



A Nuts & Bolts Manual
for
Departmental Study Abroad Programs
Purdue University

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Introduction

This manual is provided to guide faculty members in designing and implementing study abroad programs. It reflects past planning conversations with your faculty peers and it cites practices needed to optimize your program's success.

More importantly, this manual provides a comprehensive pathway so that departmental study abroad programs will interface appropriately with other units in the campus community, such as the Office of the Registrar, the Division of Financial Aid, the Office of the Bursar and the Office of the Dean of Students. This manual bridges these diverse but related needs with one chronology of tasks. And it points to the need to complete these tasks in a timely fashion.

Nancy Bennett, Assistant Director of Study Abroad, will be coordinating all departmental study abroad programs. Please write to her at njbennett@purdue.edu whenever you have questions, need advice or require clarification about any information in this manual.

We all look forward to working together to foster international education at Purdue University and to encourage students to experience life in a culture outside of the United States.



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Section I

Leader's Manual

Timeline

<u>Months prior to start date</u>	<u>Tasks</u>
12 or more months	Develop program description Research probable market for program
7-9 months	Submit program proposal
6 months	Finalize travel, accommodation, programming Prepare and submit rate request
4-6 months	Prepare and launch marketing plan Post program information to web page
3-4 months	Latest date for submission of rate request Encourage enrollment of participants
2 months	Accept participants update participant list determine viability of program faculty orientation travel and reimbursement forms
1 month	Pre-departure student orientation Student course registration Order emergency medical insurance Mandatory forms to study abroad Program itinerary to study abroad State department registration

Chapter 1: Developing a Proposal

A complete proposal for a departmental study abroad program consists of the following four parts. Proposals will not be considered until all four documents have been submitted.

1. detailed program description
2. preliminary itinerary
3. preliminary budget
4. approval form (*link here*)

<http://www.studyabroad.purdue.edu/resource/ApprovalForm.pdf> or see Appendix A.

Advice from study abroad

The assistant director of study abroad, who handles departmental programs, is available to offer advice about non-academic aspects of program development. Leaders may call, write or meet with the assistant director as soon as they have an idea for a future program. Telephone the study abroad office (494 2383) to make an appointment with the assistant director for departmental programs.

Program description

A well-thought-out description is crucial for the approval of a study abroad program. The description should include answers to the following questions:

1. What is the rationale for offering this program? What kinds of new opportunities does this program offer students? Can students use the program to fulfill any departmental or core curriculum requirements?
2. How does the program design ensure an intercultural experience? Will the participants be integrated with local students? Will they participate in the local academic system? Will they participate in field trips? Will they live with a host family? Will there be a structured analysis of and reflection on the overseas experience?
3. What is the estimated maximum and minimum enrollment? Will there be one or more than one program leader? Why?
4. Do students submit an application form? What are the selection criteria? Are there prerequisites? Is there a minimum semester standing required at the time of participation? Is there a minimum GPA? Are there course prerequisites?
5. Which student constituency is the target audience? Is the course designed for undergraduates, graduate students or both? If the program will accept both levels of students, what are the differences in the course requirements for the two groups? What are the pros and cons of permitting non-Purdue students to participate? (See Chapter 8 for more information about this topic.)
6. What kinds of faculty commitment are needed, both short term and long term? From where will those commitments come?
7. If English is not the country's primary language, then what arrangements can be made to provide an academically sound program in English? With what kinds of support will students function outside the classroom?
8. What administrative infrastructure is needed on site? Will the program be based on a student exchange agreement between a host university and Purdue or be administered by a study abroad agency? Or is the program independent of partners or agencies?
9. What are the accommodation arrangements? What type of housing will be provided (home stay, dormitory, apartment, hotel, other)? Who will arrange the housing?

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10. What is the source of food during the program? Outline which meals are provided and which students must provide for themselves.
 11. What efforts are being made to keep program costs low in order to encourage student participation?
 12. Is there evidence that the proposed program will not compete with existing Purdue study abroad offerings? If so, is there evidence that the program is needed and will be viable?
 13. Can students with learning disabilities, limited mobility, visual disabilities or auditory disabilities be accommodated in this program?
 14. Describe the medical facilities available to participants. Will students face any unfamiliar health issues?
 15. What procedures will be in place to respond to an emergency? Is there a heightened level of crime or political instability in the host country? Please refer to the U.S. State Department travel site:

Travel arrangements

The leader needs to decide if travel (air fare, ground transportation, and transportation at the program site) will or will not be arranged for the program participants and included in the program fee. There are various aspects of the program to consider when making this decision.

Option 1: travel not included. If the program will be located in one spot for the entire duration, it may be advisable to allow participants to make their own arrangements for traveling to and from the program site. Participants then have the flexibility to leave early, stay longer, use frequent flyer miles and generally be independent.

Option 2: travel included. If the program will have multiple stops, housing in hotels, several different methods of transportation, and is short in duration; or if it is important that the group be together at all times, it is advisable to include the travel arrangements in the program fee. Work with a travel agency to purchase group airline tickets, reserve hotel rooms and book local transportation at reduced rates. Instructions for selecting a travel agency are included in Section II of this manual.

Preliminary itinerary

Leaders need to provide an itinerary that shows the planned locations the participants will visit. Information about a travel agency, provider agency or host institution should be included here. If the program will remain in one location for the duration of the program, please indicate the proposed location, including where the students will likely live and take their meals.

Please note that no later than two weeks before the start of the program, the leader will need to submit a final itinerary to the study abroad office. This final itinerary will be attached to the safety and emergency procedures for the program.

Preliminary budget

Leaders should decide how many students are likely to participate in the program. The Study Abroad Office suggests a faculty-student ratio of 1:10, but this is a guiding expectation and exceptions in either direction can be warranted. While there is no strict policy about the number of leaders required for a program, there needs to be a balance between providing sufficient supervision for program participants and making the program most affordable for students.

Factors for a change in this ratio could be a rigorous travel itinerary or other reasons for additional student supervision.

Based on the projected number of participants, a preliminary budget needs to be prepared. The budget should indicate the following:

- estimated minimum and maximum enrollment
- subsidy and source, if applicable
- leader salary and sources, if applicable
- leaders costs (travel, housing, per diem)
- program activity costs
- participant travel costs if included in the program fee
- participant housing costs if included in the program fee
- participant meal costs that will be paid by the program fee

A preliminary budget is a required component of a program proposal and must be submitted before the programs can be evaluated. A template for a preliminary budget can be accessed here or see *Appendix B*.

Planning worksheet

Leaders are encouraged to use the planning worksheet to prepare a comprehensive proposal. This worksheet is intended to remind program leaders of the various details that need to be considered when organizing a study abroad program and that need to be provided in the program description. The planning worksheet can be viewed here or as *Appendix C*.

Repeat Programs

Leaders requesting approval for a program that was offered in the past still must submit a complete proposal. While a copy of the previous program proposal can be added to the new proposal, all components (course description, itinerary, budget and form) must be submitted with all relevant changes reflecting the most current plans and cost estimates.

Chapter 2: Approval Form

The program approval form and the accompanying page of instructions can be [found here](#) or as *Appendix A* of this manual. Because study abroad programs carry academic credit, the leader is required to secure approval from the head of the academic department sponsoring the program, the dean of the college, the Director of Study Abroad, the Dean of International Programs and, for new programs, the Associate Provost. The leader should ask the department head and college dean to approve the entire proposal and then forward it to the Study Abroad Office for the remainder of the approval signatures.

People

The study abroad office needs to know the names of all faculty and staff, who are in any way involved in the administration of the program. Because of the limitations of the study abroad data base and related website, one faculty member must be listed as the primary leader and that person will have access to the program leader's section of the Study Abroad web site. If departmental administrative assistants and/or graduate assistants are part of the administrative team, those names, addresses and telephone numbers should be listed. When any questions about the program come up, the Study Abroad office staff needs to know whom they can ask.

Teaching or research assistant

If the leader makes arrangements for a teaching or research assistant to accompany the group, this information must be listed on the approval form. If this is decided at a later date, an email to the Study Abroad Assistant Director for departmental programs is sufficient. If this student will earn credit for the experience, the student needs to register for the program. Any costs resulting from the participation of an assistant need to be included in the program's budget.

Program Information

Information about the program's location, primary student constituency, and on-site partners must be provided. If the program will be housed at a Purdue partner university or organized by a provider agency, this needs to be indicated and the study abroad office needs to know the names of the contacts at these institutions.

Courses and credits

Information about the number of credits, department course numbers and possible service learning activities must be provided so that the study abroad schedule deputy can assign a study abroad number to the program. All courses taking place outside the United States must carry a course number with the subject abbreviation SA. However, this number is a temporary place holder for the period of the program only and will be replaced on each participant's transcript with a department course number, title, credits and grades.

The study abroad course number will be listed in the Purdue registration system along with the number of credits, the program dates, and the instructors' name(s). This number is what all program participants register for and how the bursar's office charges the participants for the fees attached to the program.

In addition, leaders must provide the study abroad office with complete information about how the academic work completed by program participants will be transferred to their Purdue academic records. Therefore, the leader needs to list all the academic department course numbers with the accurate course titles and credits. These department numbers must be existing, valid department course numbers. If they are not valid, the application cannot be approved. The department course numbers, number of credits assigned to each course and the exact course titles need to be listed so that the transfer of credits and grades can be posted to participants transcripts after the completion of the program.

If the program is open to graduate students, a graduate-level number (usually 50000 or above) must be provided and a separate graduate-level study abroad number will be assigned to the program. The leader must also provide the study abroad office with an explanation of the program requirements, making it clear that the graduate-student participants have more rigorous requirements than the undergraduates in the same program. This statement is required by The Graduate School Dean.

Approvals

The approval form must be signed first by the department head and then the college dean. If a program features courses from more than one academic department, separate program approval forms must be completed for each department. If any course offered is cross-listed, each department involved must complete a program approval form.

- The signature of the department head confirms that s/he has read the complete proposal and supports this study abroad program. Further, s/he confirms that the course number and title have been approved by the department's curriculum committee or the equivalent.
- The signature of the college dean confirms that s/he has read the complete proposal and supports this study abroad program. Further, s/he confirms that the course number and title have been approved by the sponsoring department.
- Once the approval form(s) has been signed by the department head and the college dean, the entire proposal should be forwarded to the Office Manager, Programs for Study Abroad, 105 Young Hall.

Deadlines

program period	proposal due	rate request due	student application deadline
January – April 2010	15 July 2009	1 October 2009	15 December 2009
May – August 2010	1 November 2009	1 March 2010	1 April 2010
September – December 2010	1 March 2010	1 June 2010	1 August 2010
January – April 2011	15 July 2010	1 October 2010	15 December 2010
May – August 2011	1 November 2010	1 March 2011	1 April 2011

Notification

As soon as all parties have signed the approval form, indicating that the program is approved, copies of the form will be distributed as follows:

- One copy will be returned to the leader.
- One copy will be sent to the program's business manager; work can begin on the rate request.
- One copy will be sent to the study abroad office and a staff member there will email the leader and the business manager the assigned "SA" course number.
- One copy will be sent to the International Programs Director of Financial Affairs, who will await the submission of the Rate Request. See Chapter 7 for details on preparing the rate request.

Chapter 3: Accompanying Family Members

Program leaders may decide to bring family members with them. The following policies describe the limits or conditions that apply to the accompaniment of faculty or staff family members in study abroad programs.

Employment: Family members of faculty members and other academic staff may NOT be hired to perform duties on the study abroad program if the fulfillment of such duties is under the general supervision or direction of the faculty member. "Hired" means receiving monetary compensation for services performed or receiving payment of expenses (travel, etc.) in exchange for performance of duties. It is possible, with special permission, for spouses to be co-directors of a program or to be an official volunteer.

Liability: It is the responsibility of all family members (including spouse/partner and dependent children) of the faculty member to read the US State Department information sheets if they participate in any group travel, whether by land, sea, or air. The family members are responsible for their own safety.

Accommodations: Accompanying family members may share accommodations with the faculty member, provided such sharing is allowed by the housing provider. The faculty member will receive only the State Department housing allowance for one person, regardless of how many accompanying family members share the accommodation. If housing costs are based on a "per person" rate, the faculty leader will be reimbursed for only one person. In no case should faculty or family members share accommodations with students; in general, they should not share apartments or rooms with program assistants.

Excursions/Travel: Accompanying family members may participate in program excursions and field trips provided such participation does not inflate the cost of the excursion. Program excursions are planned to accommodate all students plus the participating faculty member(s). If there are empty seats on the bus, boat, or other arranged travel, accompanying faculty family members may travel with the group at no extra cost. However, at no time will a bigger or additional bus, boat or other mode of transportation be arranged in order to accommodate accompanying faculty family members.

Excursion Expenses: If participating in group excursions, accompanying family members must pay all per person expenses (i.e., entrances to parks or museums, theatre tickets, etc.). In no case is program money to be used to fund family member participation in special events.

Group Meals: If participating in group meals, the faculty member must reimburse the program for any expenses incurred by accompanying family members. Program money should not be used to buy meals for accompanying family members. The exception to this policy is entertainment of host institution guests to which a couple is invited for a meal. The faculty member may bring his/her spouse to such an event and receive reimbursement for the spouse's meal.

Minor Children: Leaders are highly discouraged from bringing minor children. If they do accompany a leader, they must be adequately supervised at all times. The presence of minor children or other family members should not disrupt or alter the study abroad program in any way.

Chapter 4: Working with Your Business Manager

Together the program leader and business manager prepare the financial and budgetary aspects of the departmental study abroad program. Section I of this manual is written primarily for the leader and Section II has been written to guide the business manager through similar steps.

Preparing the preliminary budget

A preliminary budget is a required component of a program proposal and must be as part of the program proposal. A template for a preliminary budget can be [found here](#) or as Appendix C.

The leader and the designated business manager decide how many students are likely to participate in the program and, based on that number, create a preliminary budget. The Study Abroad Office suggests a faculty-student ratio of 1:10. There needs to be a balance between providing sufficient supervision for program participants and making the program most affordable for students. However, this is a guiding expectation and exceptions in either direction can be warranted since there is no strict Purdue policy about the ratio. Requests for an exception should be sent by email to the Director of Study Abroad. Factors for a change in this ratio could be a rigorous travel itinerary or other reasons for additional student supervision.

The preliminary budget should indicate the following:

- estimated minimum and maximum enrollment
- subsidy and source, if applicable
- leader salary and sources, if applicable
- leaders costs (travel, housing, per diem)
- program activity costs
- participant travel costs if included in the program fee
- participant housing costs if included in the program fee
- participant meal costs that will be paid by the program fee

Preparing the rate request

After the program has been approved, the designated business manager and the program leader will prepare a rate request allowing you to charge a fee (other than tuition) to Purdue students. Estimated program costs cannot be publicized to students or anyone until the Purdue Rate Request is approved by the Purdue Director of Business Managers. See Chapter 7 for complete instructions for preparing the rate request. It is recommended that the rate request be prepared immediately after program has been approval so that the approved cost can be advertised to potential participants as soon as possible.

Chapter 5: Program's Web Page

As soon as the program has been fully approved, the study abroad office will create a basic web page for the program. A study abroad staff member will list the title, dates, study abroad course number and the leader's name with email address and telephone number. If any of this information changes after the web page is created, the leader can make changes from the program leader page. Instructions for accessing this page are described below.

The web page is the best way of promoting the program to a wide range to students. Even if you decide to use printed flyers or brochures, students can always be referred to the web page for detailed information about the curriculum, itinerary, etc. Additions and changes can be made by the leader by logging in to the Program Leader Page.

The main section of the web page must be edited and expanded by the program leader as soon as possible after program approval. It's advantageous for the success of the program to post a full explanation of the program on this page. If leaders have a separate web page for the program, housed at a different location, it's still important to have basic program information listed on this page.

Logging in to Program Leader Page

To log in, go to the study abroad home page (www.studyabroad.purdue.edu), click on the *My Study Abroad* button in the upper right corner, and use a career account name and password to access the *Program Leader Page*. Leaders are able to use the this page to edit the web page and program details, as well as handle several other necessary administrative tasks. Leaders should telephone or email the study abroad office if they have difficulty logging in.

Editing program web page

Leaders should edit the information on the program's page as soon as possible after approval and be sure to include the following:

- program dates
- program content, including information about course equivalencies
- itinerary, including excursions
- program fee
- non-refundable deposit
- cancellation policy
- program application if required
- application and payment deadline

If some of this information is not available when the web page is first edited, post as much as possible. It can be edited as many times as necessary. It is crucial to keep the page up-to-date, even if you use other types of media to promote the program. Students can easily access the information and this protects leaders from having to answer large numbers of inquiries by email or telephone.

Program content should include as much information about the course as possible. Posting a course syllabus and/or providing a link to a course syllabus is ideal. Students are particularly interested in the course equivalencies so that they can easily see how the credits earned from the program fit into their overall plans of study.

An itinerary is not necessary if the program stays in one location for the entire period. However, if excursions to the surrounding region will be included, this is a feature that may attract participants. If the program involves travel from one location to the next, it is important to post an itinerary on the web page. If some parts of the itinerary are not final, they can be labeled tentative and updated as the schedule becomes more definite.

An estimated program fee can be listed so that the potential participants are able to judge if they can afford the program. Purdue University policy states that the exact program cost cannot be advertised until the rate request has been approved. If a dollar amount is posted to the web page before the rate request has been approved, it must be clear that this is an estimated cost. Leaders may delete the word "estimated" as soon as the rate request has been approved. It is for this reason that it's wise to get the rate request approved as soon as possible.

Leaders can decide if the program requires a program application. If it is open to all interested students they can be directed to enroll online from the web page of the program. However, leaders need to be certain that no applicant for a departmental study abroad program is on academic or disciplinary probation at the time of application. See Chapter 9 for more information about student applications.

Application procedures should be outlined on the program's web page. Students need to know

- how to obtain the application form
- what the application consists of (form, essay, letters of recommendation, transcript)
- what criteria will be used
- where the application should be submitted
- when the application is due
- how and when the applicants will be informed of the decision.

BEWARE: If a student is on academic probation at the time of application and is dropped from Purdue University before the start of a departmental study abroad program, nothing can be done. Therefore it is extremely important to determine if any applicants are on academic probation. Leaders can work with the academic advisors in their departments to determine this information. Dropped students are not allowed to participate and any funds paid out for such students cannot be recouped.

A student application deadline must be advertised to students and listed on the program's web page. These deadlines may be earlier but cannot be any later than listed in the charts below:

program period	student application deadline
January – April 2010	15 December 2009
May – August 2010	1 April 2010
September – December 2010	1 August 2010
January – April 2011	15 December 2010

This deadline is the date by which all student applications must be submitted to the leader or her representative; it can be earlier than the dates listed on the table above but cannot be any later. You may need to establish a separate, earlier deadline for the submission of a deposit (see Chapter 7 for more information about deposits).

Chapter 6: Travel

Travel Arrangements

If the leader chooses to include travel arrangements in the program fee, s/he is required to obtain at least three bids for the travel costs. Please consult the program's business manager for instructions on gathering bids from travel agencies or program providers.

Visas

If the program or any stop during the program will take place in a country that requires visas to enter that country, it is up to the program leader to learn about the process of obtaining visas. Please consult with the assistant director of study abroad, who handles departmental programs, for additional information about visa procurement. The study abroad office does not make arrangements for students or groups to get entry visas. Program leaders need to learn about the process so that they can either procure the required visas for the entire group or inform the program participants of the process.

Remember that Purdue international students, who are not citizens of the United States, could be participating in a departmental program. Be sure to inquire if any of your participants are international students and remind them that they may need to procure an entry visa for the host country even if U.S. citizens do not need to.

Other required documents

Some countries do not require U.S. citizens to procure an entry visa in advance. In such cases, the governments of these countries require documents (statements, photographs, etc.) be presented at the border (or airport). Program leaders must research this so that they can provide the information or the document itself to the program participants.

Chapter 7: Rate Request

Whenever a Purdue student is billed by the university for any fee, other than regular tuition, a rate request must be approved by the Director of Business Managers. Rate requests are signed by the head of the sponsoring department, the dean of the sponsoring college, the Director of Study Abroad and the Dean of International Programs before submission to the Director of Business Managers.

Because students are primarily interested in the cost of programs, leaders are encouraged to prepare the rate request for signatures as soon as possible after the program has been approved. In this way, the actual cost can be advertised on the web site and other printed promotional materials. The latest deadlines for submitting rate requests are listed on the tables below.

program period	proposal due	rate request due	student application deadline
January – April 2010	15 July 2009	1 October 2009	15 December 2009
May – August 2010	1 November 2009	1 March 2010	1 April 2010
September – December 2010	1 March 2010	1 June 2010	1 August 2010
January – April 2011	15 July 2010	1 October 2010	15 December 2010
May – August 2011	1 November 2010	1 March 2011	1 April 2011

Rate Request Form

A template for the preparation of the rate request can be [found here](#) or as *Appendix D*. The leader needs to work with the business manager to prepare this document; detailed instructions for the business manager can be found in *Section II* of this manual.

The Study Abroad Office suggests a faculty-student ratio of 1:10. There needs to be a balance between providing sufficient supervision for program participants and making the program most affordable for students. However, this is a guiding expectation and exceptions in either direction can be warranted since there is no strict Purdue policy about the ratio. Requests for an exception should be sent by email to the Director of Study Abroad. Factors for a change in this ratio could be a rigorous travel itinerary or other reasons for additional student supervision.

Overseas emergency medical coverage must be purchased for all participants and the charges need to be included in the rate request budget. This is emergency medical coverage with special coverage for evacuation and repatriation. It does not include theft, trip cancellation or liability coverage. If a provider agency is administering the program, be sure to inquire if emergency medical coverage is included in their fee. If so, the program does not need to include it in the budget or purchase the coverage for the participants.

All information submitted must be final. This is especially important for the costs of travel if they are being included in the program fee. The rate request should not be submitted until the bidding process for the travel component has been completed. Program fees cannot be revised once the rate request has been approved.

Purdue University policy states that the exact program cost information cannot be advertised to students (flyers, emails, webpage) until the rate request has been approved by all university officials. If a dollar amount is listed anywhere before the rate request is approved, it must be clear that this is an estimated cost.

Once the rate request is approved, copies will be distributed to the business manager for the program, the international programs finance director, the study abroad office, the division of financial aid and the bursar's office.

Published Application Deadlines

The deadline for students to apply for the program must be included in the rate request, as well as advertised on the web page and other promotional material. This deadline is the date by which all students must submit applications to the program leader and then enroll at the Study Abroad website. It can be earlier than the dates listed on the table above but cannot be any later.

Deposits

It is important to collect non-refundable deposits from students accepted into the program to act as a deterrent to casual enrollment and cancellation. In some cases, if enrollment is low or close to the minimum, leaders will need to consider only those who have paid a deposit when deciding on the viability of the program. Information about deposits needs to be included in the rate request.

Deposits are usually collected from students no later than the program's application deadline. Business managers should be sure to read the section on deposits in *Section II* of this manual for instructions on handling them.

The deposit amount has typically ranged from \$300 to \$500. If the program is being handled by a travel agency or a program provider (ACCENT, CAPA, FIE, IES), the deposit should equal any per-student deposits that the program organizers are required to submit according to the contract between Purdue and the provider. Most contracts with travel agencies or providers include cancellation policies that need to be coordinated with the program's cancellation policy.

Cancellation Policy

The goal for program organizers is to provide a successful experience for students and break even financially. If there is no clear cancellation policy, the program account may end up in a deficit if students cancel without penalty. Therefore, it is critically important to include information about student cancellations and withdrawals in the rate request and to distribute a printed copy of the policy to all students who are accepted to participate in the program.

Please note that the charges billed to the participants by the bursar's office consist of two parts: the Purdue study abroad fee and the program fee. The study abroad fee is collected by the bursar and handled as tuition. There is a published refund schedule for this fee, which may be different from the dates in your program's cancellation policy. Your policy covers primarily the program fee portion.

The leader and business manager need to prepare a cancellation policy for the program fee to protect the program's budget. In addition to the non-refundable deposit, this cancellation policy should outline the financial penalties if participants withdraw at various points along the timeline, including after the program has started. If students are to be assessed a penalty but they did not pay the fee, their Purdue accounts can be encumbered for these penalties. [Link here](#) or see *Appendix F* for a sample cancellation policy.

Chapter 8: Recruiting Participants

Leaders need to decide how to publicize the program in order to attract at least the minimum number of students and prevent the program from being cancelled. It is useful to create a marketing plan to outline the various methods to identify students interested in enrolling in the program.

In addition to the program's page on the study abroad website, various media can be used to promote the program:

- study abroad newsletter
- power point presentations
- printed flyers
- callouts
- classroom visits
- information tables
- newspapers
- television and radio
- directed student
- emails

Ultimately, the responsibility for marketing a program belongs to the leader. However, the study abroad office staff can assist leaders with adding information about departmental programs to its ongoing promotional activities. In addition, the staff can assist leaders with templates for power point presentations, advice on the preparation of brochures and their distribution, and how to arrange for callouts, classroom visits and other media outlets. Please [link here](#) or see *Appendix G* for the Recruiting Students to Study Abroad page:

[https://www.studyabroad.purdue.edu/faculty/departmental_programs/deadlines.cfm.]

Recruiting Non-Purdue West Lafayette Students

Leaders can decide if students from institutions other than Purdue West Lafayette are allowed to apply for the program. However, it is very important to read here what these students must do before enrolling in the program and heed the warnings below. Allowing non-Purdue students does entail more work for the program leader and business manager!

FIRST: Important Information about Financial Aid: Students from other colleges and universities are not eligible to receive financial aid for any Purdue study abroad program from the Purdue Division of Financial Aid. Some institutions (such as IUPUI) have a process for students to receive financial aid from the home university, but responsibility for applying for any financial aid lies with these non-Purdue students.

Including Applicants from Purdue Regional Campuses

Undergraduates from the Calumet, Ft. Wayne and North Central campuses of Purdue may participate in study abroad programs originating at West Lafayette if they meet the requirements to transfer to Purdue-WL. Non-West Lafayette students (but not IUPUI students) can matriculate at Purdue-WL by completing an *Undergraduate Application for Regional Campus Transfer*, which can be obtained online. The applicant then submits this form to the registrar's office of the home campus. This step must be completed in plenty of time for the application to be processed on the West Lafayette campus and long before the program begins. Regional campus students who do not meet the requirements to transfer to the West Lafayette campus must apply as non-degree students, which in turn makes them ineligible for financial aid. Details about the steps and

eligibility are printed on the form. If there are problems, delays or errors with the admission of any regional campus students, please write to Karan Bowerman at ksbowerman@purdue.edu.

Including Applicants from IUPUI

Undergraduates from IUPUI may participate in Purdue West Lafayette study abroad programs. However, they first need to matriculate at Purdue University by completing a *Nondegree Application for Admission*, available in the IUPUI Study Abroad Office. The completed form should be mailed to the Office of Admissions, 109 Schleman Hall or faxed to 765-494-0544. IUPUI students **do not** need to pay the \$30 fee. IUPUI students can apply for financial aid on their home campus.

Including Applicants from Other Colleges and Universities

Undergraduates from other U.S. universities or colleges may participate in the program if the leader wishes. These students need to matriculate at Purdue University by completing a *Non-degree Application for Admission*, which can be obtained online. The completed form along with a \$30 application fee should be sent to Office of Admissions, 109 Schleman Hall, Purdue University, West Lafayette, IN 47907.

Course Registration for Non-Purdue Students

See the next chapter for important information about course registration for non-Purdue students.

Chapter 9: Enrollment and Course Registration

Enrollment

What is the meaning of “**enrollment?**” In this case it means that all students participating in your program are required to enter her/his name and additional information into the study abroad data base. Once the participants are entered into this data base, the program leader is then able to use the Program Leader Page to administer the program, i.e., keep track of applicants and monitor the steps to departure.

As Purdue students express interest in your program, instruct them to enroll online by going to the program's web page and follow the link ***Click here to enroll in this program!*** From there, the students will need to log in using their regular Purdue career accounts and passwords, and answer a few questions:

- name of academic advisor
- date of birth
- email address
- emergency contact information

After Purdue students complete the on-line application, they will have access to an individualized web page called *My Study Abroad*. This page provides them with information about the rest of the administrative steps and access to the mandatory forms that will need to be downloaded, filled out and returned to the program leader before the start of the program. See *Appendix H* for a sample *My Study Abroad* page.

Program Application

If the leader does not require an additional application, this step can be skipped. If the leader decides an application process is necessary, the procedure must be outlined on the program's web page. Students need to know

- what the application consists of (form, essay, letters of recommendation, transcript)
- what criteria will be used
- where the application should be submitted
- when the application is due
- how and when the applicants will be informed of the decision.

Program Leader Page

Leaders need to monitor and update the enrollment information by using the program leader page on the study abroad website. To **log in**, go to the study abroad home page (www.studyabroad.purdue.edu), click on the *My Study Abroad* button in the upper right corner, and use a career account log-in name and password to access the program leader page.

It is crucial for leaders to keep the on-line list of participants completely accurate. Students will not be considered participants until their records are listed as *accepted*. Leaders may want to wait to change the student status to *accepted* until the student has submitted any required deposit. The status of students who change their minds must be changed to *withdrawn*. This list needs to be kept up-to-date because it is the basis for the decision about program viability (see Chapter 10), travel grant applications and for the safety and security of the participants. In the event of an emergency, the study abroad office needs to be able to reach family members.

Passports

Leaders should require applicants to submit a clear photocopy of their passports or, if they do not have one, a photocopy of their application showing the date they applied for a passport. This requirement prevents any last-minute surprises, such as discovering a participant doesn't have a passport shortly before the starting date of the program. Students who do not submit proof of a passport or of a passport application should not be considered *accepted* participants.

Program Acceptance

After the leader has made decisions about the student applications, s/he needs to go to the program leader's page at the study abroad website and change student's status from *applied* to *accepted*. If students decide they do not want to participate after they've been accepted or after they've submitted a deposit, their record needs to be changed again. The process is the same, but the status is changed from *applied* or *accepted* to *withdrawn*.

Course Registration for Purdue Students

What is the meaning of "**registration**?" For study abroad program participants, "registration" means the process of using the Purdue system to register for the course number assigned to the program in the same way that they register for any other Purdue course. The students complete this process from their *MyPurdue* page using the Banner system. You and the students need to be aware of the following points.

- A study abroad course number (SA #####) is assigned to the program when it is approved.
- The SA number will appear on the registrar's list of courses for the appropriate term.
- Participants register for this course number ONLY, not for a department course number also.
- After participants register for the SA course number, they will be billed for the fees as listed in the program's rate request. **This is the only way fees can be collected from the participants and then transferred to the program's account.**
- At the start of the following term, the SA course number will be replaced by the department course numbers that were listed on the program approval form.
- Students who fail to register by the end of the add period for the corresponding Purdue term will be charged a \$200 late fee.

Course Registration for Non-Purdue West Lafayette students

The program leader needs to register all non-Purdue students for the program's course number; this cannot be completed by the students themselves. A *Form 23* for each student will need to be filled out with the student's name, PUID, course number, and instructor's signature, and then submitted to the Registrar's Office, Room 45, Hovde Hall. Registration for non-Purdue students must be completed as soon as possible after the student has been admitted but no later than the add period for the corresponding term. Students who don't get registered by the end of the add period will be charged a \$200 late registration fee. Remember that you cannot collect the program fee from these students unless they are officially registered for the course and subsequently sent an invoice for the program costs by the bursar's office.

Chapter 10: Program Viability

Each departmental study abroad program must have an application/deposit deadline no later than those listed on the chart below.

program period	student application deadline
9 December 2009 – April 2010	15 December 2009
May – August 2010	1 April 2010
September – 18 December 2010	1 August 2010
December – April 2011	15 December 2010
May – August 2011	1 April 2011

The day after the application and deposit deadline, the leader and the business manager together need to decide whether the program has enrolled a sufficient number of students for it actually to take place.

If the budgeted number of students or more has submitted program deposits, the leader can proceed with the program. S/he should confirm the arrangements with the program provider or travel agency (if applicable) and inform the students.

Students who cancel after the deposit deadline must be assessed cancellation fees according to the program's cancellation policy (see Chapter 7). The leader and business manager need to strictly enforce the cancellation policy or the program budget will result in a deficit.

If the enrollment is less than the number budgeted, the leader and business manager need to determine if the program can still take place. In some cases, adjustments to the program may result in lower costs so that fewer students are needed. However, the program fee cannot be changed at all once the rate request has been approved.

If it is necessary to cancel the program, the leader needs to immediately inform

- the director of study abroad
- all students who have enrolled in the program
- travel agencies, providers, overseas partners, others involved in the program

The director of study abroad will inform the study abroad office staff and the international programs director of financial affairs who will in turn inform the bursar, registrar and financial aid office of the cancellation. **Please note that once a program is cancelled it cannot be re-established until the following academic term.**

Chapter 11: Predeparture tasks

Faculty orientation

Program leaders will be invited to a faculty orientation by the Director of Study Abroad, usually scheduled in April. Attendance at this meeting is mandatory, even for repeat program leaders.

Faculty travel forms

Program leaders and any additional faculty members involved with the program need to complete the required Purdue travel forms (Form 17, Form 25) for the reimbursement of travel costs and advances of PRF funds, if needed. The forms need to be prepared by the business office of the sponsoring department, not by the study abroad office.

Overseas emergency medical coverage

According to Purdue University policy (Risk Management), all students studying overseas with a Purdue-sponsored program must have emergency medical coverage. No later than **three weeks before departure**, the business manager must order this coverage. Order instructions can be found in Section II, Chapter 11 of this manual.

Student orientation

Leaders need to schedule a pre-departure orientation meeting for program participants. The following topics should be covered:

- destination information
- language preparation, if necessary
- personal finances
- travel documents
- communication plan
- cultural sensitivity
- academic paper work
- culture shock
- personal conduct. including information about alcohol consumption and drug abuse
- health and emergency medical insurance
- sex
- alcohol and drugs
- safety

Study Abroad Office staff members are available to attend the pre-departure meeting and share in the presentation of some of the information. Leaders are asked to request this at least three weeks prior to the date of the meeting.

Mandatory forms

The following documents must be submitted to the Study Abroad office before departure so that the staff can assist the leader in case of emergencies during the program. **Copies** of the paper forms need to be sent to the study abroad office no later than **two weeks prior to the departure date**. Students should be sure to complete the online forms by this deadline also.

Statement of Responsibility and Assumption of Risk

This form outlines the personal conduct and academic responsibilities of the participants and releases Purdue University and the program leader from liability. If the participant is claimed as a dependent on the parents' federal tax return or is under the age of 18, a parent or legal guardian must sign the form. Students should not be allowed to participate unless this form is signed and returned. [Link here](#) to a copy of the form or see *Appendix I*.

Medical Information

This form allows participants to report their personal medical history and their current medical condition. It does not require a physician's signature unless the participant is being treated for a chronic medical condition. [Link here](#) to a copy of the form or see *Appendix J*.

Program itinerary

Purdue University officials need to be able to reach the leader and participants at any time during the program. Therefore, the leader is asked to submit a **comprehensive** itinerary that shows contact addresses and telephone numbers. If the program will be in a single location, the information about the one site is all that is needed. If the program will move from city to city, addresses and telephone numbers for each stop should be listed.

Emergency Procedures

The Study Abroad Office needs to know how leaders plan to handle emergency situations that might arise during an overseas program. [Link here](#) to view this form or see Appendix E.

Information Release

The study abroad office cannot release any personal information about program participants unless they complete the *Release of Information Consent Form*. Each participant needs to go to her/his MyStudyAbroad page and complete the form online.

U.S. State Department Registration

Purdue University requires program leaders to register all program participants with the U.S. State Department. This takes just a few minutes to complete and is available at the following web page: http://travel.state.gov/travel/tips/registration/registration_1186.html. Registration can be completed at any time but should be done **before the start of the program**.

Chapter 12: Discipline, Safety and Security

Disciplinary Problems

Leaders should attempt to handle any disciplinary problems that occur with the program participants. However, if a student continues to exhibit dangerous behavior of any kind, the leader is advised to report this to the study abroad office. The office staff will work with the Office of the Dean of Students (ODOS) to assist the leader with each particular situation. Students should be reminded of the Statement of Responsibility that they signed, which outlines a code of personal conduct. In some cases, the student may not change her/his behavior after a first warning. This should be reported to the study abroad office and ODOS. In some cases a written warning may be required. [Link here](#) or see *Appendix K* for a sample written warning.

Handling emergencies

If there is an emergency, the leader should handle the immediate needs of the student or students by working with on-site medical facilities, law enforcement and the staff of the provider organization (if available). If the leader needs assistance from Purdue University to accomplish this, s/he should telephone the Study Abroad Office at **765 494 2383** during weekday business hours (eastern time). At other times, telephone the Purdue Police Department at **765 494 8221**, and the police will in turn reach appropriate study abroad staff.

Emergency Procedures

In preparation for emergencies, the Study Abroad Office requests program leaders to complete an [Emergency Procedures Form](#) (Appendix E). Leaders need to consider how they will handle emergency situations that might arise during an overseas program. This form is due in the study abroad office no later than **two weeks prior** to the start of the program.

In the case of severe, world-wide emergency situations, Purdue University has implemented an emergency preparedness and crisis response plan. This plan calls for leaders to work with the Director of Study Abroad, the Dean of International Programs, the Dean of Students' Office, and ultimately the Provost and President of Purdue University.

Purdue University Safety Policy

Purdue University is committed to developing a wide variety of international opportunities for its students. At the same time we recognize that there are times and places where personal security issues may outweigh the advantages of exposure to international experiences; therefore, we have developed a very careful and considered approach to the safety of our students. This includes careful monitoring of U.S. Department of State travel warnings and public announcements.

State Department Information

The United States Department of State has developed a set of reports designed to inform travelers of potential risks. See <http://travel.state.gov/>.

1) Travel Warnings are issued when the State Department recommends that Americans avoid travel to a certain country. Countries where avoidance of travel is recommended will have Travel Warnings as well as Consular Information Sheets.

2) Public Announcements are a means to disseminate information about terrorist threats and other relatively short-term and/or transnational conditions posing significant risks to the security of American travelers. These announcements are made any time there is a perceived threat and usually have Americans as a particular target group. In the past, Public Announcements have been issued to deal with short-term coups, bomb threats to airlines, violence by terrorists, and anniversary dates of specific terrorist events.

3) Consular Information Sheets are available for every country of the world. They include such information as the location of the U.S. Embassy or Consulate in the subject country, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. See http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html for an index of these sheets.

Chapter 13: Credits and grades

Grades earned by study abroad program participants cannot be posted to academic records until after the start of the following term. Until the grades are posted, the grade "SI" will appear on transcripts as the grade for the SA course number. A registrar's office staff member will remove the SA course number from each student's record and replace it with a department course number, course title, credit hours and the grade earned.

Program leaders submit grade information to the study abroad office, not to the registrar's office or through the Banner system. After the program is over, leaders use the *Departmental Program Grade Report* form to submit grades. [Link here](#) for the form or see Appendix L for a sample form.

There is a single staff member who posts these grades manually. Therefore, the transfer process may take some time, perhaps as long as three weeks into the fall semester for summer programs. Please ask program participants to be patient.

Leaders should inform the study abroad office about any special cases, such as graduation candidates or graduate, law and medical school applicants. The study abroad staff can make arrangements to have the grades for these students posted first. However, there is absolutely no way for grades to be posted before the start of the following term.

Chapter 14: Bills

The program leader and the business manager are responsible for paying any outstanding bills for services connected to the administration of the program. If funds remain in the program account after all expenses have been paid, these funds may be used to administer the same program or a similar program in the future.

Chapter 15: Program Evaluation

Student evaluations of the program should be distributed and analyzed, especially if the program is to be repeated in the future. [Link here](#) or see *Appendix L* for a sample evaluation form.

Section II
Financial Management Manual
Departmental Study Abroad Programs
Purdue University

Chapter 1: Establishing a Departmental Study Abroad Program

A. Departmental Programs Defined

Annually, Purdue offers several departmental study abroad programs. Traditionally, the Study Abroad office and International Programs in Agriculture were responsible for creating and administering these programs. With an increased emphasis on providing study abroad opportunities for Purdue students, departments or schools have begun developing short-term programs occurring over spring break, fall break, winter break, or summer.

With departmental programs, students typically earn three or less credits and travel for shorter periods of time. Travel may encompass many cities or countries. Examples of departmental programs include the Purdue Summer Program – International Fashion and Retailing and the Purdue Spring Break Program – Aviation Technology.

In general, departmental programs are managed at the department level with consulting and expert advice provided by the Study Abroad office. Departmental programs in the School of Agriculture will continue to be managed through International Programs in Agriculture.

B. Obtaining Administrative Approval

Developing a Proposal

Before creating a departmental study abroad program, administrative approval must be granted. The first step in obtaining administration approval is developing a proposal. The proposal should include details of the program as well as a tentative budget and sources of funding. The program leader(s) typically develop the proposal.

Completing the Program Approval Form

After drafting the proposal, the program leader(s) completes a program approval form. The form can be found at the following URL:

<http://www.studyabroad.purdue.edu/resource/ApprovalForm.pdf>

Below are the due dates for program approvals:

program period	proposal due	rate request due	student application deadline
January – April 2010	15 July 2009	1 October 2009	15 December 2009
May – August 2010	1 November 2009	1 March 2010	1 April 2010
September – December 2010	1 March 2010	1 June 2010	1 August 2010
January – April 2011	15 July 2010	1 October 2010	15 December 2010
May – August 2011	1 November 2010	1 March 2011	1 April 2011

After completing the proposal and the program approval form, both must be routed through the appropriate department head, dean, director of Programs for Study Abroad, dean of International Programs, and the vice provost for Academic Affairs.

After administrative approval is obtained by the vice provost, the fully executed document will be returned to the Study Abroad office. The Study Abroad office will retain a copy for their files and return the original document to the originating department.

See Section I, Chapter 1, for more information about securing program approval.

Chapter 2: Establishing the Departmental Account

A. Creating Study Abroad Accounts

After the administrative approval documents are returned to the department, the program leader should provide a copy to the departmental business manager. The business manager may then establish an account number for the program.

Study Abroad programs may be established in 21040000 (018) or 22100000 (117) funds. Additionally, gift funds may be used to support the programs. Departments may choose which fund works most appropriately in their area.

Advantages of using an 21040000 (018) Fund

1. Most departments are familiar with general fund policies and procedures.
2. The hospitality expenditure policy (II.1.1) outlines acceptable reasons for the provision of food, beverages, activities, or events for the purpose of promoting and furthering the mission of the University. Study abroad programs typically include hospitality expenditures.

Disadvantages of using an 21040000 (018) Fund

1. Negative balances in 21040000 (018) funds are regularly reviewed.
2. Business Office must process monthly FMBB's to budget special fee income deposited by the Bursar.

Advantages of using a 22100000 (117) Fund

1. Transfers of non-restricted funds into the 22100000 (117) accounts are allowable. Charges may be made to gift accounts also to provide revenue to the 22100000 (117) account. This provides departments with one account to manage all revenue and expenses associated with a program.
2. Until revenue is collected from student fees, it is permissible to overdraw the 22100000 (117) account when incurring necessary expenses for the program.
3. Hospitality type expenditures are allowable on 22100000 (117) accounts as long as the expenditures were appropriately budgeted in the program budget and included in the fees assessed to participants.

Disadvantages of using a 22100000 (117) Fund

1. Fringe benefits are chargeable to 22100000 (117) funds.

Chapter 3: Establishing a Course Number for the Departmental Program

Students participating in departmental study abroad programs earn credit for specific university courses. As faculty develop study abroad courses, it is important to understand that for the duration of the program, students will be enrolled in the program using a course number beginning with SA.

For enrollment purposes, all study abroad courses begin with "SA" followed by five numbers. All courses beginning with SA indicate to the registrar and bursar systems that the course is a study abroad program. At the beginning of the term after the students complete the study abroad program, the SA course number will be replaced on the participants' transcripts with one or more department course numbers.

Faculty developing study abroad courses must know both the SA course number (assigned by the Study Abroad schedule deputy) for enrollment purposes and the departmental course numbers for which the student will ultimately receive credit.

Please note that one SA course number can represent more than one university course number. If a departmental program takes place over three summer modules and students actually receive credit for three different courses, it is still only necessary to create one SA number for the program. However, if the course will be taken by both undergraduate students and graduate students, two SA numbers will need to be established (one for undergraduates, a second for graduate students). Graduate students must have a 50000-level SA number. Separate SA numbers should also be established if there are different rates for students. For example, if the program offers different options within the program that will change the cost of the program, a SA number should be established for each option. Only one rate can apply to each SA number.

B. Study Abroad Category Codes

Each SA course number is also assigned a category code. The category code indicates whether the course participants should be charged a study abroad fee. An SA course number may contain the following category codes.

Category Code	Description
S	A category code of "S" indicates that all participants enrolled in the course will be charged a study abroad fee.
E	A category code of "E" indicates that the course is an exchange program. The Study Abroad office facilitates all exchange programs. Departmental study abroad programs <i>do not</i> qualify as exchange programs.
No code	A blank category code field indicates that all participants enrolled in the course will NOT be charged a study abroad fee. This code typically applies to programs taking place during winter or spring break. For these short term programs, participants have typically already paid full fees.

For further information regarding when the study abroad fees should or should not be charged to participants, see Section II, Chapter 4: Fees defined.

C. Summer Modules for Study Abroad Programs

Summer programs may span one, two, or three summer modules. The study abroad fee is prorated based by the number of summer modules encompassed for the program.

One module = 1-29 days

Two modules = 30-59 days

Three modules = 60 or more days

D. Obtaining a Study Abroad Course Number and Category Code

The SA number is assigned by the study abroad schedule deputy as soon as the program has been approved by all officials. Once the SA number is established, the study abroad office will email the leader the assigned course number. After obtaining the course number and category code, the program leader should provide the information to their departmental business office. The course number and category code will need to be documented on the rate request.

See Section I, Chapter 2 for more information on securing program approvals and course numbers.

Chapter 4: Establishing Fees for Study Abroad Programs

A. Fees Defined

Typically, students enrolled in a departmental study abroad program will pay a study abroad fee and a program fee.

Study Abroad Fee

The study abroad fee is collected from each student and held centrally for University purposes.

Program Fee

The program fee is collected from each student and provided to the sponsoring department to fund the expenses associated with the program.

B. Assessing Study Abroad Fees to Students

When developing a departmental study abroad program, it is important to understand when it is appropriate to charge students a study abroad fee. Following are examples of various study abroad programs and whether a study abroad fee should be charged.

(1) Study Abroad Fees for Summer Programs

Students enrolling in a summer study abroad programs will pay a study abroad fee. The fee is pro-rated by the number of summer modules encompassed for each program.

- \$270.90 - 1 module (up to 29 calendar days)
- \$541.80 - 2 modules (30 – 59 calendar days)
- \$812.70 - 3 modules (60 + calendar days)

The study abroad fee remains consistent, regardless of whether the student is an in-state or out-of-state student. If non-Purdue students participate in the program, they are assessed the same fees as regular Purdue students.

Note: To ensure appropriate charging of students enrolling in summer programs, the course number should begin with SA and the category code should equal "S".

(2) Study Abroad Fees for **Non-Summer** Short Term Programs

Short-term programs include programs offered over winter or spring break. Because the winter and spring break periods are included in the official university semester, Purdue students enrolling in these short-term programs are NOT charged a study abroad fee. Since full-time students will have already paid tuition and fees, it would be redundant to charge the students for an additional study abroad fee.

Part-time students will be charged the additional "per credit hour" fee associated with enrolling in the additional study abroad program. Part-time students should be counseled on evaluating whether the additional credit hours associated with the short-term program will cause them to be considered full-time students, thus eligible for full fees. *Note: To ensure appropriate charging of Purdue students enrolling in short-term programs, the course number should begin with SA and the category code should remain blank.*

Non-West-Lafayette and Non-Purdue participants participating in non-summer departmental programs **will** be charged a study abroad fee. These students are not currently paying tuition and fees to Purdue University West Lafayette and charging them the study abroad fee is **not** redundant.

Non-West Lafayette and non-Purdue participants will need to apply for admission to West Lafayette and see *Section I, Chapter 8* of this manual for more information on how such students transfer to this campus just for the departmental program.

To ensure appropriate charging of fees for non-Purdue participants, the course number should begin with SA and the category code should equal "S." If both Purdue students and non-West Lafayette participants are enrolled in the same short-term program, it will be necessary to create a separate SA course number for the non-Purdue participants. Please note in the rate request if non-West Lafayette participants will be included in the program.

C. Assessing Program Fees to Students

Program Fees

A program fee is charged to all students enrolling in a departmental program. The Bursar bills the fee on the normal student billing. The program fee is then transferred to the department to cover the expenses associated with the program. The program fee varies in amount depending upon the expenses that must be covered.

Departmental programs may incur the following types of expenses:

Type of Expenses	Description of Items
Faculty expenses	Faculty salary (AY appointments)
	Faculty air and ground transportation
	Faculty food and incidentals supplement
	Faculty housing
Student Expenses	Student housing
	Student meals
	Student insurance (required)
Miscellaneous Expenses	Ground transportation
	Academic enhancement activities
	Petty cash

When calculating the program fee, it is important to carefully consider the many variable expenses associated with the program. Additionally, it is necessary to carefully estimate the potential number of participants. The total expenses for the program will be divided by the estimated number of participants to calculate a "per student" program fee.

There is no strict policy about the number of leaders required for a program. There needs to be a balance between providing sufficient supervision for program participants and making the program most affordable for students. The Study Abroad Office suggests a faculty-student ratio of 1:10, but this is a guiding expectation and exceptions in either direction can be warranted. Factors for a change in this ratio could be a rigorous travel itinerary or other reasons for additional student supervision.

The University's general purchasing policies and guidelines should be followed when contracting with outside vendors for such as travel agencies, provider organizations or other entities. These guidelines require programs to solicit bids from at least three vendors.

Chapter 5: Creating the Rate Request

After the program has received administrative approval, course numbers have been assigned, and fees have been calculated, it is necessary to complete a rate request. Rate requests are required for departmental study abroad programs and must be approved before the course can be established. A template rate request document is available at the following URL:

<http://www.studyabroad.purdue.edu/resource/RateRequest.xls>

Please use the template to complete the rate request for the departmental program.

If the program has multiple SA numbers, the rate request must indicate all SA numbers that will charge this rate. If a new SA number is added after the rate request has been approved, a revised rate request must be processed.

After the rate request is completed, the department head, college dean, Director of Programs for Study Abroad, Dean of International Programs, and the Director of Business Managers must approve it. The fully approved rate request will be filed in the director of Business Manager's office. Copies will be mailed to all individuals listed as needing copies.

Timeline for Completing the Rate Request

Rate requests must be approved well in advance of the travel dates so that student billings may occur in a timely manner. Following is a table illustrating when rate requests must be approved in order to bill fees appropriately.

Session in which the program will occur	Due Date
May - August	March 1
September - December	June 1
January - April	October 1

All information submitted must be final. This is especially important for the costs of travel if they are being included in the program fee. The rate request should not be submitted until the bidding process for all expenses have been completed. Program fees **cannot** be changed once the rate has been approved.

Tips for Completing the Rate Request

- Before beginning the rate request, learn the SA course number(s), category code, credit hours, and duration of the program. This information will be needed for the rate request.
- Learn about intended participants in the program. Will the program only be open to current Purdue students? Will non-Purdue participants be allowed to attend? These decisions will allow you to identify potential issues with course numbers.
- Calculate the various fees that will be charged to the participants.
- Determine the number of leaders. There is no strict policy about the number of leaders required for a program. The Study Abroad Office suggests a faculty-student ratio of 1:10, but this is a guiding expectation and exceptions in either direction can be warranted.
- Carefully estimate the number of participants to arrive at a "per participant" fee.

-
- Document the account number that will be used to manage the program.
 - In the event that the fees collected do not cover the expenses for the program, identify the departmental account that will be used to cover an overdraft. This account should be listed in the rate request.
 - Establish a cancellation policy and financial penalties with the program leader and include this information in the rate request. See Section 8 below for more information on establishing a cancellation policy.

Chapter 6: Enrolling Students

Purdue University – West Lafayette Students

Students will enroll for departmental study abroad courses using the appropriate SA course number. In addition to registering through their academic advisors, students must also enroll on the Study Abroad website. If students do not register on the website, the program leaders cannot update registering student's information.

Non-West Lafayette – Purdue University Students

If the leader is willing to accept non-Purdue West Lafayette students, s/he should keep in mind the extra steps these students must take. Non-Purdue West Lafayette student should be reminded of the time these extra steps take; they need to complete the extra steps before the published deadline, which should not be waived for them. See Section I, Chapter 8 for the additional steps non-Purdue West Lafayette students must take before enrolling in the program.

Study Abroad Enrollment of All Students

The registration information gathered on the Study Abroad website helps ensure that student information is submitted appropriately to the financial aid office. Please remind students to complete this important process!

To verify enrollments in the program, the business office should periodically check with the academic advisor, faculty leader, or designated individual in their areas. Many programs should require early enrollment. Typically, travel agents will require deposits or payment of expenses, which are only partially refundable after a determined date. If enrollment is not sufficient to generate the revenue needed to run the program, it may be necessary to cancel the course before the deposits to vendors are lost.

Section 7: Collecting Deposits

It is highly advisable to collect non-refundable deposits from the students accepted into the program to act as a deterrent to casual enrollment and cancellation. In some cases, if enrollment is low or close to the minimum, leaders will need to consider only those who have paid a deposit when deciding on the viability of the program.

Any information or policies about deposits should be included in the rate request. Deposits are typically \$300 - \$500. If the program is being handled by a travel agency or a program provider (ACCENT, CAPA, FIE, IES), the deposits equal any per-student deposits that the program needs to submit to these vendors before the start of the program. Most contracts with agencies or providers include cancellation policies that need to be coordinated with the program's budget and published policies.

Typically deposits are collected by the program leader and the business office is responsible for submitting the cash and checks to the Bursar for depositing. When submitting the deposit to the Bursar, a memo is prepared that details the amount collected, the names of the students, and the student identification numbers. The deposit is credited to each student's account. If a student cancels enrollment in the program, the deposit is not returned to the student but is maintained in the program account. Only if the University chooses to cancel the program, is the deposit returned to the student.

Chapter 8: Cancellation Policies

The goal for organizers of programs is to provide a successful experience for students and break even financially. If there is no clear cancellation policy, the program account may end up in a deficit if students cancel without penalty. **Therefore it is critically important to include information about cancellations and withdrawals in the rate request and to distribute a printed copy of the policy to all students who are accepted to participate in the program.**

Please note that the charges billed to the participants consist of two parts: The Purdue University Study Abroad Fee and the program fee. The only exceptions to this are spring break programs. Participants in spring break programs are not assessed the study abroad fee because they are already enrolled at Purdue for that semester. The study abroad fee is collected by the bursar and handled the same as tuition. There is a published refund schedule for this fee.

The leader and the business manager should prepare a cancellation policy for the program fee. In addition to the non-refundable deposit, the cancellation policy should outline the financial penalties if participants withdraw at various points along the timeline, including after the program has started.

Chapter 9: Program Viability

As soon as possible after the student application deadline, the leader and business manager must decide whether the program has enrolled a sufficient number of students for it to actually take place.

program period	student application deadline
September – December 2008	1 August 2008
January – April 2009	15 December 2008
May – August 2009	1 April 2009
September – December 2009	1 August 2009
January – April 2010	15 December 2009

If the budgeted number of students or more have submitted program deposits, leaders can proceed with confirming the program to the students and to the program provider or travel agency (if applicable). Students who cancel after the deposit deadline must be assessed cancellation fees according to the well-defined cancellation policy ([see Appendix F.](#)) Leaders and business manager need to strictly enforce the cancellation policy or the program will result in a deficit.

If the enrollment is less than the budgeted number, the leader and business manager need to determine if the program can still take place. In some cases, changes in the program may result in lower costs so that fewer students are needed. However, the program fee cannot be changed once the rate request has been approved.

If it is necessary to cancel the program, the leader needs to immediately inform:

- The director of Study Abroad
- All students who have enrolled in the program
- Travel agencies, providers, overseas partners, other involved in the program

The director of Study Abroad will inform the office staff and the International Programs director of Financial Affairs who will in turn inform the bursar, registrar and financial aid office of the cancellation. **Please note that once the program is cancelled it cannot be re-established until the following academic term.**

Chapter 10: Submitting Cost Sheets to Financial Aid

Before the begin date of the program, the Study Abroad office will submit cost sheets to the Division of Financial Aid and the Bursar. The cost sheets will contain information from the rate request developed by the department as well as a list of all students registered in the course. These cost sheets are used to calculate student financial aid. The list of students is generated from the Study Abroad database. Therefore it is important that programs leaders maintain the database so that all eligible students will receive the proper amount of financial aid.

Cost sheets are due to the Division of Financial Aid as follows.

Session in which the Program will Occur	Due Date
Summer Session	March 1
Fall Semester	June 1
Fall Break	June 1
Spring Semester	October 1
Winter Break	October 1
Spring Break	December 1

Chapter 11: Ordering Emergency Medical Coverage

Business offices must order emergency medical coverage for all participants on departmental programs by completing the [Request for Study Abroad Insurance Coverage \(RM23\)](#) and submitting it to Risk Management prior to the start of the program. This form includes all participants' names, PUID, and birthdates, as well as the account information to which the insurance will be charged. This coverage should be purchased for the actual program dates.

After coverage has been ordered, Risk Management will send the business manager the insurance pamphlets that detail the coverage and an insurance card for each student. These should be distributed to each student before departure.

Chapter 12: Processing Program Expenses

Expenses for study abroad courses can vary widely. Here are some helpful hints for processing program expenses.

1. Travel arrangements should be made as far in advance as possible.
2. Wire transfers, ACH transfers, and credit card payments are encouraged when possible. This will greatly streamline the payment of expenses.
3. Establish a credit card for the program leader so that expenses abroad may be paid via credit card. This will reduce the amount of cash that the program leader must carry.
4. Discuss methods for processing expenses with experienced staff in the Study Abroad office.
5. When paying for expenses, please be sure to thoroughly document and analyze the expenses. This holds true regardless of the method of payment (wire transfers, credit card payment, or invoice voucher). Following are some examples of common problems:
 - a) When paying for housing, verify that the rooms being billed are accurate. Compare the number of students attending the program with the number of rooms on the bill. If there are extra rooms being billed, be sure to explain why extra rooms were needed.
 - b) Occasionally, small establishments will send an informal email with a request for payment. When you cannot obtain a formal invoice from a company, verify that the billing information is correct and attach a copy of the cost sheet or budget page illustrating the budgeted expense.

Chapter 13: Scholarship Process

Departments or schools may decide to award scholarships to participants in study abroad programs. Requests to award scholarships to study abroad participants will typically arrive via email or memo. Before processing the scholarship request, the following information is needed:

- Scholarship name
- Account Number where scholarship funds reside
- Amount of scholarship
- Recipient student name
- Recipient's PUID number
- Semester(s) to be awarded

The Division of Financial Aid (DFA) has requested that all scholarships be awarded through the financial aid office instead of by direct check. This enables DFA to monitor a student's total financial aid package. Therefore, after receiving the request, please verify that the scholarship name and account number are correct. Then follow the established process for processing scholarship payments.

All scholarships processed through DFA will be displayed as a credit on the student's billing.

Chapter 14: Account Management

A. Reconciliation of Revenue

Program fees will be deposited into the departmental account to fund expenses for the study abroad program. If a 21040000 (018) fund account is being used, the income will need be budgeted by processing two FMBB documents. Below are the instructions for identifying income that needs to be budgeted and the preparation of the FMBB's.

1. To determine the amount of revenue received that is unbudgeted, run transaction code FMRP_RW_Budget on your cost center.

Selection criteria

- Budget Category = 9F
 - Fiscal Year = FY that income was received
 - From Period = 1
 - To Period = 12
 - Fund Value = 21040000
 - Fund Center Value = Fund Center for your study abroad program
2. Expand all detail categories
 3. Amount available on 401200 Special Course fees is the amount that needs to be budgeted. [Example Report](#)
 4. Prepare one FMBB to budget income and a separate FMBB to budget expense. These used to be combined on one 1008 in the Legacy system, but SAP requires them to be entered as two separate documents. It is very important that the documents are processed at the same time in order to track both income and expenses on your 21040000 accounts and to ensure that balances are brought forward at the end of the fiscal year. WARNING: Because these are one-sided supplement documents, there is nothing in the system to prevent accounting from entering a single document if it is sent on its own. Therefore it is important that business offices complete both documents and route them together. [Example FMBB's for Income and Expense](#)
 5. After each enrollment period, the department should verify that the revenue from all participants was transferred to the departmental account. A list of all participants enrolled in the course can be found on the cost sheets or course roster which can be obtained from the program leader. Please verify that income anticipated from all students on the cost sheets matches the income deposited into the program account. Run transaction code FMPR_RFFMEP1AX to receive a report of all of the income that has been deposited into all of your study abroad accounts.

Selection Criteria

- Fund = 21040000
- Fund Center = Enter fund group for your department or range of fund centers
- Commitment Item = 400000 to 499999
- Fiscal Year/Period = Appropriate period
- Maximum number of Hits = 999999

Formatting of the Report

- Sort on Fund Center
- Select Fund Center column and click the subtotal icon to calculate the total for each account.

B. Program Profit or Loss

After a program concludes and all expenses have posted to the general ledger, the department should review the financial status of the program account. While the goal is to accurately charge students for actual expenses, study abroad programs typically end up with either small positive or negative cash balances.

Excess Funds in a 21040000 (018) Program Account

Positive balances in a 21040000 (018) account may be moved to a 21040000 (018) contingency fund for future program use. Additionally, the balance may be left in the program account to fund future programs.

Overdrafts in a 21040000 (018) Program Account

Overdrafts in a 21040000 (018) account should be covered from general funds in the department.

Excess Funds in a 22100000 (117) Program Account

Positive balances in a 22100000 (117) account may be transferred to a departmental 2203XXXX (120) account via a journal voucher. If the program is recurring in nature, the balance may also remain in the 22100000 (117) account to fund future activities for the program.

Overdraft in a 22100000 (117) Program Account

Overdrafts in a 22100000 (117) account may be corrected by charging the sponsoring departmental account via an intramural invoice voucher.

Appendix A: INSTRUCTIONS FOR COMPLETING THE APPROVAL FORM

- The proposal consists of the approval form, a program description and a preliminary budget
- Once the approval form has been signed by the department head and the college dean, the entire proposal should be forwarded to the Office Manager, Study Abroad Office, 105 Young Hall, who will route it for the remaining signatures.
- If a course offered is cross-listed, each department involved must complete a program approval form. If a program features courses from more than one academic department, separate approval forms must be completed by each department.
- Proposals must arrive at the Study Abroad office according to the following schedule:

Program period	Proposal due
January – April 2008	15 September 2007
May – August 2008	1 November 2007
September – December 2008	1 March 2008
January – April 2009	1 May 2008

- The title of the course should reflect major content of the program. This title will be submitted to the Office of the Registrar and appear in the official listing of Purdue courses for the appropriate term.
- List the city and country where the program will take place. If more than one city and/or country will be visited, list them all.
- If this is a new program, the approval form needs to be signed by the Vice Provost for Academic Affairs. Repeat programs do not need the Vice Provost's signature.
- The start date is the date the participants need to leave the United States to arrive at the overseas location in time for the first day of the program. The end date is the last date of instruction or activities related to this program that are outside the United States.
- Leaders must get approval from a department or college curriculum committee (or the equivalent) to complete the information about the number of credits assigned to the program, the course number and the course title to be used for the transfer of credits and grades.
- The signature of the department head confirms that s/he has read the proposal and budget, and supports this study abroad program. Further, s/he confirms that the course number and title have been approved by the department's curriculum committee or the equivalent.
- The signature of the college dean confirms that s/he has read the proposal and budget, and supports this study abroad program. Further, s/he confirms that the course number and title have been approved by the sponsoring department.
- As soon as all parties sign the form, one copy will be returned to the leader, signifying that the program has been approved. A second copy will be sent to the International Programs Director of Financial Affairs, who will await the submission of the Rate Request.

A complete proposal consists of a detailed description, a preliminary itinerary and a preliminary budget. After signatures of the department head and college dean have been secured, send the proposal to for further routing to: **Study Abroad, ATT: Departmental Programs, 105 Young Hall**

Link to the URL below for a writeable pdf version of the approval form:

<http://www.studyabroad.purdue.edu/resource/ApprovalForm.pdf>

Appendix B: Planning Worksheet

The purpose of this worksheet is to assist the leader in determining all aspects of establishing a study abroad program. A copy of this sheet should be included with the program proposal.

program period:

- May – August 2009
- September – December 2009
- January – April 2010

estimated dates:

depart U.S.
depart program site

estimated number of participants:

- 10-15
- 16-20
- 21-25
- 26-35
- other _____

number of weeks:

- 1-2
- 3-4
- 5-6
- 7-8
- other _____

number of credits:

- 1
- 2
- 3
- 6
- 9
- 12

content of courses:

- discipline of sponsoring department
- language
- cultural studies
- other disciplines (list below)

faculty and staff:

- program leader only
- other Purdue faculty/staff
- local instructors

total number of Purdue faculty or staff included in program: _____

source of faculty and staff salaries:

- department subsidy
- outside subsidy (list)
- student fees
- none required

classrooms provided by:

- none required
- host university
- agency
- other (list)

student airfare included: yes no

faculty airfare included: yes no

ground transportation included: (list)

student housing:

- home stay
- residence hall
- youth hostel
- hotel
- other _____

faculty housing:

- home stay
- residence hall
- youth hostel
- hotel
- other _____

student meals included

- none
- breakfast
- lunch
- dinner

faculty meals included:

- none
- breakfast
- lunch
- dinner

special dinners or receptions (list):

other costs:

- emergency fund
- cell phone rental
- special meals or events

excursions included in program fee:

optional excursions, not included in program fee:

Have accessibility issues been considered? yes no

Consult with the Purdue Office of Disability Services (494 1247) for information and advice about accessibility

Are there danger, risk, safety or security issues connected with the program?

yes no

If there are concerns about the safety of the destination, consult the U.S. State Department consular information sheets at this website:

Appendix C: Preliminary Budget Template

Link to this URL: http://www.studyabroad.purdue.edu/resource/preliminary_budget.xls

Appendix D: Rate Request

Link to this URL: <http://www.studyabroad.purdue.edu/resource/RateRequest.xls>

APPENDIX E: Emergency Procedures Form

The Purdue Study Abroad Office is required to have this information on file and available for possible use during a departmental program. Please complete the form in as much detail as possible and return it to the Study Abroad Office no later than two weeks before the program's start date.

Link here: <http://www.studyabroad.purdue.edu/resource/EmergencyProcedures.pdf>

Appendix F: SAMPLE CANCELLATION POLICY

(Dates and percentages should correspond to cancellation policy of provider.)

[program name]

[program dates]

Please note that in order to confirm a place in the **XXXX** program, you need to submit a **\$\$\$ [amount determined by leader and business manager] non-refundable deposit no later than [deposit deadline]**. The deposit check should be made payable to "Purdue University" and submitted to **[name and location of person collecting deposits]**. If for any reason you withdraw before the start of the program or during the program, you will be charged program and housing fees according to the schedule below.

Withdrawal before March 11, 200?.....\$xxx deposit is not refunded

Withdrawal March 12 through March 26, 200?.....\$ [% of fee]¹ is not refunded

Withdrawal March 27 through April 18, 200?.....\$ [% of fee]² is not refunded

Withdrawal after April 18, 200?.....\$ [100% of fee] is not refunded

Notice of withdrawal must be made in writing to **[program leader]**. Refunds will be calculated based on the date your letter, fax or email message is received.

Questions about this cancellation policy should be directed to **[program leader]**. Please keep this information for your reference.

The amount of the refund for the study abroad fee (\$xxx) will be determined by the Purdue University Bursar according to established Purdue University guidelines. It is necessary to inform the Office of the Dean of Students of your withdrawal if this occurs after the start of the program. ODOS will work with the bursar's office to determine the refund amount.

¹ percentage based on provider contract

² higher percentage based on provider contract

APPENDIX G: TIPS FOR RECRUITING STUDENTS

Promotion through the Study Abroad Office

At the request of a leader, the Study Abroad Office can highlight your program or an event that promotes your program in the office's ongoing promotional efforts. Due to the number of departmental programs (over 50 each year), it is more feasible for us to publicize information sessions or the like than to disseminate detailed information on your program – your web flyer is the primary tool for that.

Feel free to call on us to mention your information sessions and so on in:

- A *Study Abroad Newsletter* is sent by email to student/faculty/staff subscribers each month.
- Calendar of events on the study abroad website

Leaders are also welcome to use our template to design their own flyers. A sample can be viewed at the following URL: https://www.studyabroad.purdue.edu/resource/brochure_template.doc

Places to hang flyers:

- Bulletin boards in buildings on campus
- Outdoor notice columns, like those near PMU and Recitation Building
- Public bulletin boards in Chauncey Hill area
- Lower level of PMU. To have flyers displayed here, take them (maximum of two, preferably 11 x 17 size) to PMU Events Office
- Greek Houses. To have flyers displayed here, take them (approx. 65) to Pan-Hellenic Association, 288 PMU
- Residence Halls

Promotion through other University offices & media

Leaders of departmental programs have access to many or all of the same promotional tools used by the Office of Programs for Study Abroad. Cost associated with using these tools is the responsibility of the sponsoring academic department.

Information Sessions To schedule an information session for your departmental program, go to Space Management at 494-3900. For rooms in Stewart Center, call the calendar office at 494-7229. Most rooms now have AV equipment, but if you are assigned a room without it, contact AV services at 494-2771. Send the date, time and location to studyabroad@purdue.edu to have the callout listed on the study abroad Calendar of Events. A template for callout posters can be viewed at the following URL: https://www.studyabroad.purdue.edu/resource/callout_temp.doc

Classroom visits. Since departmental programs are often discipline-specific, the target audience is usually well-defined. Ask colleagues teaching in the “target” discipline if you can speak to their classes about the program. Always provide a handout, and always have a sign-up sheet to collect the contact info of interested students.

Information tables. University departments and student organizations are allowed to have tables in public buildings on campus to promote their organization and/or its events. To reserve

a table in PMU or Stewart Center, call the Events Office at 494-8911. Tables can be brought to **other locations** by calling Space Management in ENAD Room 402 (494-3900 or 494-3901). They will reserve a space, but you will then need to have a table delivered there (charge is approx. \$50).

Purdue Exponent. Call the Exponent at 743-1111 ext. 122 for advertising rates. Expect to spend approx. \$300/quarter page in black & white (color is extra).

Exponent Datebook. See the Datebook section on p. 3 of any issue of the Exponent to see the format required. Send submissions to campus@purdueexponent.org with very clear instructions as to how long you would like the notice to run. Accepted on a space-available basis.

PSUB Pre-Movie Slides. You can place an ad to be shown before a Purdue Student Union Board (PSUB) movie in Fowler Hall.

Display cases in Stewart Hall. Contact the PMU Events Office at 494-8996. Must complete a form and obtain the key at PMU Events Office. Note that the case used by the Study Abroad Office is not available for promoting individual programs.

Boiler TV Electronic Bulletin Board Messages. University departments or student organizations may submit ads to be run on the Boiler TV electronic bulletin board. See the following web page:

<http://www.housing.purdue.edu/btv/pageRequest.asp>

SSINFO messages University department or student organization may submit messages from SSINFO. Start at www.purdue.edu/ssinfo and link on the left panel > *How to Post Info on SSINFO* > *Announcements*

Campus Cable TV Electronic Bulletin Board Messages. See the following web page: <http://www.itap.purdue.edu/infrastructure/telecommunications/video/purduechannel.cfm>

WBAA Community Events Page Online This requires you to enter a venue so it is best suited for publicizing information sessions:

<http://events.publicbroadcasting.net/wbaa/events.eventsmain?action=submitEvent>

DSE (Direct Student Email) Messages. Through the Office of the Registrar, faculty and staff can send email to all students, all undergrad students, all sophomores, or many other clearly-defined segments of the student body. While this is a fantastic tool, be aware that overuse can quickly alienate one's intended audience. Call 494-6139 for guidelines.

Purdue e-Board. This electronic bulletin board is meant to eventually replace DSE Messages. See <http://www.purdue.edu/eboard/about.cfm>

APPENDIX H: Sample of Participants' My Study Abroad Page

This sample is provided here because it is not possible for program leaders to access participants' *My Study Abroad* pages. The information in brackets will have the information for each participants based on the online application. The underlined portions are links to other web pages.

My Study Abroad

Your on-line application for the departmental study abroad program listed below has been recorded by the Office of Programs for Study Abroad. If you have not already contacted the Program Leader, please do so.

- The Program Leader may require additional information from you before you are accepted into the program.
- Once you know you have been accepted, you will need to ask your academic advisor to register you for the Study Abroad course number attached to the program.

Program:[program title]
Course #:SA [course number assigned to program by study abroad office]
Term:[term of program]
Program Leader:[leader's name]
Email:[leader's email address]
Phone:[leader's telephone number]

The following forms must be completed by all students before studying abroad. Please complete the forms and return them to your program leader.

- [Medical Information Form](#) (link to pdf document for downloading)
- [Risk and Responsibility Form](#) (link to pdf document for downloading)
- [Information Release Form](#) (link to on-line form)

Students Attending Your Program

Only students who have submitted the **Information Release Form** (and wish to have their name released) are listed below.

name	email
name	email
name	email

For general program information, please check the program flyer.

- [Program page](#) (link to program's web page)

APPENDIX I: SAMPLE RESPONSIBILITY AND RISK FORM

This form is printed here for your information only. Students need to download these three pages from their *My Study Abroad* page, complete the form and return it to the program leader.

PURDUE UNIVERSITY ❖ PROGRAMS FOR STUDY ABROAD Statement of Responsibility and Assumption of Risk

Name: _____ PUID#: _____

Program: _____ Term: _____

In consideration of being allowed to participate on a Purdue University study abroad program, I hereby agree to the following conditions of participation:

1. Personal Conduct: I understand that as a visiting student in a foreign country, I shall be subject to the laws of that country and the rules and regulations of the institution with which I am engaged. I further understand and agree to the following conduct stipulations:
 - a. While enrolled in and attending the Study Abroad Program (herein after referred to as Program), students are expected and required to abide by the rules and regulations established by Purdue University. The actions that constitute misconduct for which students may be subject to disciplinary penalties are promulgated in Part V, Section III, B, 2 of University Regulations, a current copy of which is available at <http://www.purdue.edu/oop/univregs/>.
 - b. Failure to comply with the conduct proscriptions enumerated in Part V, Section III may result in disciplinary action administered by an official University representative (herein after referred to as Representative) in residence with the Program or a representative of the foreign institution in cases where a University representative is not in residence with the Program. Further disciplinary measures may be initiated by the Office of the Dean of Students in accordance with prescribed procedures referenced in Part V, Section III and may be done when practical and feasible under the circumstances.
 - c. Cases of misconduct occurring while engaged in the Program may be adjudicated on site by the Representative by issuance of a written notice of charges if the outcome may result in dismissal from the Program. The accused will be provided an opportunity to be heard in person by the Representative.
 - d. The disciplinary process conducted by the Representative may result in dismissal of the charges, a verbal or written warning, Program probation, or termination from the Program. The decision of the Representative is final with no right of appeal. Termination from the Program will result in the loss of academic credit from the Program. Students terminated from the program will be held responsible for all Program costs incurred on their behalf.
 - e. For the duration of the Program students are considered to be engaged in an official University activity and must comply with all rules and regulations that pertain thereto.
2. Academic Responsibility: I understand that I am responsible for attendance at all classes and scheduled activities. I understand I am responsible for maintaining the equivalent to Purdue's full-time course of study during the semester that I am abroad. I also understand that Purdue Academic Regulations and Procedures will apply to me while I am enrolled in this study abroad program and it is my responsibility to be informed of the regulations and procedures. Fall or spring semester full-time statuses for undergraduates

- is 12 or more credit hours; for graduate students, 9 or more. Summer full-time status for both graduate and undergraduate students is 6 credit hours.
3. Financial Liability: I agree to bear any additional costs if approximate rates quoted by the University and the Study Abroad Office increase due to currency exchange rate fluctuations or inflation prior to my departure and during my residence abroad. I also understand that the Study Abroad Office will bill me for any outstanding charges, damages, etc. incurred by me at the program site. My Purdue academic transcript will be encumbered and my study abroad credit will not be posted until these charges have been resolved.
 4. Responsibility During Free Time: I understand that during free time within the period of the program and after the period of the program I may elect to travel independently at my own expense. I agree to inform the proper authorities abroad of my travel plans and understand that the Study Abroad Office and/or staff or its counterparts overseas are not responsible for me while I am traveling independently during such free time.
 5. Theft and Other Crimes: I agree to release Purdue University and the Study Abroad Office and its staff from any liability for damage to or loss of my possessions, injury, illness, or death arising out of crimes during the period of the program.
 6. General Release and Waiver: I release Purdue University and the Study Abroad Office and its staff from any liability for damage to or loss of property, injury, illness, or death during the period of the program arising on the part of fellow participants, host family members, agencies and educational organizations, persons or groups with which the University and the Study Abroad Office contracts for the provision of services for the program or which have been suggested by program faculty as resources for the students.
 7. Purdue Student Responsibility: I understand that as a Purdue study abroad student, I will be viewed as a representative of my university and my country. It is my intention to act as a good will ambassador and conduct myself in a fitting manner.
 8. Study Abroad Handbook: I have read and understand the study abroad policies and procedures set forth within the Study Abroad Handbook.

I have read, understand and accept each of the above conditions.

Signature of Participant

Date

To: Parent or Legal Guardian of the above signed: If the participant is claimed as a dependent on your annual tax return or is under the age of 18, your signature is required below.

As the parent or legal guardian of the participant whose signature appears above, I have read and understand the conditions outlined above, have given my child or ward permission to participate in the program, and agree to be bound by the conditions outlined above as if I myself had signed above.

Signature of Parent/Legal Guardian

Date

APPENDIX J: SAMPLE MEDICAL FORM

This form is printed here for your information only. Students need to download these three pages from their My Study Abroad page, complete the form and return it to the program leader.

Medical Information Form

Instructions to study abroad student:

- Please complete sections I, II and III
- If you answer "Yes" to any questions in Section II, make sure to give details in the space available. If you need more space, attach another sheet.
- If you answer "Yes" to questions 2 or 3 in Section III, the physician who is primarily responsible for your condition will need to complete Section IV. A visit to your physician is not required unless your doctor considers it necessary to update your medical status.

Medical Report Review

An applicant will not be rejected due to either his/her physical or emotional condition unless it is of such nature as to prevent successful participation in the program, unless medical care for a patient's medical problem is not available in the country in which the applicant will study, and/or the living and environmental conditions to which the applicant could be exposed would present a risk to the health of the individual.

A health record is confidential and accessible only to health personnel and the staff of the study abroad office and the individual program to which the applicant has applied. Information regarding an applicant's health, however, is important in anticipating and dealing with health problems which may arise during the student's stay abroad.

Future Medical Problems

Should you develop significant health problems between the time you have completed this form and commencement of the program, which may influence your participation in the program, it is your responsibility to notify the study abroad office at Purdue University. A medical report should accompany this notification.

I. General Information

Name _____ Date of Birth _____ Gender _____

Permanent Address _____

City State Zip Code

Study Abroad Program: _____

II. Personal History--to be completed by the student:

Have you ever had or do you now have (check yes or no):

	Yes	No		Yes	No
Chicken Pox			Chronic Skin Problems		
Hepatitis			Epilepsy		
Infectious Mononucleosis			Fainting Spells		
Tuberculosis or contact with Tuberculosis			Migraine Headaches		
Malaria			Endocrine Disorder(s)		
Heart Problems			Diabetes Mellitus		
High Blood Pressure			Anemia		
Irregular or Rapid Heart Beat			Anxiety Reactions		
Pain or Pressure in the Chest			Allergies to Medications		
Asthma			Operations(s)		
Significant Allergic Reaction(s)			Serious Accident(s)		
Chronic or Recurrent Gastrointestinal Problems			Physical Handicap(s) (please elaborate)		
Kidney Problems			Are you currently taking any medications (list)		
Hernia			Other		

Give details of those items checked "Yes" using the back of this page and adding additional sheets if necessary. Indicate problem, diagnosis if known, and whether recovery has been complete or if still under treatment.

III. Current Medical History

1. Have you been in good health during the past 12 months? Yes _____ No _____
2. Do you have any significant chronic medical conditions requiring on-going medical supervision and treatment, or have you had in the past any significant condition which is currently in remission? (for example, diabetes, heart problems, chronic or recurrent gastrointestinal disorder, seizure disorder, treatment for cancer, bleeding disorder, etc.)
Yes _____ No _____
3. Are you currently receiving, or have you received in the past two years, counseling for any emotional problem, drug addiction, alcoholism, psychiatric condition or eating disorder? Yes _____ No _____
4. Do you have any dietary restrictions or food allergies? Yes _____ No _____

*If you answered yes to #2 or #3, the physician primarily responsible for your care must fill out the following Physician's Report Form.

I certify that I have read and understand the Medical Information Form, that all responses made on this Medical Information Form are true and accurate, and that I will notify the study abroad office hereafter of any relevant changes in my health that occur prior to the start of the program.

Signature of Student:

Date:

Physician's Report for (student's name): _____

The applicant has indicated a chronic and/or recurrent health problem. You are being asked to evaluate the physical and/or mental health of the above-named applicant for participation in a study abroad program. The availability of medical services in the country(ies) that the applicant will be traveling should be considered. If needed, please use the space below.

Diagnosis

Medications and Dosage

Stability of condition over the past two years

Recommendations for care of this individual

Is this individual capable of participating in the program to which he/she is applying?

Yes _____ No _____

Printed name: _____

Signature _____ Telephone: _____

Address: _____

APPENDIX K: SAMPLE WRITTEN WARNING

MEMORANDUM

TO:

FROM:

DATE:

RE: Final Written Warning Regarding Conduct and Behavior

As stated in the *Statement of Responsibility and Assumption of Risk* form that you signed prior to departing for _____, your program is an official university activity. You are required to follow the code of conduct of Purdue University. It has been brought to the attention of our office, as well as the Dean of Students, that you have made some very poor decisions.

Your behavior is unacceptable and is on the verge of invading the rights of others involved in this program. We are appalled to learn of your actions and embarrassed that a Purdue student would act in this manner. We will not allow you to continue in the program if this behavior does not cease immediately. This is your official final warning. Any further issues or complaints against you will result in your immediate dismissal from the program. This includes your accommodations. You will be placed on disciplinary probation, and you will not receive a refund of any kind.

We want to remind you that you are representing not only Purdue University, but also the people of the United States while in [name of country]. Thus far, you have failed in being a positive representative. I hope for your sake, and for those around you, that the choices you make in the remaining weeks are the correct ones.

Signed..... Date.....

Witness..... Date.....

APPENDIX L: SAMPLE PROGRAM EVALUATION

Program name: _____ program dates: _____

Participant's home Purdue college: _____ major: _____

Number of semesters completed at Purdue before program: _____

1) I was well-informed about the practical details of this program before departure.

strongly agree agree no opinion disagree strongly disagree

2) If the travel arrangements were provided, they were satisfactory.

strongly agree agree no opinion disagree strongly disagree

3) The quality of instruction was equal to courses taken on the Purdue campus.

strongly agree agree no opinion disagree strongly disagree

4) The quality of extracurricular activities was

excellent very good good satisfactory unsatisfactory

5) The quality of the program as a whole was

excellent very good good satisfactory unsatisfactory

Additional comments: