdrawal can have serious ramifications on the financial stability of the program, and in certain cases may mean that the program needs to be modified or cancelled due to the reduced revenue.

The letter of acceptance that will be sent out to the students will include information about billing and refund policies, and all payment deadlines.

### **Know Before You Go**

Before students place a deposit, they must receive a “Know Before You Go” statement listing any known risks, expectations they must meet, and the conditions they will have to accommodate while abroad (see appendix 5).

## **Travel Arrangements**

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### **Optional Group flight**

The OIP recommends that at least one group leader accompany the students on the group flight if one is to be arranged. If you wish to make such arrangements for your program, students will have the option of purchasing a ticket on the group flight, or of making their own travel arrangements. The Office of International Programs can assist with the scheduling of a group flight. The students must notify you as to whether they wish to purchase a ticket on the group flight no later than two months prior to the planned date of departure. In order for the OIP to find the best rate possible, please provide us with the following information:

- ◆ The number of students who will purchase group flight tickets.
- ◆ Their full names as appearing on their passport. (If a student’s name is not included on this list, they will be required to make their own travel arrangements.)
- ◆ Date of departure and date of return
- ◆ Preferred airport(s) for departure from the US and arrival in the host country
- ◆ Information about any connecting domestic flights you will require (e.g., Syracuse to JFK, etc.)

### **Pros and cons of group flights:**

**Pros:** In cases of flight delays, cancellations, or emergencies, the travel agent is able to assist all the students who purchased group flight tickets. Students and parents are reassured by the presence of a group leader, and the leader is present to handle any unforeseen logistical challenges. It is easier to coordinate the first day activities in the host country: without a group flight, students arrive at various times which can be disruptive, especially in the case of late arrivals, and first-day program activities may need to be delayed as a result. Students pay for a group flight through Ithaca College, and thus don’t need to pay an airline or travel agent directly.

**Cons:** Group flights may be more expensive than what a student is able to find on their own. Students may prefer to research and book their own tickets or use frequent flyer miles to do so, or they may wish to fly from an airport closer to their home rather than from the airport from which the group flight departs (usually JFK International Airport or another New York City-area based airport).

## **International Health & Security Insurance/Property Insurance**

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All students and group leaders who travel overseas on an Ithaca College program will be automatically enrolled in a comprehensive international health and security insurance plan (2022-23 rate is \$2.63/day). The study abroad orientation session will include information about the health insurance plan.

**Personal Property Insurance and trip cancellation insurance:** Through Haylor, Freyer & Coon, students may purchase coverage for personal property against theft, loss, and damage. Trip cancellation insurance covers the expenses students may incur for airfare in the event the trip is cancelled or a medical emergency requires the student to return home earlier than expected. Visit the website for more information: [www.haylor.com/student](http://www.haylor.com/student) .

## **In-Country Arrangements**

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### **Transportation, lodging, and activities**

You will be making all arrangements in the host country prior to the beginning of the program, unless you decide to work with a third-party provider for such services. The OIP is available for consultation and advice during this process, but cannot actually make the arrangements as we may not have expertise or sufficient familiarity with the destination(s) in which the program will occur. Once all arrangements have been made, please provide us with an itinerary of your program, including contact information for each place in which the group will be staying, and a schedule of planned activities, excursions and trips. We will need this itinerary no later than eight weeks before the planned date of departure.

## **Pre-Departure Orientations**

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### **Mandatory orientation provided by the OIP**

All students traveling abroad on short-term programs are required to attend an orientation, held by the OIP, which will address important issues such as safety and security abroad. The group leaders should also attend one of these sessions. Orientation sessions are typically scheduled during the months of April and November. For the current schedule, or to schedule an orientation at another time, speak with the Senior Director of Study Abroad in OIP. Orientations are typically held over Zoom and recorded for students who cannot attend the scheduled sessions.

### **Country-specific orientation provided by group leader(s)**

Group leaders are required to hold an additional pre-departure orientation that will focus on issues specific to the destination(s) concerned. **A written outline of the session must be distributed during the country-specific orientation, and a copy given to the OIP.** OIP must be informed in advance of the time and date on which this orientation will be held, and a sign-in sheet reflecting student attendance must be submitted to the OIP within two days of the date on which the session is held.

### **Penalties for students who do not attend one or both mandatory orientations**

Students are required to attend the above orientations. Students who do not attend are subject to withdrawal from the program and assessment of a cancellation fee to be determined based upon non-refundable payments that already have been made.

### **Study abroad orientation materials**

We will provide each student and instructor with access to a study abroad orientation site on Canvas. Materials available there will address issues such as culture shock, luggage and packing, staying healthy abroad, safety and security, and many other important topics for students and group leaders preparing to go overseas.

## **In-Country Issues**

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### **Health and safety**

Students will complete a Health & Wellness form as part of their post-acceptance process in Terra Dotta. It is very important that you encourage students to disclose to you any medical or emotional issues that may have an influence on their time abroad. Should anything occur during the program related to such conditions, you will be better prepared to deal with it if you have foreknowledge of the problem, and we will be better able to provide assistance.

## **Supervision of students**

It is your responsibility to ensure that all students are appropriately supervised until the program release date. While we hope college students will behave as responsible adults, the excitement of being in a new country, especially for those who have never traveled abroad, can sometimes alter their judgment, and cause behavioral issues. As the group leader you are on-call to be available to students twenty-four hours per day, every day of the program.

## **Disciplinary problems**

Group leaders have the authority to act on behalf of Ithaca College with respect to any disciplinary issues that may arise. Before taking action, however, where possible group leaders should consult with the Office of International Programs, and the Office of Student Conduct and Community Standards. Should a student's behavior cause serious problems while abroad, you have the authority and obligation to take appropriate action, which may involve terminating the student's participation in the program. Before a student can be dismissed from the program, the group leader must carefully document the circumstances leading to the recommendation for dismissal and consult with the OIP and Student Conduct. If an abbreviated due process arrangement can be scheduled immediately, we will try to do so. The group leader may decide that a student must be dismissed from the program because of a violation of rules, the Ithaca College Code of Conduct, for behavior that could bring the program or the College disrepute, or for actions that may endanger themselves or others. Separation from the program will result in the student being sent home at the student's expense and with the loss of academic credit. The student will not be eligible for any refund of program fees.

## **Sexual assault and/or harassment**

Sexual assault and/or sexual harassment is to be taken seriously, whether that harassment emanates from group leaders and accompanying guests, from local people at the destination, or from members of the Ithaca College student group. Incidents of harassment must be reported and addressed immediately using the Incident Report Form (see appendix 3a/b). Should an episode of sexual assault and/or harassment occur, notify the OIP as soon as possible, and we will assist you in connecting with others on campus who need to be involved. If in doubt, telephone the Office of International Programs (00-1-607-274-3306).

**Sexual assault must be reported immediately to the Office of Public Safety** (call collect from overseas: 001-607-274-3333).

## **Communication**

All group leaders are required to always have with them a mobile phone that functions both locally and internationally. Students must have mobile phones with them at all times while abroad. Inexpensive and simple phones may be purchased in-country, or may be purchased or rented through a provider before departure from the USA. Your U.S.-based mobile phone may also be an option. For remote areas, the group leader may need to carry a satellite phone. A Google search of international cell phone providers will yield a list of companies that offer the rental or purchase of cell phones or SIM cards for use at your destination. Group leaders must submit to the OIP, prior to departure for the program, the names and cell phone numbers of all members of the group, including students, and the communication plan they have for maintaining contact with students while abroad.

It is essential that you remain in contact with the OIP while you are abroad with students and that we know where to contact you at all times. You should call (607-274-3306) or email the OIP ([rgould@ithaca.edu](mailto:rgould@ithaca.edu) AND [studyabroad@ithaca.edu](mailto:studyabroad@ithaca.edu)) within twenty-four hours of arrival in the host country to inform us that you and the students have arrived safely.

Additionally, please check in with the OIP on a regular basis while you are abroad with the students – at a minimum, once per week – in order to keep us fully updated on the progress of the program. Parents often call our office while a program is abroad, asking for information about their student. It is essential that we hear from you regularly in order to be able to provide assurance and accurate information to the parents.

## **Financial Matters for Program Leaders**

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For program approval, program leaders plan, research, and then create a realistic budget for the program. Once approved, leaders implement the program under the oversight of the Office of International Programs & Extended Studies (OIP), ensuring College standards, practices, and policies are met. As a program leader, understanding and adhering to the financial responsibilities outlined by OIP and Ithaca College is an obligation.

OIP is here to assist you. Questions can be directed to:

- ◆ Rachel Gould - Senior Director of Study Abroad ([rgould@ithaca.edu](mailto:rgould@ithaca.edu), 607-274-1676)
- ◆ Martha Van de Wall - Administrative and Financial Operations Coordinator ([mvandewall@ithaca.edu](mailto:mvandewall@ithaca.edu), 607-274-1983)

### **Program Leader Financial Responsibilities**

#### **PRE-TRAVEL**

Please work with Rachel Gould to set due dates for the Application Fee and the Non-refundable Advance Deposit.

- ◆ **Student Application Fees** - paid by credit or debit card directly in Terra Dotta in the student's application
- ◆ **Student Advance Deposits** - paid by credit or debit card directly in Terra Dotta in the student's application
  - The Advance Deposit confirms the student's commitment to participate in the program.
  - Advanced Deposits therefore are non-refundable. Once all applicants have decided either to withdraw from participation or have paid the Advance Deposit as commitment to the program, the OIP begins payments to vendors (airlines, hotels, etc.).
  - Whenever a student withdraws, and a financial commitment has already been made to the vendors, students are required to fully compensate the OIP for payments to vendors made on their behalf. It can be as high as the full cost of the program. Under certain circumstances, such as documented illness, should a student feel they cannot participate in the program, the advance deposit *may* be refunded on a case-by-case basis. *Whether or not to refund the deposit is solely the decision of the OIP/Ithaca College.*
  - Program leaders should be certain to relay the significance of the Advance Deposit to students.
- ◆ **Program Cancellation** - programs require a minimum number of participants and may be cancelled based on enrollment or other factors. If a program is canceled by the OIP, students will receive a refund for both the Advance Deposit and the Application Fee.

#### **TRAVEL EXPENDITURES**

Please take time to review the IC travel policy to learn about approved expenditures, and recent changes made because of the upgrade to the Finance Cloud. Your department Administrative Assistant can assist you with understanding the new system and your responsibilities. However, approval processes change when working with Study Abroad. Please delegate all program-related Spend Authorizations and Expense Reports to Martha Van de Wall ([mvandewall@ithaca.edu](mailto:mvandewall@ithaca.edu)).

#### **EXPENSES IN IC FINANCIAL CLOUD**

##### **Spend Authorizations**

The Expense module in IC Finance Cloud uses Spend Authorizations as an approval process for all credit card activity and out-of-pocket spending. These authorizations will eliminate the need for the Travel Authorization previously used for this purpose. The term Spend Authorization has been adopted as these approvals will be **required for any spending using Travel Cards or Purchasing Cards**. Spend Authorizations will also be required for any out-of-pocket expenses. The approval chain for Spend Authorizations will be determined automatically.

### **Travel Partner**

Ithaca College works with Direct Travel as the preferred online booking tool for approved College employee travel. The use of Direct Travel is mandatory for all domestic flights, and preferred (but not mandatory) for international travel. Users wishing to utilize Direct Travel will book air travel and hotel accommodations through [www.getthere.com](http://www.getthere.com). Information for these bookings will feed directly into the Expense module.

### **Receipts**

All receipts for credit card purchases must be digitally imaged. Receipt images will be uploaded by using a scanner or by taking pictures of receipts when using IC Finance Cloud on a mobile device. Users will have the ability to add notes in the system for each transaction. Once imaged, physical copies of receipts will no longer need to be maintained. The policy of requiring a receipt for reimbursement on out-of-pocket travel purchases over \$30.00 will remain in place. However, because IC Finance Cloud will account for this automatically, a separate worksheet for purchases \$30.00 and under on an Expense Report will no longer be required. As current policy dictates, Purchasing Card transactions will still require a receipt regardless of dollar amount.

### **Expense Reports**

Approvals for Expense Reports will be handled online within the new system and will be routed based on the Cost Center Manager for the department code that is charged. All attachments currently sent as hard copies will be imaged and attached to these reports digitally. Travelers will be able to track the approval status of both Expense Reports and Spend Authorizations.

Credit card transactions will be populated into the Expense module automatically and will need to be assigned by the cardholder or a delegate to the Expense Report. Any out-of-pocket expense items will need to be entered manually. All reimbursements for out-of-pocket expenses must be made using this process, as Employees will not be listed as suppliers in the Procurement module.

## **Final Details**

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### **Final program report**

A report on the program must be submitted to the OIP and to the Provost and Vice-President for Academic Affairs or the Vice-President for Student Affairs and Campus Life within one month after return. This report should include a summary of the program (successes and challenges), information about the final total cost of the program, and any other pertinent information (see appendix 4). If applicable, a rough plan for the following year's program should be outlined, taking into consideration any changes that will need to be made.

### **Questions and concerns**

Should you have any questions or concerns about any of the information presented in this document, or at any time during the process of putting together and running a short-term study abroad program, please do not hesitate to come to the Office of International Programs for assistance or clarification. Your initiatives provide important opportunities for Ithaca College students and we are excited to work with you in the development of new programs.



## Appendices

1. List of Affiliates and Third-Party Providers
2. Participation of persons not directly involved with the program
3. Incident Report Forms: Injury Report and Property Loss/Damage Report
4. Final Report Form
5. "Know before You Go" outline
6. Study Abroad Code of Conduct
7. What to do in an emergency
8. Process for approval to take students to a country with an active U.S. Dept. of State Travel Warning
9. Agreement template for use with third-party organizations
10. Insurance requirement template for use with third-party organizations

## Appendix 1

### Third-Party Providers

OIP can provide guidance about which organization might be best given what the group leader is planning. We generally encourage group leaders to work with those organizations marked as affiliates in the below list, but include several other organizations with which the College has worked in the past on short-term programs.

*Please note: this list is in development; contractual agreements are still being finalized with some of the below listed organizations. More providers may be added in the future.*

- AIFS: American Institute for Foreign Study (affiliate - [aifs.com](http://aifs.com))
- CEA CAPA Study Abroad (affiliate - [ceastudyabroad.com](http://ceastudyabroad.com))
- CIEE Study Abroad (affiliate - [ciee.org](http://ciee.org))
- CISabroad (affiliate - [cisabroad.com](http://cisabroad.com))
- IAU: Institute for American Universities (affiliate - [iau.edu](http://iau.edu))
- IES Abroad: International Association for the Education of Students (affiliate - [iesabroad.org](http://iesabroad.org))
- SIT: School for International Training (affiliate - [sit.edu](http://sit.edu))
- Spanish Studies Abroad (affiliate - [spanishstudies.org](http://spanishstudies.org))
- TEAN (The Education Abroad Network) (affiliate - [teanabroad.org](http://teanabroad.org))
- Tel Aviv University (affiliate - [international.tau.ac.il](http://international.tau.ac.il))
- University of Auckland ([bit.ly/U-of-Auckland-Intl](http://bit.ly/U-of-Auckland-Intl)) & University of Canterbury, New Zealand ([canterbury.ac.nz/international](http://canterbury.ac.nz/international)) (affiliates)
- Bond University ([bit.ly/Bond-U-Intl](http://bit.ly/Bond-U-Intl)), University of New South Wales ([international.unsw.edu.au](http://international.unsw.edu.au)) & University of Sydney ([bit.ly/USyd-Intl](http://bit.ly/USyd-Intl)), Australia (affiliates)

## Appendix 2

**Guests of group leader guests** (not Ithaca employees, not Ithaca students) participating in College-sponsored international travel.

If you will have guests accompanying you while abroad with students, consider the following and provide a written statement with the details to the Office of International Programs.

1. Who is traveling with you? Please provide the name, contact information, age, and relationship to you, the group leader(s)
2. Have you purchased international health insurance coverage for your guests?
3. Have you consulted the CDC regarding any special considerations for guests under 18 years of age.
4. Who will be responsible for your guests while you carry out your responsibilities to Ithaca College students? Please provide that person's name, contact information, age, and relationship to you.
5. Do you accept full responsibility for the care and well-being of all your guests?
6. Do you release Ithaca College from any responsibility for the care and well-being of your guests?
7. Have you provided an orientation for your guests on the risks, health considerations, and expectations of the program and your requirements of them, the guests?
8. Have you paid Ithaca College for their participation in the program? Please indicate the amount paid for each guest and the date payment was made to Ithaca College.

## Appendix 3a

### ITHACA COLLEGE INTERNATIONAL INJURY REPORT

Office of Risk Management  
Ithaca, NY 14850  
Phone: (607) 274-3285 Fax: (607) 274-5717  
Email: [riskmanagement@ithaca.edu](mailto:riskmanagement@ithaca.edu)

Please PRINT or TYPE – FORM IS A CONFIDENTIAL INTERNAL DOCUMENT TO BE COMPLETED BY IC EMPLOYEE

Date of Incident:

Time of Incident:

Name of Police Dept:

Report Number (if available):

Describe Accurate Location of Incident (country, city, town, village, street address, etc.):

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#### **INJURED PERSON (if more than one person injured, complete separate form for each individual):**

Last Name:

First Name:

IC Employee  IC Student  Non-IC Person

Complete Address:

Phone:

Age:

Sex (M/F):

Complete description of Incident (what happened as stated by injured person) AND description of injury (describe the type, severity, and body parts involved):

Medical Treatment Given: Yes  No

Will Seek Treatment Later  Transported by Ambulance  Transported by Other: \_\_\_\_\_

Name of Medical Facility/Address/Doctor/Phone #:

List any medications prescribed and follow-up care recommended:

Have student's parents/guardians been informed by the student, you, or other party? Please provide detail.

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#### **WITNESS INFORMATION (give the full name and address of each witness):**

NAME

ADDRESS

PHONE #

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**NAME/TITLE/CAMPUS DEPT. OF ITHACA COLLEGE  
EMPLOYEE COMPLETING THIS REPORT:**

**PHONE:**

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**EMPLOYEE SIGNATURE:**

**DATE:**

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## Appendix 3b

### ITHACA COLLEGE INTERNATIONAL PROPERTY DAMAGE/LOSS REPORT

Office of Risk Management  
Ithaca, NY 14850  
Phone: (607) 274-3285 Fax: (607) 274-5717  
Email: [riskmanagement@ithaca.edu](mailto:riskmanagement@ithaca.edu)

Please PRINT or TYPE – FORM IS A CONFIDENTIAL INTERNAL DOCUMENT TO BE COMPLETED BY IC EMPLOYEE

Date of Incident:

Time of Incident:

Name of Police Dept:

Report Number (if available):

Describe Accurate Location of Incident (country, city, town, village, street address, etc.):

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#### PROPERTY DAMAGE, LOSS, OR THEFT:

Owned by College: Yes  No

If not owned by College, provide the following Owner's Information:

Last Name:

First Name:

Complete Address of Owner:

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Phone:

Complete description of damage/loss (what happened, where/how property damage/loss occurred, exact damage):

Estimated Repair/Replacement Cost:

#### WITNESS INFORMATION (give the full name and address of each witness):

NAME

ADDRESS

PHONE #

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NAME/TITLE/CAMPUS DEPT. OF ITHACA COLLEGE

EMPLOYEE COMPLETING THIS REPORT:

PHONE:

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EMPLOYEE SIGNATURE:

DATE:

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## Appendix 4

### Short-term International Programs: Final Report

Name of group leaders: \_\_\_\_\_

Number of students participants: \_\_\_\_\_

Course title and number: \_\_\_\_\_

***Consider the following questions in putting together your final report. This should be submitted to the Office of International Programs within 60 days of the end date of your program.***

What went well with respect to logistics (housing, transportation, etc.)?

What surprised you (positives or negatives)?

What were the challenges (any student behavior issues or mishaps, logistical difficulties, unmet expectations)?

What will you do differently the next time?

Did the experience support your goals for student learning in the way you intended?

What do you wish you had known beforehand?

Please provide recommendations for others who are considering organizing and leading a student group abroad. We will incorporate your suggestions into the travel workshop provided by the Office of International Programs.

## Appendix 5

### “Know Before You Go” template

This information should be customized for each program and provided to students before they pay a deposit to hold their place in the program.

1. What are the known risks? (Crime, disease, transportation, water, etc.)
2. What precautions should students take in advance? (Immunizations, etc.)
3. What is expected of students regarding their behavior, physical fitness, and adaptability to local customs? No use of drugs, alcohol or smoking permitted?
4. What conditions and circumstances will have to be accommodated by all students? For example, climate, altitude, (un)sanitary facilities, (rough) housing, limited or no strict vegetarian/vegan food available; limited access to medical facilities; wildlife, vegetation, and insects; extensive walking and/or hiking, etc. Might students in public spaces be subject to what would be considered verbal sexual harassment in the US?
5. Limited and abbreviated due process while abroad (see p. 13 of this guide for more details on this, as well as Appendix 8, the Study Abroad Code of Conduct)
6. Applicability of the Ithaca College Student Conduct Code, as well as the Study Abroad Code of Conduct
7. What is the program release date after which students and guardians assume full responsibility for the student, whether abroad or in the United States?
8. Estimated cost (what is included, what is not included, approximate amount of funds students will require for out-of-pocket expenses once abroad).

## Appendix 6

### Study Abroad Code of Conduct

#### STANDARDS of CONDUCT for PARTICIPANTS in ITHACA COLLEGE-SPONSORED INTERNATIONAL PROGRAMS

Travel and study in a different country and culture can be among the most challenging, exciting, and rewarding experiences of a college student's life. Ithaca College students are strongly encouraged to study abroad for a summer, semester, or year during their course of study at the College. Students are also invited to participate in short-term international programs led by Ithaca College faculty or staff. Students should note, however, that participation in international study and experiential learning is a **PRIVILEGE**, not an entitlement. Participants will be expected to maintain certain standards for academic and personal conduct which are appropriate to the country and program of study, and to comply with the regulations in the Ithaca College Student Conduct Code.

Ithaca College, its administration, faculty, and staff have established relationships with individuals and institutions overseas over the course of many years. The College places great value on these institutional relationships and wishes to maintain them. The personal conduct and academic performance of our students while overseas has the potential to enhance or diminish such relationships and partnerships. Thus, Ithaca College will enforce regulations which are defined in the Ithaca College Student Conduct Code as well as standards and expectations of conduct specific to international travel, study, experiential learning, and the program in which the student is involved. The regulations, standards, and expectations in effect for study abroad students shall apply to all conduct while on any and all lands or facilities owned, leased, or operated by Ithaca College, as well as at any location where a student is engaged in a college activity. Examples include, but are not limited to, travel on academic field trips, internships, service-learning or other College sponsored or coordinated travel, and participation in College sponsored activities or events off campus.

#### Special Provisions

Participants in international programs will be required to attend mandatory orientation sessions designated for the student's particular program of study as well as general sessions on safety, security, and preparation for travel. Participants will receive an oral and written presentation to include cultural norms, regulations, standards, and expectations for personal conduct, and other pertinent information. Students will be expected to conduct themselves in accordance with these regulations, standards, and expectations.

Ithaca College reserves the right to administratively dismiss any student participating in an Ithaca College-sponsored program if the student's conduct is determined to violate college regulations, standards, or expectations; jeopardize his/her own safety; threaten the safety or rights of another individual(s); violate a country's cultural norms or customs; or places the program at risk by undermining the College's reputation abroad. Should a student be dismissed from an international program, he/she may or may not be able to enroll in courses at the Ithaca College home campus depending upon both the specific nature of the student's violation abroad and on the timing of the student's dismissal from the program overseas. If the student is not able to enroll at the Ithaca College home campus at the time he/she is administratively dismissed from the study abroad program, he/she will be required to take a Leave of Absence for the remainder of the semester until he/she can re-enroll.

**Hearing Process**

Failure to abide by the Ithaca College Student Conduct Code and/or all statements of responsibilities, standards, and expectations set forth by the Office of International Programs may result in judicial action and the loss of the privilege to participate in the international program.

If a student is found to be responsible for violating the regulations, standards, expectations of the overseas program or the Ithaca College Student Conduct Code or is determined by the College to be a risk to him/herself, others, or to the program itself, the College reserves the right to administratively dismiss the student from the college sponsored activity or program. The student may be subject to an abbreviated preliminary review process prior to dismissal depending on the reason for dismissal and may be subject to a full hearing after dismissal from the overseas experience and the student's return to the Ithaca College campus in Ithaca. If the student is administratively dismissed from the program, the student may also be subject to judicial action depending on the nature of the violation. Arrangements for a judicial hearing with the student removed from the program will be made through the Ithaca College Office of Judicial Affairs.

Parents of students who are administratively dismissed from a College sponsored program will be notified of the action taken by the College. Students who are administratively dismissed from a program are not eligible for any refund of tuition, room and board, or program fees.

If a student violates the regulations, standards, or expectations of the program and/or the Ithaca College Student Conduct Code, but the conduct does not warrant removal from the program, the student will be contacted by the Ithaca College Office of Judicial Affairs to have his/her violation handled through the judicial system. The Ithaca College Office of Judicial Affairs will contact the student in writing and outline the charges against the student, the regulation(s), standard(s), or expectation(s) allegedly violated, and provide him/her with an opportunity to respond and provide information relevant to the charges.

A student's prior judicial history with Ithaca College will be taken into consideration in determining an appropriate sanction for any violation(s) of the Ithaca College Student Conduct Code or of any statements of responsibilities, standards, and expectations from the Office of International Programs. Similarly, any judicial sanctions imposed due to conduct while a student is participating in Ithaca College sponsored international programs will become a part of a student's Ithaca College judicial record.

Acts of academic dishonesty by students participating in a College sponsored program and associated sanctions will become part of a student's Ithaca College judicial record.

*Your signature below indicates that you have read, understood, and accepted the terms of this document in its entirety as a condition of participation in Ithaca College off-campus programs.*

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Student name (print)

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Student Signature

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Date

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Parent/Guardian name (print)

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Parent/Guardian signature

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Date



## **Appendix 7**

### **What to do in case of an emergency while abroad**

In an Emergency:

- 1- Secure all students in a safe place. If the emergency involves injury to a student, one group leader should stay with the concerned student at the hospital while the other group leader stays with the group.
- 2- Assess your situation and the in-country resources you can draw upon to help you with this particular emergency (do you need a translator, transportation, a way out of the city or country?).
- 3- Call the Ithaca College Office of Public Safety (from abroad: 001-607-274-3333) and the Office of International Programs (from abroad: 001-607-274-3306). The Office of International Programs will work with other offices on campus to provide advice and assistance.
- 4- When you have a moment, write down the details of the emergency to the best of your ability. Use this information to complete and submit an incident report.

## Appendix 8

### Review Process for Travel Advisory Exceptions

1. When the program proposal is submitted, the traveler also submits a request for an exception to the travel warning policy to the Office of International Programs and Extended Studies.
2. The OIP convenes a subset of the International Advisory Council to review the request for an exception. The group may meet in person or electronically.
3. The criteria for judging whether an exception is appropriate include:
  - a. Purpose of the trip
  - b. Length of Stay
  - c. Where in the country: in one place or moving around?
  - d. Language proficiency and knowledge of the destination
  - e. In country contacts
  - f. Nature of the risk
  - g. Will the College insurer provide coverage?
  - h. Accompanied by students?
  - i. If an exception is being considered for a student, is the student participating in an accredited program of sufficient academic rigor to be worthy of Ithaca College credit? What are the program's standards for health and safety? What is the program's historical experience with meeting expectations for health and safety?

## Appendix 9

### Agreement template for use with third-party organizations

## AGREEMENT FOR SERVICE

This Agreement is entered into as of \_\_\_\_\_ *(date)* by and between **Program Provider**, located at \_\_\_\_\_ *(business address)* and providing services in \_\_\_\_\_ *(country)*, herein called (“PROVIDER”), and **Ithaca College**, located at 953 Danby Road, Ithaca, New York, herein called (“COLLEGE”), under the terms and conditions set forth herein.

The Agreement shall apply to any programs that the COLLEGE and PROVIDER conduct during the dates hereof. Each such program shall be the subject of the terms and conditions written herein and any written Addendum(s) signed by the COLLEGE and by PROVIDER. Each such Addendum shall become part of this Agreement as though fully set forth herein.

The term of this Agreement shall be for the period \_\_\_\_\_ *(Program dates)*

With respect to each Program that the COLLEGE and PROVIDER conduct during the term of this Agreement, the parties agree to provide the following:

#### 1. Orientation

- (a) PROVIDER will arrange an orientation for the COLLEGE’S students, faculty, and staff addressing:
- Key health, safety and cultural issues, as well as information on traveling and/or living in the international location where the Program is to be conducted.

#### 2. Program

- (a) PROVIDER will provide all necessary space and travel arrangements as necessary for each program as indicated in the attached Addendum.
- (b) If PROVIDER and the COLLEGE agree that PROVIDER will provide components for a program, then any changes in professors, lectures, or other educational services made by PROVIDER are subject to final approval of the COLLEGE’S designated agent.
- (c) PROVIDER shall only make changes to personnel or services after consultation with the COLLEGE.

#### 3. Field Study/Excursions

- (a) If PROVIDER and the COLLEGE agree that PROVIDER will provide field trips or excursions during the course of a program hereunder, then all visits and field trips may be changed by PROVIDER only after consultation with the SCHOOL’S designated agent. PROVIDER shall only make changes should personnel, facilities, equipment or services cease to be reasonably and safely available.
- (b) PROVIDER shall offer field trips and excursions in accordance with the itinerary found in the attached Addendum.

#### 4. Accommodations

- (a) If PROVIDER and the COLLEGE agree that PROVIDER will arrange accommodations for the COLLEGE’S students, faculty or staff during a program conducted hereunder, then any costs incurred as a result of the PROVIDER changing housing after the price for the program has been set, then any costs associated

with arranging additional or special amenities related to housing, shall be the responsibility of the PROVIDER.

- (b) PROVIDER shall arrange accommodations in accordance with the details found in the attached Addendum.

#### **5. Miscellaneous**

- (a) PROVIDER will make available medical assistance and security for the COLLEGE'S students, faculty, and staff for the period of the program. Responsibility for the provision and cost of insurance for individuals who participate in the program will be that of the individuals themselves; or, if it agrees to assume such responsibility therefore, the COLLEGE, but not in any case of PROVIDER.
- (b) Participants in each program are subject to PROVIDER policies related to conduct, which are attached as an Addendum to this Agreement, and to all rules and policies of PROVIDER where the program takes place. PROVIDER reserves the right, following consultation with the COLLEGE, to take disciplinary action against any participant in a program as PROVIDER deems appropriate, up to and including expulsion of the participant from the PROVIDER program. Disciplinary action may be taken against a participant if in the view of PROVIDER, the COLLEGE's designated agent, or the authorities of the country where the program is located, the participant violates any PROVIDER student policy; the participant is detrimental to himself/herself, to the program and/or to other participants from an academic, moral, legal, or disciplinary standpoint; the participant's behavior offends against local laws or customs; or the participant's behavior is detrimental to his or her own safety or well-being, or the safety or well-being of others. *(If a student must leave the program early because of his/her behavior, all costs of returning home are the responsibility of the student)*
- (c) All student participants in the PROVIDER'S program are also subject to the Ithaca College Student Conduct Code.
- (d) At the conclusion of each program, PROVIDER will distribute evaluations to the COLLEGE's students, faculty member(s) and study abroad contact(s). Copies of these evaluations will be sent to the COLLEGE signatory of this Agreement.

#### **6. PROVIDER Responsibilities**

- (a) PROVIDER will be responsible for the general formulation and execution of each program conducted hereunder, and for the reasonable delivery of the services described in this Agreement and the attached Addendum.
- (c) PROVIDER will make a reasonable good faith effort to execute the programs conducted hereunder as set forth in this Agreement and any Addendum hereto. PROVIDER reserves the right to modify, cancel, or otherwise alter parts of any program that, in consultation with the COLLEGE, are necessary for the comfort, well-being and protection of participants or are reasonably required by circumstances beyond the control of PROVIDER, including, without limitation, war, civil unrest, riots, strikes, terrorism, natural disasters and Acts of God.
- (c) PROVIDER will provide 24/7 emergency support for the COLLEGE'S students and other participants in the program.

#### **7. COLLEGE Responsibilities**

- (a) The COLLEGE will provide to PROVIDER on or before the deadline PROVIDER'S required documentation.
- (b) The COLLEGE shall ensure that only the faculty member and staff designated by the COLLEGE, and that only students who are enrolled in the program participate in the program's classes, field trips, and related activities.
- (c) The COLLEGE will be responsible for ensuring all students, accompanying faculty members, and staff make appropriate travel arrangements to and from the host country for the PROVIDER program according to

the start and end dates of each program as set forth in the Addendum to this Agreement for the program.

- (d) The fully executed Addendum for the program must be received by PROVIDER on or before the deadline set by PROVIDER.
- (e) The COLLEGE shall be responsible for ensuring that timely payment is made to PROVIDER for all charges due to PROVIDER pursuant to this Agreement and any Addendum hereto. The COLLEGE shall also ensure that reimbursement is made to PROVIDER in a timely manner for any damages caused by individual program participants, faculty or and staff for other debts incurred by the COLLEGE's students, faculty or staff including, without limitation, excessive or outstanding telephone or utility bills, funds advanced in emergency or other situations, and fees for cleaning and/or repairing accommodations.
- (f) The COLLEGE hereby represents and warrants that each student participating in any program conducted during the term of this Agreement will be at least 18 years of age on the date of arrival for the program or if under 18 years of age have the signed consent of parent(s) or legal guardians
- (g) The COLLEGE will ensure that no student participating in any PROVIDER program during the term hereof is on disciplinary probation as of the date of arrival for the program.
- (h) The COLLEGE agrees to complete such forms as deemed reasonably necessary by PROVIDER for the administration of any program offered hereunder.

#### **8. Financial Arrangements**

- (a) Program fees for each program to be offered pursuant to this Agreement shall be set forth in written Addendum signed by the parties to this Agreement.
- (b) Fees involving transportation are only as specified in this Agreement or an Addendum hereto.

#### **9. Payment**

- (a) Total payment of fees is due upon receipt of the program invoice for each program, and is payable by the COLLEGE to:

*Program Provider Name*  
Program Provider address

#### **10. Cancellations and Refunds**

- (a) If a student cancels or is withdrawn from any program offered during the term of this Agreement, or if the COLLEGE cancels a program on or after the date specified in the Addendum for the program, then the cancellation fees set forth in the Addendum for the program shall apply.
- (b) After the start date of a program conducted hereunder, PROVIDER will grant a refund for a participant who withdraws only in the event of a serious illness or emergency that requires the student to leave the country in which the program is located. The maximum amount of this refund will be equal to the amount of the recoverable costs incurred by PROVIDER
- (c) Any student who is dismissed for any reason after the start of any program hereunder shall forfeit the possibility of any refund.
- (d) If PROVIDER cancels a program for security reasons, economic reasons, or for reasons beyond its control, then PROVIDER will consult with the COLLEGE to determine if the COLLEGE's program could reasonably continue at a mutually agreeable alternative site. If the program is cancelled and cannot be relocated by mutual agreement of the parties, then PROVIDER will refund recoverable costs to the COLLEGE. The COLLEGE must request any refund pursuant to this paragraph in writing. Any such refunds shall be payable at the earliest three weeks after the request has been approved.
- (e) The COLLEGE prohibits the operation or continued operation of an international program in any country subject to a travel warning issued by the U.S. Department of State. In the event of the issuance of a U.S. Department of State travel warning or evacuation order for U.S. citizens in a country where a program is taking place or is scheduled to take place, the program shall be cancelled and the COLLEGE

shall be entitled to recover a refund consisting of those program related costs that are then recoverable by PROVIDER.

#### **11. Binding Upon**

- (a) This Agreement will become binding through the signatures of both contracting parties. Any alteration or amendment to this Agreement will be effective only if specified in a written instrument signed by authorized representatives of both parties.
- (b) Neither PROVIDER nor the COLLEGE will be liable for loss or damage or deemed to be in breach of this Agreement if a failure to perform any of its obligations results from:
  - (1) required compliance with any applicable law, ruling, order, regulation, requirement or instruction of any court of competent jurisdiction or any government or any department or agency thereof; (2) Acts of God; (3) acts or omissions of the other party which are unlawful or constitute a material breach of this Agreement; (4) fires, strikes, embargoes, war, civil unrest, acts of terrorism, or riot; or (5) any other similar event or cause beyond its control. Any delay resulting from any of said causes will extend performance accordingly or excuse performance, in whole or in part, as may be reasonable.

#### **12. Indemnification**

- (a) The COLLEGE agrees to indemnify, defend and hold harmless PROVIDER and its officers, directors, employees, agents, servants, contractors, affiliates and representatives from and against any and all claims, demands, actions, causes of action, damages, judgments and expenses (including without limitation attorney's fees and court costs) made, sustained, claimed or alleged by any person or entity in connection with or as a result of any program conducted hereunder or any aspect thereof, with the sole exception of any claims, demands, actions, causes of action, damages, judgments or expenses arising out of the sole negligence of PROVIDER, its officers, directors, employees, agents or servants.
- (b) PROVIDER abroad agrees to indemnify, defend and hold harmless the COLLEGE and its officers, directors, employees, agents, servants, contractors, affiliates and representatives from and against any and all claims, demands, actions, causes of action, damages, judgments and expenses (including without limitation attorney's fees and court costs) made, sustained, claimed or alleged by any person or entity in connection with or as a result of any program conducted hereunder or any aspect thereof, with the sole exception of any claims, demands, actions, causes of action, damages, judgments or expenses arising out of the sole negligence of the COLLEGE, its officers, directors, employees, agents or servants.

#### **13. Insurance**

The COLLEGE requires certificates of insurance be on file with the COLLEGE Office Risk Management for review and approval prior to the commencement of any work or services by PROVIDER. Please mail or fax to (607) 274-5717 the requested Certificate(s) of Insurance within ten (10) working days. Mailing address is Ithaca College, Office of Risk Management, 953 Danby Road, Ithaca, New York 14850.

All insurance carriers utilized must be licensed to do business in New York State and shall carry a minimum rating of "A," Class VIII in Best's Rating Guide published by A.M. Best and Company, Inc. Insurance shall be on a **yearly basis** written for not less than any amounts of liability specified as part of this contract.

Certificates of such insurance are to be current at the time of contract and remain in force for the period of contract. The COLLEGE shall receive certificates of insurance evidencing all insurance as required herein and contain a provision the coverage and limits of liability afforded under the policies shall not be materially altered, non-renewed, canceled, reduced, or allowed to expire with thirty (30) days prior written notice to the certificate holder.

Insurance coverage must meet or exceed liability insurance limits set by COLLEGE per the following:

Provider shall provide the following insurances:

- a) Primary Liability Insurance in form providing coverage not less than a Commercial General Liability insurance policy including independent contractors, employees as additional Insureds, contractual liability coverage and personal injury liability coverage for claims arising out of the activity hereunder for personal injury, bodily injury, and property damage in policy or policies of insurance such that the total available limits to all Insureds combined will not be less than \$2,000,000 per occurrence, \$2,000,000 general aggregate and \$2,000,000 completed operations aggregate.
- b) Primary Automobile Liability Insurance covering all owned, non-owned and hired automobiles. Such insurance shall provide coverage not less than that of the Standard Comprehensive Automobile Liability policy in limits not less than \$1,000,000 Combined Single Limit each occurrence for Bodily Injury and Property Damage, Contractual Liability, if not provided in the policy form, is to be provided by endorsement.
- c) Workers' Compensation Insurance including Coverage B Employer's Liability, in full compliance with the Workers' Compensation Laws of the State of New York and all states where the work is performed or in which a claim shall be presented. If employer is located or resides outside the State of New York, the certificate must evidence the policy coverage applies to All States.
- d) Umbrella Excess Liability Insurance on a following form basis over all primary Liability coverage in limits of \$10,000,000.
- e) Professional Liability/Errors & Omissions Insurance with minimum limits of not less than \$5 million limit and in the annual aggregate, inclusive of defense costs, and must indicate if it provides occurrence or claims-made coverage. If Professional Liability coverage is written on a claims-made form, coverage must be maintained for a minimum of three years after completion or termination of the Agreement. Any insurance written on a claims-made form must indicate retro date. Ithaca College must be named as an additional insured and an appropriate endorsement deleting the Insured vs. Insured exclusion must be evidenced, so as not to impede a claim by College for a wrongful act of Provider.
- f) In addition to the above, Provider will provide Accidental Death and Dismemberment, Principal Sum 250,000 subject to an aggregate limit of 1,500,000. Kidnap and Extortion Insurance is also afforded at 100,000 per occurrence.

Each insurance policy hereunder shall provide the following conditions:

- a) To name Ithaca College, their directors, officers, agents, consultants, employees, and students and all other interests may be reasonably required by the Ithaca College as Additional Insureds. The coverage afforded the Additional Insured under these policies shall be primary insurance. If the Additional Insured has other insurance, which is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of other insurance shall not be reduced by the existence of such other insurance.
- b) That in the event of any claims made by reason of Bodily Injury, Personal Injury, or Property Damage which would be controversial, denied, or otherwise not covered respecting the Named Insured due to a breach of a policy warranty or violation of a policy condition, such controversy, denial or otherwise shall not be imposed by the insurance company respecting the Additional Insureds above.
- c) That in the event of any claims being made by reason of Bodily Injury, Personal Injury, or Property Damage sustained by any agent, servant or employee of one insured which another insured is or may be liable, then the policy shall cover such insured against whom a claim is made in the same manner as if a separate policy had been issued to each insured.
- d) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits, except after thirty (30) days' prior written by certified mail, return receipt requested, has been given to Ithaca College.
- e) Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A VIII, unless otherwise approved by Ithaca College.

- f) Any deviation from an occurrence form must be approved by College.
- g) Subrogation and Waiver - All policies of insurance must include clauses that each underwriter shall waive all of its rights of recovery, under subrogation or otherwise, against Ithaca College.
- h) Provider will furnish an insurance certificate(s) showing compliance with these requirements.

**14. Venue**

- (a) The PROVIDER agrees that, should there be any dispute arising out of or relating to any program contemplated or conducted during the term of this Agreement or arising out of or related to this Agreement that involves or requires the adjudication of a court of law, such adjudication will occur exclusively in the courts of, and be determined by the laws of, the state of New York. The PPROVIDER hereby consents, irrevocably, to the jurisdiction and venue of the New York state courts located in Tompkins County, New York with respect to any such dispute.

**15. Signatures**

**PROGRAM PROVIDER**

**ITHACA COLLEGE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Authorized Representative's Name  
(Printed)

\_\_\_\_\_  
Authorized Representative's Name  
(Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date