



STUDENT INFORMATION FOR GLOBAL TRAVEL PROGRAMS

WEBSITE: <https://www.missionuniv.org>

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INTRODUCTION

The Mission University *Handbook for Global Travel Programs* is intended for students, interns, as well as faculty who lead programs and teach students while traveling. It is designed to assist faculty with developing and executing any short-term travel course and serve as an organizational and travel policy guide for students.. The handbook outlines the responsibilities of faculty, and other designated administrative officers for program design, recruitment, pre-departure, travel, and return guidelines. The handbook also contains suggestions for students, procedures to follow in the event of an emergency, and other relevant topics.

The *Handbook for Global Travel Programs* serves as Mission University institutional policy. The policy protects the students, faculty members, and Mission University program administrators when sponsoring a travel course. All participants are expected to read, acknowledge, and follow the guidelines in the handbook.

*****IMPORTANT:** All Mission University program participants including faculty, students, home program representatives, and guests must review, sign, and return/submit completed program information forms on pages 17-30, before authorization will be granted to travel.

EMERGENCY INSTRUCTIONS

1. In the event of any situation (emergency or otherwise) or questions about your program, **TALK DIRECTLY TO** any Mission University representative by calling: +1.513.540.1399 (24/7/365)

2. IF YOU MUST LEAVE A MESSAGE, YOUR CALL WILL BE RETURNED IMMEDIATELY

3. The faculty leader for your program **MUST CARRY A CELL PHONE AT ALL TIMES** while traveling.

I. OVERVIEW OF FACULTY RESPONSIBILITIES

This section explains faculty members' responsibilities in developing and leading short-term travel programs in coordination with Mission University administrator responsibilities. A general timeline is provided to help structure the process from pre-departure through return to Mission University.

General Timeline for Faculty Program Representatives

Pre-Departure

9-12 months before departure:

- Develop the Course
 1. If necessary, allow additional time (minimum of one year) to visit and investigate the site. Consult for potential external grants and Academic Affairs for potential summer grant funds to subsidize the cost of a site visit. Within one month of return, provide a report on the outcomes of the visit and travel publicity photos.
 2. If necessary, submit a new course proposal or modification form through the proper approval process.
 3. Establish a minimum and maximum enrollment cap for purposes of student-to-faculty ratio and economy group rates.
 4. Plan a budget, travel agenda, and excursions. The administrator serves as a resource in developing contacts, locating travel agencies and suggesting excursions. (See budget checklist in this section.)
 5. Publicize physical and academic criteria for the trip. Include expectations for student conduct, safety and health criteria.
 6. Determine student interest.
- Submit "Intent to Offer Approved Global Internship Travel Program Form" to Academic Administration
- Initiate recruitment and student application process with the assistance and support
- Establish and distribute deadlines for students
 1. Application
 2. Passport/Visa/Insurance
 3. Immunizations

3-4 months before departure:

- Orient participants as to the academic, safety, and physical criteria for the program.

- Establish or confirm an existing Business Office account number for the program.
- Notify students when deposits are due to the Business Office; timing will vary by travel agency and airline.
- Request a supplemental budget from CO to help with faculty/trip expenses.

2 weeks before departure:

- Submit the final itinerary and a contingency plan in the event of an emergency that disables the faculty leader or a student.
- Submit Faculty Information Form containing: Release of Information, Disability Disclosure, Medical Release, Liability Waiver, Release and Indemnification Agreement.
- Hold pre-departure orientation with students.
- Submit the following completed Student Information Forms:
 1. Student Information Form for Global Internship Travel Program
 2. Student Release of Information
 3. Disability Disclosure
 4. Medical Release, Community Standards and Academic Integrity Pledge, Liability Waiver, Release and Indemnification Agreement

II. Travel

While traveling, the faculty leader serves as an **instructor** and a **positive role model**, as well as **resident director** for the course. The faculty member has the following responsibilities:

Instructional

- Deliver course content
- Coordinate class activities and communicate the students' academic responsibilities clearly
- Maintain the course's academic integrity
- Cooperate with other on-site faculty members regarding course objectives
- Evaluate student work

Enhancing Positive Student Experiences

- Provide initial on-site orientation to introduce the students to their host site and culture
- Be aware of possible indicators of culture shock, such as feelings of loneliness, alienation, depression, physical ailments, including possible eating and/or sleeping issues, inability to concentrate, and uncontrollable crying. Be aware that indicators of culture shock may vary greatly from individual to individual.
- Act as a liaison between the students and any individuals providing services to the course
- Meet with the students regularly throughout the course to discuss on-site academic issues such as personal activities, cross-cultural adjustment, and disciplinary consequences of inappropriate behavior

In case of emergency

- Respond to any emergency situations which may arise
- Assist students who are ill or who may have other emergencies
- Notify Mission University of an emergency as soon as possible (see pages

2 and 18) Logistics

- Maintain fiscal records
- Itemize expenses and collect receipts
- Collect photos, copies of projects and research for campus display and future recruitment efforts

Important Notes for Faculty

- Never loan students program or personal funds unless it is an extreme emergency
- While traveling, faculty are expected to follow all guidelines in both the *Mission University Faculty Handbook* and the *Handbook for Global Internship Travel Programs*

After Returning to Campus

- Collect photos, copies of projects and research for campus display and future recruitment efforts
- Encourage participating students to complete a course evaluation in the LMS
- Submit student grades within 48 hours of the last day of the semester/session
- Settle program/travel account with the Business Office within one month of return
- Forward trip photos for possible web posting and other use
- Organize a reunion party/meeting with participating students to discuss the program with hindsight and the goal of fine-tuning the program for the future

III. PARTICIPANT CRITERIA

Program Application

Mission University has a standard application form for students who wish to participate in a Global Travel program. Additional supporting documents include a current application, a personal statement of interest in the program, or academic reference. Each faculty leader can decide in consultation with program leadership what kind of supporting documents are required of students.

Where applicable, the faculty member does not screen or select applicants but will, collect applications and maintain the applicant list.

It is highly recommended that the faculty leader provide program administration with the list of students applying to the program to verify that each student adheres to *Mission University*

Community Standards and Academic Integrity Pledge. This documentation helps the faculty leader determine each student's suitability for participating in the travel program. The faculty leader will then sign the form officially approving the student and maintain a copy for his/her records and provide a copy to program administration.

IV. PRE-DEPARTURE ORIENTATION AND COURSE EXPECTATIONS

The orientation for the Global Internship travel program begins when students first read the program flyer or website and continues throughout the pre-departure process. Because of this – and also because all materials and oral presentations can constitute contractual agreements – all program information must be clear and accurate.

Orientation Meetings and Required Student Forms

The faculty leader, in conjunction with the program administrator, should hold a pre-departure orientation meeting for participants soon after they have been selected. Address key items related to the program at the orientation meeting. The faculty leader should be prepared to discuss the course outline, academic expectations, program itinerary, safety, general health issues, and the host country's legal, environmental, cultural, and religious conditions. Program representatives discuss logistical and administrative matters such as registration, any personal money questions for souvenirs, etc., travel documentation, potential health and safety risks, emergency response measures, and travel arrangements.

Participants will also receive and complete the forms required by Mission University for all travel programs. Students must provide accurate and complete information on all forms; full disclosure of pre-existing medical conditions is critical. Please find the forms listed below in the appendix:

1. Student Information Form for Global Internship Travel Program
2. Student Release of Information
3. Disability Disclosure
4. Medical Release
5. Community Standards and Academic Integrity Pledge
6. Liability Waiver
7. Release and Indemnification Agreement

Faculty leaders must also complete similar forms (found in the appendix) before traveling while traveling.

Setting Academic and Behavioral Expectations for the Group

On Global Internship programs, students should be required to attend all classes and all excursions that are part of the program. The syllabus for every course should include an attendance policy that connects absences and tardiness to course grades.

Participants are also expected to serve as ambassadors for both Mission University and the

United States. It is often difficult for students to understand what is expected of them in this regard, so it is important to stress these issues in the pre-departure orientation. Students need to be aware that behaviors with minimal or no consequences in their hometown may have major implications for all Global Internship travel and study while traveling programs.

Topics to be included in these discussions might include: appropriate dress, local laws, local mobility (which neighborhoods in the area are safe), gender dynamics, youth/elder relationships, food and meal etiquette, and how to recognize signs of displeasure on the part of host country nationals. Present this information repeatedly to students, not just at the pre-departure orientation. It is always recommended that faculty leaders provide consistent models of positive student behavior. Faculty leaders should be careful not to dwell on the avoidance of negative behavior, but provide examples of excellent behavior. The overwhelming majority of students who participate in Global Internship travel programs do so with the highest expectations and the most thoughtful commitment.

Health and Safety Issues

To support a healthy and safe experience, Mission University requires all students and faculty participating in a Global Travel program to carry health and emergency insurance. Mission University is contracted for this coverage.

The cost of temporary medical insurance for students and the faculty leader is included in the program and provides the following services: referral to the nearest, most appropriate medical facility and/or provider; direct payment where available; medical monitoring between attending physicians, family physician, and immediate family members; arranging and coordinating emergency medical evacuations; assisting in arranging emergency medical payments if a hospital demands a cash deposit or settlement prior to leaving and direct pay is unavailable; prescription assistance; emergency reunion; repatriation of remains; emergency travel arrangements for disrupted travel as the consequence of a medical emergency; referral to legal assistance; assistance in non-life threatening travel emergencies (lost passports, lost luggage). Students and faculty leaders should familiarize themselves with the coverage provided prior to the program.

Faculty leading programs should consult with their program leader for travel to countries that require visitors to document proof of inoculation for tropical diseases, or for which the U.S. Center for Disease Control and Prevention recommends shots or pharmaceuticals. Faculty leaders are advised not to offer medical advice to students.

The following outline offers basic information and recommendations for student health and safety while traveling:

V. STUDENT HEALTH AND SAFETY WHILE OVERSEAS

A. Drugs and Alcohol

1. You are subject to local laws. As an American citizen you have NO special legal rights or privileges in the host country. There is nothing your parents, Mission

University, or the United States government can do for you. Read more about this topic at http://travel.state.gov/travel/cis_pa_tw/safety/safety_2836.html.

2. No ALCOHOL. You are still governed by the *Mission University Community Standards* and *Academic Integrity Pledge* while traveling in all matters including the alcohol policy.

3. DO NOT HAVE ANYTHING TO DO WITH ILLEGAL DRUGS.

B. Health and Diet

1. Be wary of food served by street vendors.
2. Drink lots of bottled water. Watch out for sodium content.
3. Keep taking your medications no matter how good you feel.
4. Practice good hygiene. Wash your hands often; don't chew your fingernails.

C. Personal Security

1. Use the same street senses you would in a comparable United States city.
2. Stay close to campus/housing until you can learn from locals where you should and should not go at night.
3. Stay with a "buddy" at night; don't abandon a friend
4. Always watch your food and drinks.
5. The #1 risk to a U.S. study while traveling student is a traffic accident, so:
 - Do not rent a car or moped.
 - Be as smart about the cars/buses you get into as you would in the United States.
 - Be extremely attentive as a pedestrian. Rules of the road for pedestrians are different in every country.
 - Always carry the following on you:
 - Copy of the f-page of your passport. (Consult with your faculty leader. In most countries you will not need your original passport within the city. Lock your passport in your suitcase or a safe pl in your room).
 - Address and phone number for your homestay family or student residence.
 - Emergency contact number for your program's faculty leader. **IF YOU ARE IN ANY TROUBLE, YOUR PROGRAM FACULTY-LEADER IS YOUR BEST RESOURCE.**

D. Student Behavior

Seasoned travel faculty leaders report that their biggest challenge while traveling is student behavior problems. Those who have successfully traveled with students for many years advocate discussing appropriate student conduct in the pre-departure orientation and upon arrival.

Remember, faculty leaders should communicate clearly with students that they are governed by the *Mission University Community Standards* and *Academic Integrity Pledge* throughout their program. Faculty leaders should reinforce the message that travel programs:

- Are academic experiences, and academic responsibilities take priority over personal

interests. Planting this idea helps to combat the occasional notion that a travel program is a “blow-off” opportunity. Also, faculty leaders should refrain from referring to the experience as “a trip.” Instead, use the word “program” as it denotes a difference between study while traveling and a vacation.

- Are opportunities for students to act as “cultural ambassadors.” Emphasize that their conduct will be seen as representative of the United States, their home school/organization, and Mission University. Faculty leaders should model good behavior, provide continuous positive input about former students and talk about the intellectual, social and cultural value of students engaging constructively and thoughtfully with foreigners.

As with all conversations about behavior, it is more important to emphasize what the students should do rather than what they should not do.

Mission University values family, and as such, family members of faculty, staff, or students *may be* permitted to travel on organizationally sponsored trips at their own expense, if space is available, and with the approval of the course faculty and Program Administration.

VI. PLANNING AND EXECUTION: ON-SITE

A. FACULTY DIRECTOR ON-SITE RESPONSIBILITIES CHECKLIST

The faculty director should fulfill the following duties on-site:

- _____ Provide an initial on-site orientation to introduce the students to their host site and culture.
 - _____ Notify program leader immediately if any students do not arrive by the first day of class.
 - _____ Notify program leader immediately if any student leaves the program.
 - _____ Maintain fiscal records.
 - _____ Ensure the academic integrity of the course.
 - _____ Coordinate class activities.
 - _____ Respond to any emergency situations.
 - _____ Act as liaison between the students and any individuals providing services to the program.
 - _____ Communicate clearly to students the academic and disciplinary roles of the faculty leader.
 - _____ Meet with students regularly throughout the program to discuss non-academic issues.
- Topics for discussion may include cross-cultural adjustment, personal activities, and inappropriate behavior. These sessions build group cohesiveness and alleviate possible divisions.
- _____ Be aware of possible indicators of culture shock. These can include: feelings of

helplessness, loneliness, alienation, sleeping more than usual, depression, getting angry easily, decline in flexibility, stereotyping of host culture; increase of physical ailments, eating problems, inability to concentrate, and uncontrollable crying. The concrete indicators of culture shock vary greatly from individual to individual.

_____ Assist students who are ill and who may have emergencies while traveling. Report emergencies directly to Mission University emergency contacts as soon as possible.

_____ Cooperate with other on-site faculty members or staff regarding the program objectives.

_____ Never loan students program funds or personal funds unless it is an extreme emergency.

B. SAFETY AND SECURITY ISSUES

Safety is a prime concern of all who are involved in study while traveling ventures, including participants, their families, and advisers, Mission University, the host institutions, faculty leaders, and program staff. There are risks that are unique to settings while traveling, and when incidents occur, the impact on participants and their families is often more profound because of the unfamiliar environment and the distance that separates participants from their loved ones. The provisions of the Family Educational Rights and Privacy Act (FERPA/Buckley Amendment) may conflict with the faculty leader and administration's need to have full information about the participants and the desire of parents and Mission University administrators to be briefed fully if something goes wrong. This conflict is not unique to travel programs, but it does pose a more delicate challenge because of the heightened sensitivities and the distance. If students or parents should inquire about how Mission University deals with safety and security issues, faculty leaders may provide the following information:

- Program leadership regularly and responsibly monitors safety issues in each of our program locations.
- A review of all programs is conducted, and safety, security, and overall quality are measured.
- All participants are required to attend one or more orientation sessions that stress safety issues and understanding cultural differences.
- Emergency procedures are in place, including medical and general emergency evacuation procedures. In any emergency, Mission University has plans to be in contact with faculty and students while traveling.
- Mission University provides specific health insurance and assistance planning information.
- All participants are encouraged to register with the U.S. Department of State Consulate in the host country. (See <https://travel.state.gov/content/travel.html>)

A U.S. Department of State Consular Information Sheet for the country/countries where the

program is offered is available at:

<https://travel.state.gov/content/travel/en/international-travel.html>

The faculty leader should consult the site periodically for updates between the orientation and the departure. Program leadership will notify the faculty leader of any updates while the program is being carried out while traveling. Students should be advised to avoid travel to or through any location where tensions exist and travel may be dangerous and strongly discourages travel to any region where the U.S. State Department has issued a warning against travel.

Check <http://www.countrycodes.com> to determine the access code when calling from your host country. Make sure you know how to use a calling card or collect calls outside the United States.

On-site Safety

In the event of U.S. State Department public announcements, cautions, and travel warnings, program administration will send emails to faculty and students while traveling. Faculty leaders should relay any applicable information to students. In the event of a local, regional or global crisis, a faculty leader should maintain contact with the local U.S. Embassy or Consulate for updated security information. Faculty leaders should review precautions with students so they can better secure their safety. For example, faculty leaders should:

- Brief students on the desirability of blending with the local culture, including, when possible, speaking the host country language.
- Advise students to maintain a low profile, avoid crowds and protest groups, restaurants, and discos/nightclubs where Americans, especially U.S. service people, are known to frequent.

Students should keep up with local news through newspapers, radio, and television and, in the event of disturbances or protests, NOT get involved. Faculty leaders should ask students to use common sense and caution when divulging information to strangers, the program and their fellow students. In cases of serious health problems, injuries, or other significant health and safety circumstances, faculty leaders should follow the emergency procedures in this handbook.

On longer programs, there might be a weekend that students will be free to travel independently. It is important that students inform the faculty director of the details of their independent travel, and that students officially sign out of the program for the duration of the trip.

Transportation and Vehicle Safety

Faculty and students should avoid driving. All risks associated with travel in the U.S. are present, as well as difficulties involving cars, roads, laws and traffic, all of which will be governed by customs and rules different from those in the United States. While these risks

may be managed with experience, obtaining effective insurance may be problematic, and Mission University typically does not secure such insurance. When traveling on program-related activities, students should be transported via public transportation or vehicles rented by Mission University and driven by professional, hired drivers. Specific rules may govern securing foreign transportation, including having the transportation company providing any necessary insurance. Your program administrator will help faculty leaders to make foreign travel arrangements.

Emergencies while traveling

Students and faculty's safety and wellbeing are of highest concern. A faculty leader of a short-term program while traveling may have an emergency involving one or more of the students or his or her own emergency. Participants can and do become ill, suffer accidents, are the victims of muggings, thefts, and assaults, find themselves caught up in potentially violent political situations, or fail to return on time after a weekend. While it is impossible to plan for all contingencies, we need to follow procedures that will allow us to react in a responsible and level headed way. We need to provide for the safety and well being of our students in a consistent and predictable way. We also need to take reasonable and prudent measures to limit legal liability for Mission University's and the partners it supports.

Travel program leadership coordinates the management of emergencies affecting Mission University travel program participants. As the faculty leader, it will be your responsibility to follow the procedures outlined below. Inform the students in your group about these procedures when you arrive on-site.

What Is An Emergency?

An emergency is any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well being of the program participants. Emergencies include, though are not limited to, the following:

- physical assault
- disappearance or kidnapping of a student
- robbery
- sexual assault or rape
- serious illness, physical or emotional
- significant accident and/or injury
- hospitalization for any reason
- terrorist threat or attack
- local political crisis that could affect the students' safety and well being
- arrests or questioning by police or other security forces
- any legal action involving a student

How to Prepare For Emergencies

All students and faculty leaders on travel programs are encouraged to register with the U.S. Department of State which serves as the central point for all embassies prior to departure.

As part of pre-departure orientations, faculty leaders should inform the students of the exact location of the U.S. Embassy.

Health and medical care are important topics to be discussed with the students. Although faculty leaders are encouraged NOT to offer direct medical advice to student participants, they should incorporate general health and medical care topics into the orientations and discuss them at other points throughout the program.

Students should be reminded to notify the faculty leader immediately about any health problems. Hospitalization can often be prevented by prompt treatment.

Students should be instructed as to the emergency procedures to follow if a faculty leader should be injured, become ill, suffer an emergency, or otherwise become incapacitated. If a faculty leader requires assistance and is not able to personally secure that assistance, students should be instructed to call program administration using the contact information provided in this handbook. Students should use the faculty leader's cell phone if necessary. The representative will help the student obtain immediate emergency assistance for the faculty leader.

If the students are housed with local families, the faculty leader must tell the families to notify him or her of an emergency immediately. If the students are housed in a residence system or rented house, the faculty leader must tell the local housing supervisor of this requirement. If the faculty leader is not being housed with the students, the students must be given the address and phone number where he or she is staying. They should always carry this with them.

On-Site Briefing for Students

Faculty leaders should tell the students that they are required to inform them of any emergency, and that faculty leaders are required to then contact Mission University. The faculty leaders should inform the students that this information will be treated with the strictest confidentiality, and that it will be shared by the faculty leaders only on a "need to know" basis.

Students should also know that if a crisis is grave enough to jeopardize his or her safety or well-being, Mission University will inform the emergency contact given on the student's application.

Faculty leaders should discuss traffic patterns, pub and drinking culture, drug laws, unsafe swimming, and dangers students can face walking down a street alone at night in a foreign city. Likewise, faculty leaders should get specific about safe and unsafe behavior, such as certain types of sexual behavior and how to dress and behave to avoid unwanted attention. Faculty leaders should include information as to how students should respond if the faculty leader suffers an emergency or requires assistance.

Finally, students should be instructed as to where to go in case of a terrorist attack, political instability, or natural disaster. Unless movement will jeopardize their safety, it is suggested

that all students meet at their place of residence to be accounted for and to receive further instructions.

Responding To Emergencies

Emergencies range from the irritating but benign (i.e., a lost or stolen passport) to the imminently dangerous (i.e., motor vehicle accidents, political coups). Each situation must be assessed in its own context. Faculty leaders should maintain daily contact with program administrators and with host country informants. Locals may be best at assessing the seriousness of any situation and giving advice.

In an emergency, the faculty leader's first responsibility is to safeguard the participants. The faculty leader should do whatever is necessary to ensure this, whether this means obtaining prompt and appropriate medical attention, U.S. Embassy intervention, or police protection. All expenses relating to emergency management will be reimbursed.

Liability Insurance is provided to each registered student and faculty member. A copy of the policy and individual cards will be provided two weeks prior to departure. (A copy of this Emergency Assistance card is available in the appendix).

During an on-going crisis, the faculty leaders should keep Mission University program administrators informed on a regular basis through telephone, instant messenger (e.g. WhatsApp), or e-mail. If appropriate, faculty leaders should notify the local U.S. Embassy or Consulate about the crisis, and follow whatever procedures they require. If there is a continuing risk to the students (i.e., during a terrorist threat), the faculty leader should ask the appropriate Embassy or Consulate official for advice on a regular basis about the evolution of the crisis. In any other sort of emergency, notify the local police, if you and the Embassy feel it is appropriate; then follow the procedures the police may require of you and the student. Registering your travel itinerary with the State Department will ensure that they are aware of your location and that you are notified of any natural or political situations that may require evacuation. (See <https://step.state.gov/step/>)

Medical Emergencies

In case of a medical emergency, if the faculty leader is not available, students should be instructed to call the Program Administration.

The following services are included in the program: referral to the nearest, most appropriate medical facility and/or provider; direct payment where available, medical monitoring between attending physicians, family physician, and immediate family members; arranging and coordinating emergency medical evacuations; assisting in arranging emergency medical payments if a hospital demands a cash deposit or settlement prior to leaving and direct pay is unavailable; prescription assistance, emergency reunions, repatriation of remains, emergency travel arrangements for disrupted travel as the consequence of a medical emergency; referral to legal assistance; assistance in non-life threatening travel emergencies (lost passports, lost luggage).

Evacuation of Student(s) or Cancellation of Program

The faculty leader, in consultation with program administrators, may decide to recommend the evacuation of a student in response to:

- An emotional crisis that greatly affects the individual, such as the death of a program participant or death or serious illness in the family
- Serious illness, either physical or psychological

The faculty leader, in consultation with program administrators, may decide to cancel the program in response to:

- Death of a program participant
- Kidnapping of a program participant
- An outbreak of highly infectious disease at the host site
- A natural disaster
- A political or civic emergency
- Serious illness or injury suffered by the faculty leader

The decision to evacuate students or cancel a program, even when made for the best reasons, may result in negative responses, including lawsuits instigated by the students or their families, and difficulty in re-establishing the program in future. It is therefore essential, when contemplating an individual evacuation or program cancellation, to consult immediately with program administration, who will in turn consult with other appropriate Mission University Officers.

FERPA/Buckley Amendment

FERPA (the Buckley Amendment), which addresses the privacy of student records, may conflict with the desire of parents and others to be fully briefed on both student progress and on-site emergencies. Students participating in Mission University programs are required to sign the release forms, described above as Medical Information, Rules of Conduct, Liability Waiver, and the Release and Indemnification Agreement that notes that program staff will disclose information to their families in case of a medical emergency. If a faculty leader believes that certain information must be disclosed for a participant's well being without his or her consent, he or she should first contact program administration, who will seek the advice of Mission University counsel.

In rare cases when that is not possible (i.e., in cases of a serious and urgent medical emergency), the best guideline is to act in the way that will be of most benefit to the student. Remember to document all emergencies thoroughly and to communicate with program administration about the situation. It is inappropriate to communicate with parents about a particular student's grades, personal relationships, or cultural adaptation without prior permission from the student.

In summary, *ALL EMERGENCY SITUATIONS* should be handled using the following order of priority:

- 1. Stabilize the situation and seek medical care, if necessary**
- 2. Contact Mission University administrators listed on page 2 of handbook**
- 3. Mission University administrators will contact the student's listed emergency contacts, parents and/or guardians**

STUDENT CONDUCT

The faculty leader does not need to suffer poor behavior by students on a travel program. Students are expected to adhere to the *Mission University Community Standards* and *Academic Integrity Pledge* while studying while traveling. During pre-departure orientation, students and faculty will review the Standards and Pledges and will receive a copy of the *Mission University Student Handbook and Planner*.

Should there be an infraction of the Pledge or Standards by a student, the faculty member will determine whether or not the student's actions warrant immediate dismissal from the program. Infractions of the Pledge and Standards, whether they warrant dismissal from the Study While traveling Program or not, should be referred to the Dean for appropriate disciplinary review.

In rare instances, problems may warrant dismissal from the travel program due to the disruption of the program's academic integrity. The decision to dismiss a student from a program, even when made for the best reasons, may result in negative responses, including lawsuits instigated by the students or their families. Therefore, it is critical that complete documentation be included as part of the dismissal process. It is essential that the faculty leader file an incident report with program administration before contemplating or threatening dismissal of a student from a program.

The assumption of risk form signed by each student allows dismissal at the expense of the student should such a situation occur.

In cases of arrest, Mission University assumes no financial responsibility for legal aid to students. However, it is appropriate for the faculty leader, to assist students in contacting their families and appropriate government offices.

ALCOHOL

Travel Abroad is an official Mission University-sponsored event, thus faculty, staff, students, or guest/family's use of alcohol is prohibited.

FACULTY LEADER STANDARDS

While traveling, faculty leaders are expected to adhere to the standards set forth in this *Mission University Travel Handbook*.

VII. PLANNING AND EXECUTING: POST-PROGRAM

A. PROGRAM EVALUATION

LMS evaluations should be completed by all participants at the end of the travel program.

B. SUBMITTING GRADES

As soon as the program is completed, and within 1 week of returning, the faculty leader should submit grades as applicable. If students are submitting papers after their return, or if the program extends beyond the semester session, the faculty leader must award all students an initial grade of Incomplete. Upon return, the faculty leader will have to file a Change of Grade form for each student. Program administration can facilitate communication with the student's home university for awarding Incompletes as may be necessary.

C. PROGRAM FINANCES

Expense Account

The faculty leader should keep a record of expenses while traveling with the program. Program administration can provide an Expense Account Form for the faculty leader. For longer programs, the faculty leader will want several copies of the form. The faculty leader should list all expenses and include receipts for submission within one month of return. This includes all expenses other than those paid for in advance as part of the group (i.e., airline tickets). Expenses for which there are no receipts may not be reimbursed, with the exceptions of tips and taxi fares.

Final Program Financial Audit

Mission University administration will conduct a financial audit of each program once all financial activity has been completed. Each program's audit will be shared with the faculty leader, and program administration. Providing a detailed accounting of expenses will assist with future funding to support Global Travel programs.

**MISSION UNIVERSITY
GLOBAL TRAVEL PROGRAM INFORMATION FORM**

Travel Program Title (Location): _____

Travel Dates: _____

Faculty Leader

Name: _____

Cell Phone #:

(REQUIRED): _____

Submit to Office of Programs TWO WEEKS PRIOR to departure:

____ Completed and signed Faculty Information Form

____ Copy of Passport; No faxed copies will be accepted

____ Travel Itinerary and Emergency Plan

____ Individual faculty register with U.S. Consulate of the Department of State:

(<https://travelregistration.state.gov/ibrs/ui/>)

You must register yourself with the U.S. Consulate of the Department of State before leaving to study while traveling. Registering will provide pertinent information about you to the Department of State in case there is an emergency while studying while traveling. You will need to create an individual account and register yourself. To register please go to the following website:

<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/list-of-posts.html>

EMERGENCY CONTACT INFORMATION:

Name of Person to Contact: _____

Relationship: _____

Emergency Contact Phone Numbers: (home) _____

(Cell) _____

Designated Leader to Assume Responsibility in Event of Becoming Incapacitated:

Name _____

Satellite/Cell Number: _____

FACULTY RELEASE OF INFORMATION:

Mission University respects and maintains the privacy of its employees, faculty and staff. Mission University does not release personally identifiable employee/faculty/staff information, medical information, or any other information contained in a record without expressed written consent.

As faculty leader for a travel program, I hereby authorize Mission University to share the following information with my family member(s) listed below:

Name: _____

Relationship: _____

Name: _____

Relationship: _____

a. General information concerning my leadership in the Global Travel Program, including, but not limited to, my travel dates, travel arrangements, my whereabouts at any given time during travel, and my contact information: Yes _____ No _____

b. Information concerning my medical condition during my leadership in the Program:

Yes _____ No _____

SIGNATURE: _____

DATE: _____

FACULTY DISABILITY DISCLOSURE:

Mission University is an Equal Opportunity Employer. All employees, faculty, and staff are considered on the basis of skills, experience, and qualifications without regard to religion, color, pledge, gender, national and ethnic origin, age, marital status, covered veteran status, sexual orientation, or the presence of non-job-related medical disability or any other legally protected status. The following questions are asked to support you during your travels.

Do you have a disability that would affect your ability to carry out your duties while traveling with students? Yes _____ No _____

SIGNATURE: _____

DATE: _____

If you marked YES above, please specify any special consideration or services* you are

requesting while you are traveling during the duration of the course:

* Note: additional fees for trip services may become the responsibility of the faculty member.

MEDICAL RELEASE, AND WAIVER, RELEASE, AND INDEMNIFICATION AGREEMENT:

My participation is wholly voluntary. In consideration of the Mission University's agreement to permit me to lead this program, the receipt and sufficiency of which is hereby acknowledged, I agree as follows:

MEDICAL INSURANCE AND HEALTH INFORMATION

I understand that I will be covered throughout the program and throughout my absence from the United States by a policy of comprehensive health and accident insurance, provided through which provides coverage for illnesses or injuries that I sustain or experience while traveling, and specifically in the country(ies) where I will be living and traveling during the program. This insurance coverage includes coverage for medical evacuation, repatriation, and carriage of remains. Coverage under this insurance policy is mandatory for all faculty participants and will be provided automatically. Applicable policy and coverage information will be provided to me. I understand that I will remain solely responsible for any medical expenses that I incur while traveling that are not covered by this insurance. I hereby release and discharge Mission University of all responsibility and liability for any injuries, illnesses, medical bills, charges or similar expenses I incur while traveling or in transit. I understand that on rare occasions an emergency may develop while I am overseas leading a Mission University program that necessitates the administration of medical care, hospitalization, or surgery.

Therefore, in the event of injury or illness and if I am unable to grant permission at the time emergency treatment is required, I hereby authorize Mission University, by and through its authorized representative(s) or agent(s) to secure any necessary treatment, including the administration of an anesthetic and surgery. It is understood that such treatment shall be solely at my expense and I agree to reimburse Mission University for any expenses that it might suffer on account of said injury or treatment thereof. I understand that Mission University is not responsible for such costs, which are to be borne by me or my representative.

AUTHORIZATION TO RELEASE MEDICAL INFORMATION

I hereby authorize Mission University to disclose/release the medical information I have provided herein to any employees, agents and/or representatives who may need such information relative to my leading the program (i.e., a program director, advisor and/or chaperone). I further authorize Mission University and its employees, agents and representatives who receive my medical information to disclose the same to third parties for the purpose of obtaining or facilitating any medical care I may need while leading the program and/or for health insurance coverage purposes.

This authorization shall remain in effect throughout my participation in the program and throughout any subsequent insurance coverage process. I hereby waive any right to privacy that I may have in the medical information provided herein. I also hereby release and forever discharge Mission University, their employees, agents, officers, trustees and representatives from any and all liability for any disclosures made pursuant to this authorization.

MEDICAL INFORMATION

I will provide the following medical information to my Emergency Contact prior to my departure:

Any known reactions to medications, insect bites, food or plants Initial _____

Any known mental and/or physical conditions Initial _____

Specific medications I will be taking Initial _____

Blood type (if known) Initial _____

I understand that not providing the above medical information to Mission University, as the primary contact, may delay medical care. Initial _____

I certify that I will be traveling with the medications in their original containers. Initial _____

If I become ill or injured, I will inform the faculty immediately. Initial _____

I certify that I am physically and mentally able to lead the program and that (1) I am unaware of any impediments to my participation or (2) I have disclosed any potential impediments to Mission University. Initial _____

Note: Mission University recommends that you have your physician give you copies of all of your prescriptions. If you wear glasses or contact lenses, you should consider bringing an extra pair.

It is strongly recommended that you consult the State Department and Centers for Disease Control and/or your personal physician for their suggestions on any necessary vaccinations and/or preventative medications for the area of the world in which you will be traveling.

WAIVER, RELEASE AND INDEMNIFICATION

I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby release and forever discharge Mission University and their employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses or injuries (including death) I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorney’s fees, which arise out of, result from, occur during or are connected in any manner with my participation in this program and/or any travel incident thereto, except for such damages as may be caused by the gross negligence or willful misconduct of the employees or agents of Mission University.

I, individually, and on behalf of my heirs, successors, assigns and personal representatives,

hereby agree to indemnify and hold harmless Mission University, their employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorney's fees, which arise out of, result from, occur during or are connected in any manner with my participation in this program and/or any travel incident thereto.

I agree that, should there be any dispute concerning my participation in the program that would require the adjudication of a court of law, such adjudication will occur in a court of, and be determined by the laws of, the State of Ohio; I agree that if any portion of this Medical Release, Rules of Conduct and Waiver, Release and Indemnification Agreement is held invalid, the balance hereof shall, notwithstanding, continue in full legal force and effect.

I hereby acknowledge that I have read, understand and will comply with the items as outlined in the Mission University Medical Release, Waiver, Release and Indemnification Agreement.

PARTICIPANT NAME (Please print):

SIGNATURE: _____

DATE: _____

**MISSION UNIVERSITY
GLOBAL TRAVEL PROGRAM PACKET
CHECKLIST FOR STUDENTS**

In order to comply with the Federal Education Records Privacy Act (FERPA), we ask students to complete the Student Release of Information Form so that our officials may discuss the student's travel plans with parents, guardians, and/or other family members.

Student Information Form

Student Release of Information

Disability Disclosure

Medical Release, Academic Integrity Pledge and Community Standards, Liability Waiver, Release and Indemnification Agreement

This entire packet must be collected and reviewed by Mission University program

administration. ADDITIONAL ITEMS REQUIRED BEFORE YOU LEAVE

____ Photocopy of Passport - You must provide a legible copy of your passport. No faxed

copies will be accepted

___ Individual student register with US Consulate of the Department of State:

You must register yourself with the U.S. Consulate of the Department of State before leaving to study while traveling. Registering will provide pertinent information about you to the Department of State in case there is an emergency while studying while traveling. You will need to create an individual account and register yourself. To register please visit the following website:

<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/list-of-posts.html>

CELL PHONE OPTION

Students interested in purchasing or renting a cell phone for Travel, please visit: www.telestial.com, or check with your current cell phone provider.

All forms included in this packet and a copy of your passport **must** be turned in, **no later than** two weeks prior to departure.

Mission University Global Travel Program Participant Information Form

Name: _____
(Name Exactly as it appears on your Passport)

Passport #: _____

Date of Birth: _____

Billing Address: _____

Home Phone: _____

Cell Phone: _____

Academic Year: 1 ___ 2 ___ 3 ___ 4 ___ Grad Student ___ Alumni ___

Faculty ___ Guest: ___ Other: ___

Home program Academic Advisor: _____

EMERGENCY CONTACT INFORMATION:

Emergency Contact Name: _____

Relationship: _____

Address: _____

Home phone: _____

Work: _____

Cell: _____

*Mission University has a strong institutional commitment to diversity and is an Equal Opportunity/Affirmative Action employer, providing equal employment and educational opportunities to all those qualified, without regard to race, color, religion, national origin, sex, age, marital status, disability, or sexual orientation. Mission University adheres to the EEO/AA policies set forth by federal and state governments. Mission University values diversity among our students, faculty, and staff and believes that interactions with those holding varying perspectives, backgrounds, and beliefs contribute to a well-rounded educational experience and promotes personal and professional development.

STUDENT RELEASE OF INFORMATION FORM

Mission University, in accordance with its Statement of Rights and Responsibilities and Federal Law, does not release personally identifiable student information, student medical information, or any other information contained in a student’s educational record without a student’s expressed written consent. During my participation in a Global Travel Program, I hereby authorize Mission University to share the following information with the parent(s), guardian(s) and/or other family member(s) listed below:

Name of primary authorized representative: _____

Relationship to student _____ Phone _____

Name of secondary authorized representative: _____

Relationship to student _____ Phone _____

a. General information concerning my participation in the Program, including, but not limited to, my travel dates, travel arrangements, my whereabouts at any given time during my participation in the Program, and my contact information;

_____ Yes _____ No

b. Information concerning my academic performance, including grades, notification of academic warning, academic probation, and required academic withdrawal;

_____ Yes _____ No

c. Information concerning disciplinary actions I am involved in during my participation in the Program;

_____ Yes _____ No

d. Information concerning my medical condition during my participation in the Program. _____ Yes _____ No

SIGNATURE: _____

DATE: _____

DISABILITY DISCLOSURE FORM

Students with a documented disability covered under the American Disability Act and who have registered such a disability with the appropriate office may request special consideration/services while taking the course and on the trip.

Do you have a disability registered with the appropriate office? Yes _____ No _____

Name (print): _____

SIGNATURE: _____

DATE: _____

If you marked YES above, please specify any special consideration or services* you are requesting while on the trip and taking the course:

*** note additional trip services may require additional trip costs.**

MEDICAL RELEASE, RULES OF CONDUCT AND WAIVER, RELEASE, AND INDEMNIFICATION AGREEMENT

Participant Last Name, First Name, MI: _____

Address Number, Street, City, State, Zip, Country: _____

I have been accepted to and have agreed to participate in the following Mission University

Global Travel Program:

Program Name (Location, Month, Year: _____)

My participation is wholly voluntary. In consideration of Mission University's agreement to permit me to participate in this program, the receipt and sufficiency of which is hereby acknowledged, I agree as follows:

MEDICAL INSURANCE AND HEALTH INFORMATION

I understand that I will be covered throughout the program and throughout my absence from the United States by a policy of comprehensive health and accident insurance, provided through which provides coverage for illnesses or injuries that I sustain or experience while traveling, and specifically in the country(ies) where I will be living and traveling during the program. This insurance coverage includes coverage for medical evacuation, repatriation, and carriage of remains. Coverage under this insurance policy is mandatory for all student participants and will be provided automatically after I enroll in the study while traveling program. Fees for program participation include amounts to cover the premiums for this insurance coverage. Applicable policy and coverage information will be provided to me. I understand that I will remain solely responsible for any medical expenses that I incur during my study while traveling experience that are not covered by this insurance. I hereby release and discharge Mission University of all responsibility and liability for any injuries, illnesses, medical bills, charges or similar expenses I incur while I am traveling or in transit. I understand that on rare occasions an emergency may develop while I am overseas on a Mission University program that necessitates the administration of medical care, hospitalization, or surgery. Therefore, in the event of injury or illness and if I am unable to grant permission at the time emergency treatment is required, I hereby authorize Mission University, by and through its authorized representative(s) or agent(s) in charge of said program, to secure any necessary treatment, including the administration of an anesthetic and surgery. It is understood that such treatment shall be solely at my expense and I agree to reimburse Mission University for any expenses that it might suffer on account of said injury or treatment thereof. I understand that Mission University is not responsible for such costs, which are to be borne by me or my representative.

AUTHORIZATION TO RELEASE MEDICAL INFORMATION

I hereby authorize Mission University to disclose/release the medical information I have provided herein to any employees, agents and/or representatives who may need such information relative to my participation in the program (i.e., a program director, advisor and/or chaperone). I further authorize Mission University and its employees, agents and representatives who receive my medical information to disclose the same to third parties for the purpose of obtaining or facilitating any medical care I may need while participating in the program and/or for health insurance coverage purposes. This authorization shall remain in effect throughout my participation in the program and throughout any subsequent insurance coverage process. I hereby waive any right to privacy that I may have in the medical information provided herein. I also hereby release and forever discharge Mission University, their employees, agents, officers, trustees and representatives from any and all liability for any disclosures made pursuant to this

authorization.

EMERGENCY CONTACT INFORMATION

Emergency Contact Name: _____

Relationship: _____

Address: _____

Home phone: _____

Work: _____

Cell: _____

MEDICAL INFORMATION

Do you have any known reactions to:

MEDICATIONS Yes ___ No ___

INSECT BITES Yes ___ No ___

FOOD Yes ___ No ___

PLANTS Yes ___ No ___

If yes to any of the above, please list:

Mental and/or physical health conditions of which the director(s) should be aware:

Conditions: _____

Reactions: _____

Specific medications I will be taking during the program are:

Medication: _____

Purpose: _____
Dosage: _____
How Often: _____

I certify that I will be traveling with the medications in their original containers.
Initial _____

NOTE: Mission University recommends that you have your physician give you copies of all of your prescriptions. If you wear glasses or contact lenses, you should consider bringing an extra pair.

If I become ill or injured, I will inform the director(s) immediately.

I certify that I am physically and mentally able to participate in the program and that (1) I am unaware of any impediments to my participation or (2) I have disclosed any potential impediments to Mission University.

Blood Type: _____ (if known)

It is strongly recommended that you consult the State Department and Centers for Disease Control and/or your personal physician for their suggestions on any necessary vaccinations and/or preventative medications for the area of the world in which you will be traveling.

MISSION UNIVERSITY COMMUNITY STANDARDS

I understand that as a participant in this program, I am subject to the laws of the country where I am staying. I also understand that it is my responsibility to be informed about the laws of that country and to conduct myself in a manner that complies with those laws. I understand that the penalties associated with illegal activities may be unusually severe compared to those that might be imposed under the United States legal system. The Mission University representative shall not, under any circumstances, be responsible for any illegal activities that I may engage in. I understand that I will be participating in an official academic program sponsored by Mission University. Therefore, I will be subject to all policies and procedures contained in the Student Code of Conduct, Policies and Procedures Manual just as if I were on campus. Mission University reserves the right to take necessary and appropriate judicial action against any individual or group whose alleged conduct on or off campus impairs, interferes with, or obstructs the missions, processes or function of events, or when the alleged conduct would, if true, endanger the health, safety or welfare of the student or others, would endanger any property or adversely affect the integrity of its programs. Sanctions for violations of the Code of Conduct range from a warning to dismissal or expulsion from the study while traveling program and/or Mission University. In the event that my participation in the program is discontinued for any Code of Conduct violation or alleged violation, for example, if I receive an interim suspension, I understand that no refund will be made for any unused portion of the program and I will be required to personally pay for my return expenses. Although the atmosphere of program may seem rather informal, it will be conducted in an academic manner; thus, I understand that

attendance at all scheduled activities is required. It is expected that I will be punctual at all scheduled activities. Additionally, I understand that all facilities reserved for the group are to be used solely by the members of the group. We will be living and conducting our activities as a group. Group activity requires a certain amount of give and take on the part of all participants. It is necessary for each of us to be tolerant of individual differences and at the same time consider how our actions and attitudes affect others. If any problems arise, I understand that group members should discuss them, directly and privately with the director(s).

SAFETY

I understand that, although Mission University has made every reasonable effort to assure my safety while participating in the program, there are unavoidable risks in travel overseas and I have had an opportunity to learn about the inherent risks associated with travel to, from, and in a foreign country, including but not limited to the unforeseen events listed below, and knowingly and voluntarily assume those risks. If during my free time I wish to go somewhere alone, I will inform the director(s), know exactly where I am going and when I am planning to return. I know that I am advised not to go out alone, and that I am solely responsible for my independent activities and travel.

CHANGES TO PROGRAM

I understand that although Mission University will attempt to maintain the program as described in its publications and brochures, it reserves the right to make changes to the program, including the itinerary, travel arrangements or accommodations, at any time and for any reason, with or without notice, and that neither Mission University, nor the employees and agents of either, shall be responsible or liable for any loss whatsoever to participants by reason of any such cancellation or change. Mission University is not responsible for penalties assessed by air carriers that may result due to operational and/or itinerary changes, regardless of whether the participant or program administrators make the flight arrangements. The participant will pay any additional expense resulting from the above. Mission University reserves the right to substitute hotels or accommodations or housing of a similar category at any time.

DELAYS AND UNFORESEEN EVENTS IN PROGRAM

I understand and acknowledge that Mission University, and the employees or agents of both, assume no responsibility or liability, in whole or in part, for any delays, delayed or changed departure or arrival times, fare changes, dishonors of hotel, airline or vehicle rental reservations, missed carrier connections, sickness, disease, injuries (including death), losses, damages, weather, strikes, acts of God, circumstances beyond the control of Mission University, war, quarantine, civil unrest, public health risks, criminal activity, terrorism, damage to property, inconveniences, failure or negligence of any nature caused in connection with any accommodations, meals, transportation, or other service or for any substitution of hotels or of common carrier beyond our control, with or without notice, or for any additional expenses occasioned by any of the foregoing. If due to weather, flight schedules or other uncontrollable factors I am required to spend additional nights, Mission University will not be responsible for hotel transfers, meal costs, or other expenses. Baggage and personal property are transported at my risk entirely. I shall pay any additional expenses incurred by the events listed above.

CANCELLATION OF PROGRAM

The right is reserved by Mission University, in its sole discretion, to cancel the program or any aspect thereof prior to departure; and, in Mission University's sole discretion, to cancel the program or any aspect thereof after departure, requiring that all participants return to the United States, if Mission University determines or believes that any person is or will be in danger if the program or any aspect thereof it is continued.

WITHDRAWAL FROM PROGRAM

I further understand that I am solely responsible for any and all costs arising out of my voluntary or involuntary withdrawal from the program prior to its completion, including withdrawal caused by illness or disciplinary action by Mission University or its representative(s). In the event that Mission University has committed expenses on my behalf prior to the start of the program, I understand that, in exceptional circumstances, the student may be liable.

WAIVER, RELEASE AND INDEMNIFICATION

I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby release and forever discharge Mission University and their employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses or injuries (including death) I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorney's fees, which arise out of, result from, occur during or are connected in any manner with my participation in this program and/or any travel incident thereto, except for such damages as may be caused by the gross negligence or willful misconduct of the employees or agents of Mission University.

I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby agree to indemnify and hold harmless Mission University, their employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorney's fees, which arise out of, result from, occur during or are connected in any manner with my participation in this program and/or any travel incident thereto.

I agree that, should there be any dispute concerning my participation in the program that would require the adjudication of a court of law, such adjudication will occur in a court of, and be determined by the laws of, the State of Ohio; I agree that if any portion of this Medical Release, Rules of Conduct and Waiver, Release and Indemnification Agreement is held invalid, the balance hereof shall, notwithstanding, continue in full legal force and effect.

AGREEMENT AND REPRESENTATION OF AGE

I hereby acknowledge that I have read, understand and will comply with the items as outlined in the Mission University Medical Release, Rules of Conduct, Waiver, Release and Indemnification Agreement.

STUDENT NAME (Please print):

SIGNATURE:

DATE:

Emergency Contact Card

Front

Mission University Main Contact Names/Numbers:

Medical or Political Emergency Contact:

Medical Plan #:

Travel/Liability Policy #:

Student Emergency Contact Names/Numbers