

Institute for Global Studies' Student and Family Policies for Travel Study Programs
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The University of Delaware's Institute for Global Studies (IGS) is committed to providing students with meaningful educational travel study opportunities, both abroad and within the United States. From our experience, we have learned that students themselves are the primary contributors to the success of their travel study program. An important first step is to understand the IGS policies and procedures listed below:

Financial

- 1) All applicants to credit-bearing travel study programs are considered for scholarships based on financial need. In order to be considered for a need-based scholarship, the student must have a FAFSA on file with UD's Office of Student Financial Services. Scholarship awards are made at the time of acceptance, and decisions are final.
- 2) Upon notification of acceptance into a UD travel study program, students are given a three-day window in which to withdraw without penalty if they choose. Withdrawing after this three-day window will result in a \$500 penalty, in addition to forfeiting any funds spent or committed on the student's behalf. Any IGS scholarship awarded will be forfeited.
- 3) Students are charged regular UD tuition based on UD's standard resident and non-resident tuition rates according to the number of credits taken during the travel study term. This tuition charge is in addition to the program fee, which comprises items such as on-site accommodation and excursions. It is the student's responsibility to be informed about program fee inclusions and exclusions.
- 4) It is the student's responsibility to purchase airline tickets.
- 5) The program fee does not cover expenses incurred by students or their families in the U.S. prior to departure due to flight delays or cancellations or other conditions outside of the control of the University of Delaware.
- 6) It is recommended that students purchase travel insurance to mitigate against loss due to travel delays and/or cancellations. However this decision is left to the student.
- 7) The University of Delaware bears no legal or financial responsibility for acts of malfeasance or negligence by transportation carriers, hotels, or third party suppliers and is not obligated to provide restitution.

Application, Acceptance, and Preparation

- 1) Students are responsible for submitting their application prior to the deadline, participating in an interview if required for their program, ensuring that a UD faculty member has submitted a recommendation online on their behalf, and ensuring that there are no registration holds on their UD account.
- 2) It is the student's responsibility to meet any prerequisites for courses offered on their program.
- 3) Official acceptance and scholarship award notification will be sent by IGS approximately 7-10 days after a program's application deadline. It is the student's responsibility to read acceptance information and complete any required steps on time.
- 4) Acceptance decisions for faculty-led programs are made by the faculty directors; acceptance decisions for programs without a faculty director are made by IGS. Acceptance to any program cannot be guaranteed.

- 5) It is the student's responsibility to fully disclose on the application any disciplinary violations on file with UD's Office of Student Conduct. The names of all applicants are sent to the Office of Student Conduct for review. Based upon that review, or upon a separate recommendation by the Office of Student Conduct, students may have their acceptance to a program rescinded and scholarship revoked.
- 6) It is the student's responsibility to notify IGS in writing of any voluntary change in participation status.
- 7) It is the student's responsibility to obtain any necessary travel documents (i.e. passport, visa) prior to the start of the program.
- 8) It is the student's responsibility to attend all pre-departure orientation meetings, read all program-related pre-departure information disseminated by IGS and/or the faculty director, and check e-mail frequently in order to be well-prepared for the upcoming experience. Students are encouraged to share relevant information with their families.
- 9) It is the student's responsibility to ensure that the health, address/telephone, passport and emergency contact information disclosed on their application is accurate and up-to-date.

Participation and Communication:

- 1) In their application, students are required to designate an individual as an emergency contact. IGS will send periodic program-related notifications to this individual prior to departure, but will otherwise not communicate with students' families except in cases of true emergency, in which health, safety, and/or security are at risk.
- 2) It is the student's responsibility to uphold the UD Student Code of Conduct at all times. Failure to comply may result in involvement by the Office of Student Conduct and possible ejection from the program, financial loss (including repayment of any IGS scholarship received), and academic penalty. Judicial action may be taken during a program or after its completion.
- 3) Problems with travel, housing, classes, and personal issues are very different from emergencies. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), adult students are the University's main point of contact. The steps for solving non-emergency problems are as follows:
 - a. The student first discusses the problem with the faculty director or on-site staff. Contacting family or social media is discouraged, as problems abroad can be taken out of context by individuals at home. In addition, staff on-site can assist students most efficiently.
 - b. If staff on-site cannot resolve the problem, that individual will contact the appropriate IGS study abroad coordinator for advice on a possible resolution.
 - The study abroad coordinator and/or any IGS representative will not speak directly with the student unless the student and faculty or on-site staff cannot resolve the issue through direct communication.
 - c. If the faculty director/on-site staff and study abroad coordinator cannot resolve the problem, the student will be notified and asked to report the problem as completely as possible via the "hotline" accessible from his or her MyChecklist page when logged in to the study abroad application portal.
 - IGS leadership will become involved at this point for problem resolution. Communication will be between IGS leadership and the student, except in the case of a true emergency that requires the engagement of the emergency contact.