

Faculty-Led Group Study Abroad Programs Handbook

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Introduction

This handbook provides guidelines, recommendations, and requirements for faculty who plan, sponsor, and lead Group Study Abroad Programs. These programs may be organized and conducted following a variety of different formats. Faculty-directed Study Abroad Programs have several options for offering credit hours. Courses can be offered prior to going abroad; during the international experience; after the trip; or, by combining any of these schedules.

The Study Abroad Committee seeks to accommodate the range of university entities whether they be academic, financial or service oriented.

Funding from the Study Abroad budget of student scholarships is a competitive process. You must be aware that money is distributed as funds are available and that past success is no guarantee of future funding.

Getting Started

Faculty or staff members who wish to offer a study abroad experience for students may begin the planning process by answering the following questions:

1. Where do you want to go?
2. What do you want to see?
3. When do you want to go?
4. How long do you want to stay?
5. Who is the target group for participation?
6. What is the academic purpose of the trip?

Planning the Details

Once these basic questions are answered you are ready to ask more detailed questions:

1. How many credit hours do you plan to offer?
2. Will you require pre-trip assignments, workshops, and/or lectures in addition to an orientation/information meeting?
3. During the travel portion of the trip will students have additional assignments, activities, or keep a travel log?
4. Will there be a post-trip assignment?
5. Will you contact professional organizations or universities for assistance when planning activities for the cities you plan to visit?
6. What kind of housing do you want for your students and for yourself?

Administrative Responsibilities

In addition to academic questions, planning a travel abroad program requires attention be paid to the administrative duties. The following timetable is offered to assist you in those duties.

Course Timetable and Guidelines

Eight months prior to your trip

1. Gather information about expenses and accommodations while developing contacts within the destination country.
2. Draft a budget.
3. Determine which expenses will be collected by the PSU representative and paid on behalf of the student.
4. Obtain approval from the sponsoring department chairperson and contact the business office to establish an account for the trip. Guidelines for pre-payment of expenses and necessary receipts will be supplied by the Business Office (note that 844 accounts are used with no State restrictions).
5. If a credit course is attached to the trip, contact your Department Chair for approval. See page 5 for Academic Credit Course Guidelines.
6. If possible, participate in the Study Abroad Expo in October (If you wish to participate, it is recommended that the items under “Six months prior to your trip” be completed).
7. If you plan to offer at least three hours of credit, complete Faculty-Led Group Study Abroad Programs (Appendix A).

Six months prior to your trip

1. Confirm that expenses have not risen significantly since originally budgeted.
2. Establish a payment schedule for participants including cancellation date for full refund, any non-refundable fees, and the minimum number of participants required.
3. Have the Department Chair contact Continuing and Graduate Studies with credit requests. See page 5 for Academic Credit Course Guidelines.
4. Prepare a brochure/flyer and news release to advertise trip.
5. Place information on the trip on your department’s website and/or the Study Abroad website.
6. Prepare a list of prospective participants and e-mail/mail brochures.
7. Prepare information and set a date for a pre-trip meeting inviting students and parents.

Four to five months prior to your trip

1. Plan for orientation meeting or short course orientation for participants.
2. Continue recruiting efforts to increase participation.
3. Obtain and distribute student applications available from the PSU Office for International Programs and Services (OIPS) website.
4. Consider fundraising ventures with trip participants.

Two to three months prior to your trip

1. Collect first payment from participants.
2. Obtain and distribute health/travel insurance forms and waivers from OIPS.
 **Note: Health insurance forms and waivers must be submitted at least four weeks prior to travel in order for the Business Office to process students’ grants.
3. Confirm that all participating students have applied for or have passports and necessary visas for your destination country.

One to two months prior to your trip

1. Collect Step 2 Applications and send to PSU Study Abroad Coordinator.
2. Obtain University-mandated health insurance by both students and faculty.

**Note: To depart on a Pittsburg State University Study Abroad Program participants must have all paperwork completed with insurance and passport/visas in their possession.

Pittsburg State University Resources

A number of offices and individuals on campus can provide valuable information for the planning stage of a travel abroad program.

1. The Study Abroad Committee oversees the Study Abroad activities on campus. It approves or denies Study Abroad Programs and determines the amount of University funding for student scholarships.
2. The Study Abroad Handbook offers guidance on the general procedures and paperwork involved.
3. OIPS provides forms and information about student insurance required in foreign countries.
4. Faculty from various departments have organized numerous Study Abroad trips and are available for advice. Contact OIPS for the names of individuals who would assist.
5. A contact person in the destination country can provide assistance with organizing activities and various cultural experiences.

Resources from Other Countries

Study Abroad Programs can be based on existing exchange agreements with universities in the destination country. A list of these institutions can be obtained from the OIPS office or from the Study Abroad website. A letter of agreement with a university, institute, school, or company, as relevant must be submitted with the Study Abroad application. These universities/institutions can often assist in creating a travel agenda and finding housing or even hosting the study group and perhaps providing transportation in the country. In some cases home stays can be organized. Home stays are generally well received by students.

Departmental Support

It is necessary to obtain the support of your academic department or the department of the associated course in preparation of a Study Abroad program. If you are developing a new course, it must have both departmental and Faculty Senate approval. If the program is linked to an existing course or a Readings (Special Topics) course, the instructor of record must confirm that the course requirements have been met. In the case of foreign language study, the Chair of Modern Languages and Literatures must clear all trip-related courses.

Academic Credit Guidelines

Each Study Abroad Program must include a minimum of three credit hours in order for participating PSU students to receive a Study Abroad Scholarship. It is the responsibility of the faculty member to arrange for the academic credit to be attached to the Study Abroad Program. These course requests must be submitted to the Office of Continuing and Graduate Studies by the department chair (s). Online forms are found at www.pittstate.edu/cgs. This should be done at the same time that all other courses are being listed for the semester. All Study Abroad courses that include credit hours must be listed in the Schedule of Classes on GUS with an off-campus section number. For additional information regarding off-campus courses, contact Kathleen Flannery in Continuing and Graduate Studies.

Faculty-Led Study Abroad Programs have several options for offering credit hours. Courses can be offered prior to going abroad; during the international experience; after the trip, or by combining any of these schedules. Typical course offerings that are already legislated are practicum, topics, problems, readings, seminars, and special investigations. Additionally new courses may be developed, but must be legislated through the academic process.

It is the responsibility of the department chair to insure that the academic content of the travel abroad experience is equivalent to on-campus courses. For example, a significant portion of the travel experience should be directly related to the subject matter taught in the academic discipline granting the credit. Furthermore, outside of Modern Language and Literature classes where broad cultural experiences are part of sensitizing students to language and culture, academic credit should not be given for what is essentially academically unstructured travel abroad.

During the fall and spring semesters, full-time PSU students will not have to pay additional fees to enroll in Study Abroad courses. Students taking summer and intersession Study Abroad credit hours will pay the off-campus tuition rates. The Study Abroad faculty leader must ensure that each student participant is enrolled in the Study Abroad course and tuition and fees are paid before departure. This includes student participants from other universities. The faculty leader submits student grades which are due at the end of the semester.

Budget

Faculty Leaders will submit a preliminary budget with their Faculty Application (Appendix A). The application should be submitted by September 1st for Fall and Winter programs and October 15th for Spring and Summer programs.

As part of planning the program after a Group Study Abroad has been approved, Faculty Leaders should set a reasonable budget using the PSU Study Abroad Budget Template (Appendix G). This will determine the cost per student by accounting for all the expenses of the program. It is available in Excel format on the Study Abroad website. Faculty Leaders can make adjustments to the Budget Template to fit their program. Faculty Leaders must get quotes through agents, program providers, or other contacts to verify the cost of each item. If items are going to be paid in foreign currency use the foreign currency in the budget. Remember exchange rates will fluctuate, so try to look at trends as you come up with a final cost for the program in U.S. dollars. Faculty Leaders can work with the Study Abroad Coordinator to figure out the costs if they choose. The PSU Group Study Abroad Template is a mandatory part of the planning process that must be done before advertising the cost of the program.

Remember, the template can be adjusted for the specific needs of your program. The budget must be approved by the Department Chair and Study Abroad Coordinator before being finalized. They have the right to ask that the Faculty Leader take items out of the budget that are not appropriate to be included in student cost.

Be sure to set up a payment plan that will allow you to have money available to pay agents, plane tickets, lodging and any other costs that are prepaid. Be sure to have a refund policy in place with dates and amounts. If a student cancels at the last moment, then nonrefundable items like tour deposits and shared room expenses should be charged. It is highly recommended to set your dates for application and first deposit close to the general study abroad deadlines which are March 1st for Summer and Fall study and October 1st for Winter and Spring study. This will give students time to complete the proper paperwork to participate in the program and will facilitate prompt distribution of stipends. Also, it will allow the Study Abroad Coordinator to prepare for the number of students who will be participating in the Study Abroad Orientation.

Please notice the budget is set on an estimated number of students. Consider this number carefully. Faculty Leaders can choose to base the estimated number of students on an average number of students that you have had on past programs or on a minimum number of students needed for the program to be successful. The amount that accounts for faculty expenses into the cost per student will be the total faculty expense divided by

the estimated number of students. Therefore, choose the estimated number of students carefully as it will affect the overall cost that will be quoted to students. Once the cost is set and advertised, it should not be changed.

After enrollment of the Group Study Abroad Program is set, the number of participants may be greater or less than the estimated number of students. The exact number of participants will replace the estimated number of students in the Budget. If the number of enrolled students is less than the estimated number, the Faculty Leader will have to decide if it is financially and logically possible to run the program. If the number is greater than the estimate, the actual cost of the program for each student will be lower because the faculty expenses will be distributed among more students. Faculty Leaders can decide how to manage these excess funds from the following options: reduce the last payment collected, use on the program for an additional group activity, or refund to the student after the program.

Passports, Visas, and Exit Taxes

Many countries require that travelers have a passport and valid visa, and they may charge an exit tax at the airport.

Passport applications can be obtained at any US Post Office. Completed applications should include a birth certificate, two passport-sized photos, and the application fee. Students should be aware that most Post Offices have special hours for processing passports.

Visa information for destination countries can be obtained by contacting either the destination country's embassy in Washington, DC, or an area consulate. Many visa applications can be downloaded from the Internet. Money Orders are often required to pay the visa fees. Generally, passports must be valid for more than six months prior to application for the visa. (Students who already have a passport should check the expiration date). It is recommended that the faculty leader coordinate the visa process for the student group.

****Note that visa requirements vary according to the nationality of the traveler. Be sure to know which passports participants in your program hold.**

Many countries have an airport exit tax. Usually, this tax must be paid in cash when leaving the country. The faculty leader should provide participants with this information when planning the budget.

Collecting and Handling Student Money

Pittsburg State University must be able to show fiscal responsibility regarding money given to their faculty or staff by participants to finance a Study Abroad program. Participants may pay for their own expenses, in which case the University does not claim responsibility. Money collected from students or participants by the Study Abroad Faculty Leader for any part of the program must be deposited into an on-campus account (844 Account). State restrictions do not apply to the 844 Account; however, specific guidelines are provided by the Business Office. The authorized signature will be the Chair of the Department sponsoring the program, the Dean or appropriate Director.

Some Study Abroad faculty leaders use travel agents and/or private companies. These agencies or private companies handle all travel details and collect all monies from students. Faculty leaders who use these services are not required to establish a University account.

To reduce the amount of on-site spending, faculty leaders should pre-pay as many of the costs of the program as possible. All expenses that fall under the category of PSU on-campus expenses in the budget template must be paid before the program leaves. Airfare, transportation to the airport, tour guides, tour provider fees, program provider fees, instruction fees, classroom rentals, and visas must also be paid before the program leaves. Lodging should also be prepaid. If any of these items cannot be prepaid, the faculty leader must submit Permission to Pay On Site form. The form must be signed by their department chair and dean. The Study Abroad Coordinator will present this form to the Business Office. The Study Abroad Committee and Business Office have the right to approve or deny the request to pay on site.

We highly encourage that faculty leaders prepay in-country transportation costs, entrance fees, telephone cards, group dinners, and any other items that are possible. Prepaying reduces the amount of cash the leader will be handling abroad, therefore lowering the risk for the leader and the University.

All payments and costs incurred on site need to be recorded. Leaders are expected to keep receipts for food, entrance fees, lodging, transportation, and other costs incurred. Leaders must record these expenses on the form provided to them in the Faculty Leader's Notebook which will be given to the Faculty Leader by the Study Abroad Coordinator before departure. If a receipt is not available from the vendor, leaders must fill out the Pittsburg State University Receipt and have their vendor sign it. Any cash given to students must be recorded on the Form labeled PSU Study Abroad Student Cash Receipt. The log and receipts will be submitted to the Business Office upon return. Any money that is unaccounted for upon return will be refunded to the University's 844 account by the faculty leader.

Travel Advances

Pittsburg State University has a system in place to allow faculty and staff to obtain a travel advance prior to a business related trip. The Business Office must be notified at least one week prior to the advance being issued.

Advances for expenses to be refunded by University funds:

Contact the Business Office manager with a DPR designating the funding source, an authorized signature, and amount authorized to spend. An Imprest check will be issued within a couple of days. The traveler must have a travel expense detail form filled out and returned to the Business Office within 2 weeks after the completion of the trip. It must include appropriate receipts for all expenditures and a note on the form that an Imprest advance was given. Any funds not spent or without appropriate receipts must be returned to the University with this form.

Advances for expenses from a Study Abroad trip account:

Contact the Business Office manager with a DPR designating the funding source, an authorized signature, and amount authorized to spend. An Organizational safekeeping account check will be issued within a couple of days. It will be necessary to sign a form stating the advance received and that receipts or cash will be turned in upon return or they will be held personally liable. The traveler must have a travel expense detail form filled out and returned to the Business Office within 2 weeks after the completion of the trip. It must include appropriate receipts for all expenditures and a note on the form detailing the amount of the advance and what account it came from. Any funds not spent or without appropriate receipts must be returned to the University with this form.

Student Recruitment

Because the students most likely to participate in a Study Abroad program are students who know the faculty member developing and leading the program, the best way to recruit students is to promote the program among

your own students. It helps if you have an existing course that is related to the academic content of the program. Students taking such a course are likely candidates for the trip.

Classroom announcements, flyers, brochures, and mass e-mailings are proven ways to recruit students. Announcements about individual trips can be placed on the Study Abroad bulletin board across from the OIPS in Whitesitt Hall. The Study Abroad Coordinator will arrange for display of your flyers and brochures.

Study Abroad Expo

The Study Abroad Expo is another venue for recruiting students. The Expo is generally held during the fall semester in the Overman Student Center. Faculty who are leading Study Abroad Trips create displays and provide information about the upcoming trip. Contact the Study Abroad Committee for more information about the next Expo or visit the Study Abroad Expo website.

Including Students from Other Universities

Study Abroad Programs may include students from other colleges and universities. Students not currently enrolled at Pittsburg State University must complete an application for admission at the undergraduate or graduate level as a non-degree seeking student. The undergraduate application fee must accompany the application. The graduate application does not have a fee.

Students from other universities must be enrolled in the course offered through PSU. The faculty leader is responsible for providing a course description, syllabus or other information to the student so they will be able to arrange transfer credit to their university. Students from other universities are subject to all PSU policies and guidelines as well as the specific pre-approved requirements for the program.

Application for Faculty-Led Study Abroad Programs

The approval process should start at least 8 months before the tentative travel dates. The faculty sponsored Study Abroad Application form is available on the Study Abroad website (Appendix A). This form must be fully completed and submitted to the Study Abroad Coordinator. A copy of the course syllabus, and a letter from the host university, institute, company, etc., if applicable, must be included with the application. The Study Abroad Coordinator will present the application to the Study Abroad Committee for consideration.

The Study Abroad Committee will determine the amount of a Study Abroad Scholarship when the application is approved. The Study Abroad Coordinator will apprise the faculty leader of the decision and the amount of student scholarships.

Student Study Abroad Scholarships

The goal of the Faculty-Led Study Abroad Programs is to encourage students to diversify their learning experiences and understanding through contact with people, cultures, languages, and countries that are not their own. Limited student scholarships are available through the OIPS for PSU students who participate in an approved Study Abroad Program that includes a minimum of three credit hours (see Academic Credit). Funding per student varies, depending on the length of the trip, the expense of the trip, the number of credit hours, and the amount of funding available for Study Abroad programs. **Funds for student scholarships are limited. When planning and promoting trips, you must inform students that no specific amount of financial**

support from these funds can be committed before obtaining Study Abroad Committee approval. Faculty should not assume that scholarship amounts remain constant from year to year. Past success is no guarantee of future funding.

PSU students who receive a Study Abroad Scholarship do not have to return to Pittsburg with the group. Only full time PSU students are eligible for the Study Abroad Scholarship. For summer or intersession programs, the student must have been enrolled at PSU the previous semester.

PSU students must have a Social Security Number or Tax ID number in order to receive a Study Abroad scholarship. Faculty should inform students of this requirement when recruiting participants. International students must have a Social Security Number or Tax ID number in order to receive a Study Abroad scholarship.

International Student Travel and Scholarships

PSU international students are eligible for Study Abroad scholarships if the program they are participating in does NOT include a stay in their home country. International students who receive a Study Abroad scholarship do not have to return to Pittsburg with the group.

International students must have a Social Security Number or Tax ID number in order to receive a Study Abroad scholarship. In order to receive a Social Security Number students must have an on campus job OR they must have an offer of employment in writing from the sponsoring academic department. In the past International Students have acquired a letter stating they were going to be hired on a limited basis by the department. The International Office issues an on-campus work permit. They have to take the work permit and offer of employment letter, I-20, passport, visa, I-94, and PSU ID card to the Social Security Administration office. It takes an average of 4 weeks to issue this number and it is sent via US mail.

International students should check with the Office of International Programs and Studies to ensure they have updated visas so they can re-enter the country when they return to the United States.

Other Student Financial Assistance

The Office of Student Financial Assistance can help students identify funds for Study Abroad Programs. In most cases, financial assistance—including federally guaranteed student loans—can be used to support a student’s tuition and other costs, provided the student has not already exceeded loan eligibility. Students should apply for assistance on their own but the faculty member should be available to provide details about the trip to the Office of Student Financial Assistance.

There are a few private scholarship funding agencies. The OIPS office and the Study Abroad website provide additional information.

Required Insurance

Each participant is required to have proof of coverage of health insurance for international travel and medical evacuation. Students and professors can purchase HTH Worldwide comprehensive health and medical evacuation insurance in the OIPS.

Insurance may be purchased in the OIPS office at least one month prior to departure. Only students possessing approved insurance will be allowed to participate in Faculty-Led Study Abroad Programs and receive travel scholarships. Faculty must have approved insurance.

Final Preparations

Student Applications

Students who want to participate in a Study Abroad Program must complete **two separate forms**. The following forms are available on the Study Abroad website:

Application for PSU Group Study/Travel Abroad Program – Step 1 (Appendix B), and
Information Form for PSU Group Study/Travel Abroad Program – Step 2 (Appendix C).

The faculty leader collects the Application for PSU Group Study/Travel Abroad Program – Step 1 (Appendix B) and reviews it to make sure it is complete before giving it to the Study Abroad Coordinator. The Coordinator forwards applications to the Study Abroad Committee for consideration.

After the Step 1 application has been submitted to the faculty leader, the student should complete the Information Form for PSU Group Study/Travel Abroad Program – Step 2 (Appendix C). This application is more extensive and will require more time and effort to complete. **The faculty leader is responsible for collecting all the applications and forms and submitting them to Study Abroad Coordinator at the same time.** The Coordinator will forward the applications to the OIPS office so that students who are eligible can receive scholarships.

Wellness Form (Part of the Step 2 Information Form)

A Gorilla Wellness Form must be completed by the PSU Student Health Center. The fee is \$25.00. Students should bring a copy of their immunization records with them when they go to the Student Health Center. Some immunizations require a series of shots that includes a time interval. Students are urged to begin Step 2 Information Form and Gorilla Wellness form as soon as they complete the Step 1 application.

****Note:** Health insurance forms and waivers must be submitted at least four weeks prior to travel in order for the Business Office to process students' grants.

Student Waiver (Part of the Step 2 Information Form)

Faculty leaders are encouraged to communicate with parents of prospective travelers. However, in order to do so a student must sign the Student Waiver Consent Agreement. Under federal law, faculty cannot discuss an individual student's participation unless the student signs this form. Upon receiving permission from the student, a letter to parents/family inviting questions is a good way to initiate communication. It is important to make information and promotional materials about the program available to parents.

Orientation

It is the responsibility of the Study Abroad Program faculty leader to conduct (an) orientation session(s) for student participants. Some faculty leaders also include participant family members in the orientation. In the case of an associated class that meets prior to the trip, the class itself may serve as an orientation. The number of meetings is decided by the organizing faculty, but it is imperative that student participants be properly prepared and aware of what to expect. The orientation program will also allow a final check of application forms, insurance forms, passports, visas, etc. A good web source for cultural orientation information is <http://www.pacific.edu/culture>. This is an interactive site, but activities and handouts can be copied and used for orientation.

Health, safety, security and culture-specific information (especially information about climate, food and beverages and cultural *faux pas* specific to the destination country) should also be part of the orientation program. A safety and security overview is essential. A very good source of information is <http://www.Imu.edu/globaled/index.html>. The orientation program also offers an occasion to provide packing instructions and to discuss the program itinerary with students. Students should be given a checklist (Appendix D) at the orientation program to make sure they are prepared, a copy of the study Abroad Crisis Management Plan (Appendix E), and a copy of the contact information in the destination country (Appendix F).

Crisis Management Plan

Study Abroad faculty leaders are responsible for reading and implementing the PSU Study Abroad Crisis Management Plan (Appendix E). They should also make the plan available to student participants and their family members. A “crisis” in this document covers the death or severe injury of a student, or a disaster (natural or otherwise, including acts of terrorism and hostage taking) in the destination country.

Immediately Prior to the Trip

Who at PSU Knows Where You Are?

It is very important that a contact person at PSU be aware of your destination and itinerary and that they have contact phone numbers and email addresses for you. A good contact person could be your department secretary or chairperson or a spouse who is not traveling with you. **The OIPS must also be provided with your contacts and itinerary.**

The Faculty Leader should carry copies of all participants’ passports, visas, and health/repatriation insurance information. Additional copies should be left with the PSU contact on campus and with the participant’s emergency contact.

Contact Information

It is the responsibility of the faculty leader to complete the Contact Information Sheet (Appendix F) and submit it to the OIPS office at least two weeks prior to the departure date. The contact information should include phone numbers and addresses of host families, if known, as well as phone numbers for in-country personal or professional contact. Also the phone number of the US embassy in the destination country should also be provided to your PSU contact. **Faculty should also take the phone numbers for the PSU campus police with them (in case of an emergency this is the point of first contact), the PSU contact person, the participating student family member contact, and the US Embassy in the destination country.**

Packing Instructions

Always check with the airline about restrictions regarding checked and carry-on luggage. Warn students about packing liquids in sealed containers, which might be affected by pressure in checked bags. Because of increased airport security, all bags must be unlocked until they have been inspected.

Getting to the Airport

Getting to the airport can be a bigger problem than you think. It is recommended that each participant arrange his/her own transportation to and from the airport. If you organize transportation, you could be held liable in case of an accident. Remember to remind students that the insurance/repatriation policy does not cover them until they have left their home country.

If We Get Separated

Participants should have their own ticket and/or itinerary and a list of numbers to call if they get separated from the group.

Arrival at the Destination Country Airport

Be sure to arrange for a representative of the institution or for a transportation company to meet you at the airport in the destination country. Be sure they are aware of your arrival date and time and that they have a number to call to verify that the flight is on schedule. In most cases, host institutions are happy to arrange a welcoming ceremony at the airport for arriving students.

Staying in Touch

Staying in regular touch with your PSU contact is very important. The Study Abroad faculty leader should email or call the PSU contact to confirm a safe arrival and should encourage students to do the same for their parents.

After the Trip

Study Abroad faculty leaders are responsible for informing PSU students that PSU policy requires them as well as PSU faculty to **take a TB test 6 weeks after they return from their trip**. Students can take the TB test at the PSU Student Health Center. Students must take their TB results to the office staff in the OIPS. Students who do not fulfill this requirement are subject to a hold on their enrollment for the next semester.

It is strongly recommended that the Study Abroad faculty leader meet with the participating students after the trip to discuss their experience. It is also important that the PSU campus and the Pittsburg area community be informed about students' experiences. This may be achieved by participating in the Study Abroad Coordinator Expo and website, placing articles in the *Collegio* and/or the area newspapers, or by posting displays at the Student center. Students are encouraged to give recruitment talks with the Study Abroad Coordinator.

Appendix A

Application for PSU Faculty-Led Group Study Abroad Program

Name of Faculty Leader: _____

Academic Department: _____

Proposed Dates of the Program: _____

Destination Country(ies): _____

Minimum Number of Student Participants: _____ Maximum #: _____

Estimated Cost for Each Student: _____

Are the student receiving funds from another source? ____ YES ____ NO

If yes, how much and from what source? _____

Does this program include a home stay for students with families? ____ YES ____ NO

Will the Program ward PSU Credit? ____ YES ____ NO If Yes, How many credits? ____

How will faculty expenses be paid?

_____ budgeted into student cost _____ paid by faculty

_____ grant or other funding (provide details)

I received approval from the academic chairperson for this Program. ____ YES ____ NO

A Continuing & Graduate Studies Course number for this Program has been assigned.

_____ YES ____ NO If not, why not? _____

Course Name: _____

Course Number: _____

A course syllabus must be attached to this application if the Program includes academic credit.**If relevant, a letter of agreement with a university, institute, school, company, etc. must be submitted with the application.****On a separate sheet of paper please include the following items:**

1. A brief description of the course and itinerary.
2. The benefits for the students.
3. How the program will be evaluated.
4. The expected outcomes of the Program.
5. The plans for supervision of students, including home stay arrangements, during the Program.

This program is approved by:_____
Faculty Leader Date_____
Department Chair Date***Reminder:** All students non-PSU students participating in the PSU Group Study Abroad Program must be enrolled in the course that is part of the program.**Complete the application and send to the Study Abroad Coordinator in International Programs & Services, Whitesitt 118.**

Appendix B

Student Application for PSU Group Study/Travel Abroad Program – Step 1

1. Personal and Contact Information

Name: _____ PSU ID: _____

Current Address: _____

Current Daytime Phone: _____ Email address: _____

Gender (circle one): M F Birth Date: _____

Major: _____ GPA(current cumulative): _____

Classification (circle one) FR SO JR SR GR Other: _____

Citizenship: _____ Passport #: _____ Date of Exp.: _____

2. Program Information

Name of class or department sponsoring the program: _____

Destination Country/Countries: _____

Language(s) of instruction: _____

Faculty sponsor: _____

Specific dates of study program: _____

3. Study Abroad Stipend Information

If you are eligible for a Study Abroad Stipend for this program, in order to receive the stipend you must have a Social Security number or Tax ID.

Do you have a SS# or Tax ID? Yes. If yes, please attach a copy of your Social Security or Tax ID card to this application.

No. If no, please contact IPSO for advisement.

4. Statement of Goals and Objectives

On a separate sheet of paper please submit an explanation of your desire to participate in this program and how it will enhance your academic program here at PSU. Please include a statement of goals and objectives you wish to accomplish with this program. Also include information about past foreign language study (if any) and any awards or scholarships you have received. NOTE: If you should apply for PSU funding this information may also be used to evaluate your eligibility for funding of your trip.

5. Agreement of Participation

I understand that approval to participate in this program may include a review of my academic and disciplinary records. I give the director of the specific study abroad program and any other committee member making decisions on my participation to review these records. Furthermore, I understand and agree that if I should be approved to participate in this program I will continue to be subject to the rules and regulations of Pittsburg State University in both academic and personal behavior. I also agree to be subject to other rules given by the director of this program, or the host institution. I also will be subject to all laws of the host country. I understand that failure to obey any rules or laws may result in the premature ending of my participation in this program. I will be responsible for all expenses as a result of disciplinary sanctions or illegal or unacceptable activity. I affirm that I have truthfully and fully responded to all information in this application. Additionally, I understand that PSU policy requires all returning study abroad students take a TB test 6 weeks after returning to the United States.

Signature of Student _____ Date _____

Appendix C

Student Information: Step 2

1. **Student Name and PSU ID number** _____

2. Emergency Contact Information

Please give two contacts at different addresses. By providing PSU with the names of these individuals, you are also giving PSU permission to communicate personal health and safety information to them, if the need arises. Student's initials _____

a. Name: _____ Relationship: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Email address: _____

b. Name: _____ Relationship: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Email address: _____

3. Survey Information

How did you first hear about this opportunity to study abroad?

Faculty PSU website Friends other

What foreign language(s) have you studied, for how long and at what level (high school, college, language institute, etc.)?



GORILLA WELLNESS
for all your health needs

PSU Health Services
Pittsburg State University
1801 South Joplin
Phone: 620-235-4452
Pittsburg, KS 66762

Pre-Departure Travel Consult for PSU Study Abroad Programs

Travel Consults for study abroad require an appointment. Please phone ext. # 4450 to schedule a Travel Consult. Please fill out the questionnaire prior to your appointment. Please have your immunization records available for review at this appointment. Your appointment should be approximately three months prior to your travel dates to allow for immunizations.

NOTE: If you do not have records of your immunizations, you will be advised as to the need of both routine immunizations and those more specific to your destination.

To be filled out by student: (Please print legibly).

Name: _____ Birth Date: _____

Sex: _____ Social Security Number: _____ Student ID Number: _____

Travel Information

Date of Departure: _____ Date of Return: _____ Purpose for your travel? _____

Please indicate the countries you will be visiting in the order in which you will visit them. Also indicate the length of stay in each country. If you are traveling with a PSU study abroad group and do not plan on returning with this group, please indicate the countries you intend to visit on your own.

Destination (s)	Length of Stay
_____	_____
_____	_____

Please circle yes or no:

Will you be staying with and/or eating
with local families? Yes No
Traveling in altitudes > 8000 feet?
(Not air travel) Yes No
Visiting rural areas? Yes No
Hiking or camping? Yes No
Have you traveled outside of the USA
before? Yes No
Do you have impaired gastric defenses,
frequent diarrhea, OR use antacids often? Yes No
Do you have a history of a seizure disorder?
Yes No

Are you being treated for lymphoma,
leukemia, or any other malignant diseases?
Yes No
Do you have a history of a deficiency of
the immune system? Yes No
Do you have a history of anemia or any
other blood disorder? Yes No
Do you have any existing medical condition
such as diabetes, heart disease, or asthma?
Yes No
Are you taking any steroids (prednisone)?
Yes No

Do you have any history of psychiatric disorders (such as depression, panic attacks, psychoses, etc.)? Yes No

Do you have any dental problems at this time? Yes No

Have you had allergic reactions to any of the following items? (Circle all that apply.)

Eggs Mercury (thimerosal) Bee Stings Formaldehyde Sunlight

Are there any medications or vaccinations that cause you to have an allergic reaction?

Yes No

If yes, please list:

For women only:

Are you pregnant, suspect you may be pregnant, or trying to become pregnant?

Yes No Maybe

Are you breastfeeding?

Yes No



GORILLA WELLNESS
for all your health needs

PSU Health Services
Pittsburg State University
1801 South Joplin
Phone: 620-235-4452
Pittsburg, KS 66762

Pre-Departure Travel Consult for PSU Study Abroad Programs

This form needs to be completed and returned to the Study Abroad Office in 118 Whitesitt.

Name: _____

PSU ID #: _____

_____ I have reviewed the student's self survey of health information and have completed a health assessment of this student and find him/her able to participate in the program described above. Recommended immunizations and/or vaccinations prior to travel have been discussed with the student.

OR

_____ I have completed the health assessment of this student and find him/her not physically able to participate in the program at this time. My reservations are:

_____.

Signed: _____

Date: _____

**WAIVER AND RELEASE AGREEMENT
PSU STUDENT FOR CREDIT/NOT FOR CREDIT**

I, _____, am a student at Pittsburg State University (“PSU”) and have agreed to participate in PSU’s _____ Study Abroad program from _____ until _____ (“the Program”). In consideration for being permitted to participate in the Program, I hereby agree and represent that:

1. I have or will secure health and repatriation insurance to provide adequate coverage for any injuries or illnesses that I may sustain or experience while participating in the Program. By my signature below, I certify that I have confirmed that my health care coverage will adequately cover me while outside the United States, and hereby release the state of Kansas, PSU, and the employees and agents of either from any responsibility or liability for expenses incurred by me for injuries, illnesses (including death) or repatriation that I may incur because of those injuries, illnesses or repatriation.
2. I understand that, although PSU will attempt to maintain the Program as described in its web sites, publications and brochures, it reserves the right to change the Program, including the itinerary, travel arrangements, or accommodations, at any time and for any reason, with or without notice, and that neither the state of Kansas nor PSU, or the employees and agents of either, shall be responsible or liable for any expenses or losses that I may sustain because of these changes.
3. I understand that PSU reserves the right to decline to retain me in the Program at any time should my actions or general behavior, in the sole discretion of PSU or its representative in the country, be determined to impede or obstruct the progress of the Program in any way.
4. I understand that, although PSU has made every reasonable effort to assure my safety while participating in the Program that there are unavoidable risks in travel outside the United States and I hereby release and promise not to sue the state of Kansas, PSU, or the employees and agents of either, for any damages or injury (including death) caused by, deriving from, or associated with my participation in the program, except for such damages or injury as may be caused by the gross negligence or willful misconduct of the employees or agents of PSU.
5. I agree that, should any provision or aspect of this agreement be found to be unenforceable, that all remaining provisions of this agreement will remain in full force and effect.
6. I represent that my agreement to the provisions herein wholly voluntary, and further understand that, prior to signing this agreement, I have the right to consult with the adviser, counselor, or attorney of my choice.
7. I agree that, should there be any dispute concerning my participation the Program that would require the adjudication of a court of law, such adjudication will occur in the courts of, and be determined by the laws of, the state of Kansas and venue shall be the county of Crawford.
8. This agreement represents my complete understanding with PSU concerning PSU’s responsibility and liability for my participation in the Program, supersedes any previous or

contemporaneous understandings I may have had with PSU on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.

- 9. I represent that I am at least eighteen years of age or, if not, that I have secured below the signature of my parent or guardian as well as my own.

Name

Date

Signature of parent or guardian (if required)

Date

**WAIVER AND RELEASE AGREEMENT
STUDENT FOR CREDIT AT ANOTHER UNIVERSITY**

I, _____, am a student at _____ and wish to participate in the Pittsburg State University (“PSU”) _____ Study Abroad program from _____ until _____ (“the Program”). In consideration for being permitted to participate in the Program, I hereby agree and represent that:

1. I have or will secure health and repatriation insurance to provide adequate coverage for any injuries or illnesses that I may sustain or experience while participating in the Program. By my signature below, I certify that I have confirmed that my health care coverage will adequately cover me while outside the United States, and hereby release the state of Kansas, PSU, and the employees and agents of either from any responsibility or liability for expenses incurred by me for injuries, illnesses (including death) or repatriation that I may incur because of those injuries, illnesses or repatriation.
2. I understand that, although PSU will attempt to maintain the Program as described in its web sites, publications and brochures, it reserves the right to change the Program, including the itinerary, travel arrangements, or accommodations, at any time and for any reason, with or without notice, and that neither the state of Kansas nor PSU, or the employees and agents of either, shall be responsible or liable for any expenses or losses that I may sustain because of these changes.
3. I understand that PSU reserves the right to decline to retain me in the Program at any time should my actions or general behavior, in the sole discretion of PSU or its representative in the country, be determined to impede or obstruct the progress of the Program in any way.
4. I understand that, although PSU has made every reasonable effort to assure my safety while participating in the Program that there are unavoidable risks in travel outside the United States, and I hereby release and promise not to sue the state of
5. Kansas, PSU, or the employees and agents of either, for any damages or injury (including death) caused by, deriving from, or associated with my participation in the program, except for such damages or injury as may be caused by the gross negligence or willful misconduct of the employees or agents of PSU.
6. I agree that, should any provision or aspect of this agreement be found to be unenforceable, that all remaining provisions of this agreement will remain in full force and effect.
7. I represent that my agreement to the provisions herein wholly voluntary, and further understand that, prior to signing this agreement, I have the right to consult with the adviser, counselor, or attorney of my choice.
8. I agree that, should there be any dispute concerning my participation the Program that would require the adjudication of a court of law, such adjudication will occur in the court of law, such adjudication will occur in the courts of, and be determined by the laws of, the State of Kansas.

- 9. This agreement represents my complete understanding with PSU concerning PSU's responsibility and liability for my participation in the Program, supersedes any previous or contemporaneous understandings I may have had with PSU on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.
- 10. I represent that I am at least eighteen years of age or, if not, that I have secured below the signature of my parent or guardian as well as my own.
- 11. I understand that I will not be permitted to participate in the program until _____ agrees to indemnify and hold harmless PSU from any liability that may result from my participation in the Program.

Name

Date

Signature of parent or guardian (if required)

Date

UNIVERSITY REQUEST TO ALLOW ITS STUDENT TO PARTICIPATE, FOR
CREDIT, IN THE PITTSBURG STATE UNIVERSITY STUDY ABROAD
PROGRAM AND AGREEMENT TO RELEASE AND INDEMNIFY

_____ (the "University"), hereby requests the permission of
Pittsburg State University ("PSU") to allow its student, _____ (the
"Student"), to participate in PSU's upcoming _____ study abroad
program (the "Program") from _____ until _____. The
University understands that the Student could suffer property damage or loss, personal injury, or even
death as a result of his/her participation in the Program. The University also understands that the
Student is under no obligation to participate in the Program, and the University is voluntarily choosing
to allow the Student to participate at the University's own risk. The University certifies that the
Student is physically and mentally able to participate in the Program. Finally, the University
acknowledges that it is benefited by the Student's participation in the Program.

As consideration for this permission, the University hereby waives and releases the state of Kansas,
PSU and its Board of Regents, officers, employees, agents, and students from any and all liability for
losses, damages, injuries, or costs of any kind that may arise out of or that may in any way be related
to the Student's participation in the Program. The University also hereby agrees to hold harmless and
indemnify the state of Kansas, PSU and its Board of Regents, officers, employees, agents, students,
programs, and entities against any and all damages the Student may incur as the result of his/her
participation in the Program. **The University understands that this agreement means, among
other things, that it is giving up its right to sue the aforementioned released parties, or bring
them into a lawsuit brought against the University by the Student as the result of his/her
participation in the Program and that the University is assuming all risks associated with the
Student's participation in the Program.**

This Agreement is entered into in the state of Kansas, county of Crawford, and shall be governed by
the laws of the state of Kansas. Should there be any dispute concerning this Agreement that would
require the adjudication of a court of law, such adjudication will occur in the courts of the state of
Kansas and venue shall be in the county of Crawford.

The University certifies that it has read this agreement, understands it, had the opportunity to have it
reviews by legal council, and that the party below has authority to bind the University to this
Agreement.

SIGNATURE: _____ DATE: _____

PRINT NAME : _____

TITLE: _____

**WAIVER AND RELEASE AGREEMENT
MEMBER OF THE PUBLIC AT LARGE**

I, _____, a member of the public at large, wish to participate in the Pittsburgh State University (“PSU”) _____ Study Abroad Program from _____ until _____ (“the Program”). In consideration for being permitted to participate in the Program, I hereby agree and represent that:

1. I have or will secure health and repatriation insurance to provide adequate coverage for any injuries or illnesses that I may sustain or experience while participating in the Program. By my signature below, I certify that I have confirmed that my health care coverage will adequately cover me while outside the United States, and hereby release the state of Kansas, PSU, and the employees and agents of either from any responsibility or liability for expenses incurred by me for injuries, illnesses (including death) or repatriation that I may incur because of those injuries, illnesses or repatriation.
2. I understand that, although PSU will attempt to maintain the Program as described in its web sites, publications and brochures, it reserves the right to change the Program, including the itinerary, travel arrangements, or accommodations, at any time and for any reason, with or without notice, and that neither the state of Kansas nor PSU, or the employees and agents of either, shall be responsible or liable for any expenses or losses that I may sustain because of these changes.
3. I understand that PSU reserves the right to decline to retain me in the Program at any time should my actions or general behavior, in the sole discretion of PSU or its representative in the country, be determined to impede or obstruct the progress of the Program in any way.
4. I understand that, although PSU has made every reasonable effort to assure my safety while participating in the Program that there are unavoidable risks in travel overseas, and I hereby release and promise not to sue the state of Kansas, PSU, or the employees and agents of either, for any damages or injury (including death) caused by, deriving from, or associated with my participation in the Program, except for such damages or injury as may be caused by the gross negligence or willful misconduct of the employees or agents of PSU.
5. I agree that, should any provision or aspect of this agreement be found to be unenforceable, that all remaining provisions of this agreement will remain in full force and effect.
6. I represent that my agreement to the provisions herein wholly voluntary, and further understand that, prior to signing this agreement, I have the right to consult with the adviser, counselor, or attorney of my choice.
7. I agree that, should there be any dispute concerning my participation the Program that would require the adjudication of a court of law, such adjudication will occur in the court of law, such adjudication will occur in the courts of, and be determined by the laws of, the State of Kansas.

- 8. This agreement represents my complete understanding with PSU concerning PSU's responsibility and liability for my participation in the Program, supersedes any previous or contemporaneous understandings I may have had with PSU on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.

- 9. I represent that I am at least eighteen years of age or, if not, that I have secured below the signature of my parent or guardian as well as my own.

Name

Date

Signature of parent or guardian (if required)

Date

Appendix D

Checklist for Study Abroad Participants

1. Passport valid for at least 6 months *after* you return.
2. Allow at least 6 weeks for a new application.
3. If you are getting passport pictures taken you should get at least 4 pictures. You may need extra for visa applications. (There are a variety of places where they can be purchased including AAA on South Broadway.
4. New passports cost \$85.00 not including cost of pictures.
5. Visa for the destination country. Not all countries require visas, but many do.
6. Check with the appropriate Consulate for time and cost of visa application. Costs can be as much as \$100.00, not including cost of pictures and postage. Passport pictures may be necessary with visa application.
7. PSU requires you to have a health examination prior to departure in case vaccinations are required. Vaccinations are administered by the Crawford County Health Department.
8. The current cost of the health examination at the PSU Student Health Center is \$25.00 and the costs of vaccinations vary. The Consulate of your destination country may also require a health exam for your visa. Be sure to check on this before you have your health exam so that both exams can be done at the same time.
9. Application to the program itself (if necessary) plus deposit.
10. Student Application for Study/Travel Abroad Program – Steps 1 and 2
11. Course Credit and Financial Assistance Approval packet (if applicable)
12. All tuition and fees must be paid prior to departure.
13. Proof of coverage of health insurance for international travel and medical evacuation.
Students and professors can purchase HTH Worldwide comprehensive health and medical evacuation insurance in the OIPS. Current cost is \$28.00 per month for students.
14. Participation in pre-departure orientation meeting(s).
15. Tickets for travel and return trip.
16. Arrangement to be met at airport in the destination country and/or any travel within the destination country.
17. Confirmation of living arrangements.
18. Arrangements for having funds available while overseas – traveler's checks, debit cards, money transfer.
19. Six weeks after returning to the PSU campus, students and professors are required to take a TB test. The Health Center cost is \$5.00.

Appendix E

Pittsburg State University
Crisis Management Plan for Study Abroad Programs

This plan will be useful to the following groups of people:

1. For staff involved in administrating study abroad programs
2. For American students studying in another country
3. For parents of students participating in study abroad programs

Scope of Reference:

The term "crisis" in this document covers death or severe injury of a student, or disaster in the host country, natural or otherwise, including acts of terrorism and hostage taking.

Proposed Core Team:

1. Director of International Affairs (DIA)
2. Associate Vice President of Campus Life and Auxiliary Services (CLAS)
3. Director of University Communications (DUC)
4. Associate Vice President for Academic Programs and Services (APS)
5. Faculty members involved in the study abroad program (if any)

The CLAS who serves as the coordinator of the Crisis Response Team will work closely with the DIA in handling the crisis involving students in study abroad programs.

Procedures in Responding to the Crisis:

1. Once the information on the crisis situation is established, the DIA needs to be informed.
2. The DIA will:
 - Determine the students involved in the crisis
 - Gather the necessary facts and contact the CLAS immediately, who will in turn, gather the Core Team for a meeting to discuss the action plans. At the same time, the President will be informed by the CLAS.
3. The CLAS (or designee) in consultation with the Core Team, will immediately contact the family members of the student/students involved in the crisis.
4. The DIA will work with the institution hosting the student/students, the insurance company and where necessary (in the case of death and disaster) the U.S. embassy in the hosting country to:
 - Obtain an official report of the crisis that involves the student/students
 - Help arrange for parents/family member to go over to the country (in the case of death and severe injury)
 - Help with the repatriation process (in the case of death)

- Help with bringing the student back home (in the case of a disaster)
 - Coordinate the return of student belongings (if necessary)
5. The DUC will coordinate all information released externally by the university. All queries from media personnel will be handled by the DUC.

Appendix F**Faculty Led Study Abroad Programs Contact Information**

Faculty Leader: _____

Additional Faculty Leader(s): _____

Destination Country(ies): _____

Dates of the Trip: _____

In the Destination Country

Host Institution (if applicable): _____

Contact Person at Host Institution _____

Email/Telephone Number of Contact Person: _____

Host Family/Hotel Contact Information for Faculty Leader: _____

Phone Number of US Embassy: _____

Travel Information

Name and Phone Number of Airline: _____

Departure Date from US: _____

Flight Numbers: _____

Arrival Date in Destination Country: _____

Departure Date from Destination Country: _____

Flight Numbers: _____

Arrival Date in US: _____

At PSU

Name of Contact Person at PSU: _____

Contact Information: _____

Daily Itinerary for Study Abroad Program**Contact Information for Host Families**

AppendixG

PITTSBURG STATE UNIVERSITY STUDY ABROAD BUDGET TEMPLATE

Faculty-Directed Program (Year)
(Date)

PROGRAM NAME:
PROGRAM SITE:
TERM:
Departure date:
On-site arrival date:
Program end date:
Faculty:
Other Staff:
Estimated Number of Students
Exchange Rate

	Other Unit Contribution	Foreign Currency	Dollar Amount	PSU Student Cost	Date Expense Is Non-Refundable	TOTAL
PSU ON-CAMPUS EXPENSES						
PSU enrollment fee or PSU tuition						
HTH International Insurance						
Orientation						
Program materials						
Health and Wellness Check						
Other (list . . .)						
FACULTY AND STAFF EXPENSES						
Airfare						
Transport to airport or private car mileage						
Lodging						
Meals						
Other (list . . .)						
STUDENT EXPENSES						
Lodging						
Meals						
Airfare						
VISA cost						
Other (list . . .)						
EXCURSION						
Transportation						
Meals						
Entrance fees						
Tour guide						
Tour provider fee						
Other (list . . .)						
IN-COUNTRY PROGRAM EXPENSES						
Program provider fee						
Instruction						
Lecturer fees						
Entrance fees						
Room rental						
Local transportation						
Group dinner(s)						
Office supplies/photocopies						
Telephone/FAX/Internet						
Bank fees						
Tips						
Emergency funds						
Other (list . . .)						
TOTAL PER STUDENT COST				-0-		
PROGRAM FEE				-0-		
Estimated Additional Student Expenses						
Passport						
Books/supplies						
Additional meals and/or lodging						
Personal expenses						
Other (list . . .)						
Subtotal Estimated Additional Student Expenses				-0-		
TOTAL PROGRAM COST				-0-		

Faculty Leader Date

Department Chair Date

Appendix H

Pittsburg State University Study Abroad
Permission to Pay On Site

Below please itemize the costs that must be paid in country with an explanation as to why it is impossible to prepay this cost.

Item 1:
Expected Cost:
Explanation:

Three horizontal lines for writing the explanation for Item 1.

Comments from Chair or Dean:

Two horizontal lines for writing comments for Item 1.

Item 2:
Expected Cost:
Explanation:

Three horizontal lines for writing the explanation for Item 2.

Comments from Chair or Dean:

Two horizontal lines for writing comments for Item 2.

Item 3:
Expected Cost:
Explanation:

Three horizontal lines for writing the explanation for Item 3.

Comments from Chair or Dean:

Two horizontal lines for writing comments for Item 3.

Faculty Leader's Printed Name Faculty Leader's Signature Date

Department Chair's Printed Name Department Chair's Signature Date

Dean's Printed Name Dean's Signature Date