

# Developing and implementing Short-term Overseas Programs



**ITHACA**

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## **Introduction**

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The Office of International Programs (OIP) at Ithaca College welcomes proposals for overseas programs. The OIP staff is available to assist faculty, staff and administrators in proposing and designing international programs which are academically, economically and logistically feasible, and which support the educational goals of Ithaca College.

Each year proposals will be reviewed in the context of the total number of international programs to be offered. The College will strive to avoid duplication of programs because there is only a finite number of Ithaca College students who may be interested each year. College sponsored programs should be of sufficient interest to attract the necessary number of participants from the College community for a viable program.

The Ithaca College London Center is the College's own directly-administered overseas program. Beginning in the spring of 2009, a semester program in Antigua will be added. Additionally, the College has exchange agreements with international universities, including:

- **Australia:** Griffith University, Brisbane; La Trobe University, Melbourne; Murdoch University, Perth; University of Tasmania, Hobart
- **Czech Republic:** Masaryk University, Brno
- **Hong Kong:** University of Hong Kong; Hong Kong Baptist University
- **Japan:** University of Tsukuba, Tsukuba City & Akita International University, Akita City
- **Korea:** Hanyang University, Seoul
- **Singapore:** Nanyang Technological University
- **Spain:** University of Valencia, Valencia
- **Sweden:** Jönköping University, Jönköping

Ithaca College also is part of the **Associated New American Colleges Study Abroad** consortium (ANACSA), and has affiliated program relationships with the **Center for Cross-Cultural Study (CC-CS)**, the **Institute of American Universities (IAU)**, the **Institute for the International Education of Students (IES)**, and the **School for International Training (SIT)**. The ANACSA consortium and these affiliated programs offer students the opportunity to choose from an array of programs offered all over the world. Individuals considering the development of an overseas program may wish to consult the OIP library for a description of these programs in order to determine what is now available and in what areas new programming would be complementary.

## **Mission Statement for College-Sponsored Overseas Programs**

Overseas programs should complement and enhance the academic and non-academic programs of Ithaca College. They should provide intercultural and global educational experiences that:

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

# **Program Planning and Design**

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## **Planning**

Planning is a key element in realizing a successful short-term program abroad. Ideally, proposals should be discussed at least 12 months ahead of the projected implementation date. When considering the development of a short-term overseas program, please reflect on the following:

1. You will be the responsible Ithaca College representative while you are abroad; you will be responsible for ensuring that appropriate resources are available for the support of the students in your care.
2. You will need to be knowledgeable about the country you propose to visit. You should also be familiar with the city or cities which will serve as the program base. You should have a minimum of basic communication skills in the main language spoken in that country. While the Office of International Programs (OIP) will give support and guidance when needed, you will be making all in-country arrangements for things such as lodging, activities, transportation, etc., either on your own or in conjunction with a travel agency or an organization that specializes in organizing this type of trip.
3. You will need to objectively assess the number of students you (and any accompanying faculty or staff team members) can supervise, especially during excursions and other group activities. Generally speaking, all short-term overseas programs should have a minimum of 10 students in order to make the program financially feasible. In most cases, if there is only one group leader, the maximum number of students should not exceed 15. If the numbers are higher than 15, a second group leader **may** be necessary if the program budget will permit.
4. You will be the emergency contact for program participants until each student has been released from the completed program or returned safely to the U.S.
5. All academic/credit-bearing programs should be designed to run for a minimum of three years, in order to insure continuity in the study abroad options available to our students. Consider how you envision operating for at least three years, possibly including other faculty/staff who might be involved

## **Proposal considerations**

In planning an overseas program, please take into consideration the following:

### **Basics**

1. Program objective(s) within the international setting and a program description
2. Prerequisites, if any.
3. Requirements for admission
4. Minimum and maximum number of students (keeping in mind your budget parameters)
5. Special and specific events, individuals or locations/site visits appropriate to the program and learning objectives that incorporate appropriate geographic and cultural knowledge.

### **Logistics**

1. Location of program abroad with consideration for safety and cost
2. Room and board (number of meals to be included, cost, housing arrangements)
3. Travel arrangements from the U.S. to the program site as well as program-related travel while abroad
4. Group supervision
5. Insurance and liability with supporting documentation
6. Relationship with existing (non-Ithaca College) program(s) or organization(s) and our rights and responsibilities vis-à-vis these outside organizations. Contracts or agreements will need to be

prepared and signed by both parties, and should be presented in draft form along with the program proposal if possible.

7. Overall budget
8. Identification of target recruitment groups at Ithaca College with a complementary advertising/promotion plan
9. Visa and medical (immunizations, etc.) requirements for the country(ies) proposed

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

1. Method(s) of instruction, number of hours of instruction, any related non-classroom hours, proposed credit hours
2. A complete syllabus including texts and required reading
3. Means of assessment, grading practices
4. Accessibility of library or other research facilities if required for course
5. Access to classroom facilities or special equipment (videos, slides, computer terminals, etc.)
6. Instructor(s), including proposed guest lecturers

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

There are a number of companies who are available to assist in planning and implementing a short-term overseas program. If your preference is to work with such a company instead of making all the arrangements on your own, the OIP can provide you with suggestions of possible companies that might be appropriate given your program goals and location. If you do choose to go this route, please keep in mind that working with such a provider is likely to increase the total program cost for the students, and that most such companies require considerably more advance notice to plan a program than the Ithaca College program proposal/approval schedule (p. 7) allows for. It is recommended that anyone wishing to work with a third-party provider on program planning and implementation begin the planning process a full six months to one year before the deadlines given in the proposal/approval schedule found on page 7 of this guide.

### **Budget**

Each program is expected to be self-supporting: the estimated total cost of each program cannot exceed the income generated by tuition and/or other program fees. This estimate should encompass all expenses, including, among others, approved faculty compensation; allocation for faculty travel and living expenses; printing and advertising, rental of teaching facilities and administrative overhead at 15%.

In addition to the program budget, a per-student budget should be submitted which includes projected costs for student tuition or fees, airfare, local transportation, housing, food and entrance fees. A clear indication of the number of paid students needed to make a program viable should be computed. A budget worksheet and other resources to help you develop your budget are available at <http://www.ithaca.edu/oip/faculty.htm>.

A deadline will be established for the receipt of a non-refundable deposit, and for full payment from student participants. The deadline date will also serve as the cut-off date for determining whether a program will run, based upon whether enough students have enrolled to meet all budget requirements. This cut-off date must be set to avoid any cancellation fees or contractual obligations to parties external to the College.

### **Guidelines regarding presence of persons not directly involved with program**

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

If a guest (especially a child under the age of 18) will be accompanying you on the trip, you must make this known to the College in the short-term overseas program proposal form. Please keep in mind that your primary responsibility when taking students abroad is to those students; having guests present could

impact your ability to provide the students with the amount of support, guidance and supervision required on this type of program.

All short-term overseas program proposals that indicate the presence of guests will go through a special review process by a committee composed of individuals from International Programs, the College Attorney's Office, Risk Management, and other relevant areas. The committee will review the proposal with regard to the following points:

- ◆ If you choose to have guests along on the trip, you must provide a thorough explanation of your plans with regard to their presence. How do you intend to deal with your responsibilities to the students on the program, in addition to the responsibilities that having guests there with you may create?
- ◆ You must submit a written statement summarizing your understanding of any known risks or hazards that may exist in the host country and could potentially affect your guests.
- ◆ If children under the age of 18 will be accompanying you, there must be another adult present, preferably the child's other parent or guardian, who will be able to care for him/her while you are involved in program activities.
- ◆ Before departure, you must insure that all guests have received appropriate vaccinations for the host country. If you will be bringing children on the program, you should also contact the Center for Disease Control to learn about childhood diseases that exist in the program area, and any precautions that should be taken to protect children's health.
- ◆ It is recommended that additional travel insurance be taken out (with emergency medical evacuation and repatriation coverage) for your guests. The OIP can provide you with information on companies that provide this type of insurance.
- ◆ Under no circumstances is it appropriate or permitted to have guests participate in activities that were paid for by student monies.
- ◆ All receipts for your own reimbursable program expenses (lodging, food, travel, etc.) should be separate from expenses that involve your guests. If this is not possible, please be sure to indicate clearly what your portion of the expenses was on each receipt.
- ◆ If you choose to have guests accompany you on the trip, you will be required to sign a Waiver of Liability form, which states that Ithaca College does not assume liability for any person not affiliated with the study abroad program.

## **Summary of Proposal and Approval Process**

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On pages eight and nine, there is a detailed timeline to help you plan a successful short-term overseas program. Below is a summary of the approval process.

1. Present your initial Statement of Intent to the Director of Study Abroad as soon as you begin to consider proposing a new program abroad, with copies to your department chair or supervisor and the dean of your School or director of your Division.
2. Present your final proposal by the appropriate date to the Director of Study Abroad. Proposal forms are available on the OIP website at <http://www.ithaca.edu/oip/faculty.htm>. There is a proposal form for new programs, and a repeat program intent form for those planning to offer a program that has previously been run before.
3. The Director of Study Abroad will review the proposal and submit it to the Dean of Interdisciplinary and International Studies, who review and forward the proposal with a recommendation to the Provost and Vice-President for Academic Affairs, or the Vice-President for Student Affairs and Campus Life (as appropriate). The Provost and Vice-President for Academic Affairs, or the Vice-

President for Student Affairs and Campus Life will review all programs, and a decision on implementation will be reached by the date indicated in the Proposal and Approval Schedule, on p. 7.

4. The Office of International Programs will help to coordinate the application procedure, advertising, processing of funds, and other program-related support work. It is expected that the Department and School or Division sponsoring the overseas program will actively participate with the OIP in planning, promotion and implementation.

### **Program Proposal/Approval Schedule:**

*(Note: dates are approximate. Dates for current academic year are on the OIP website.)*

<b>PROPOSAL PROCESS</b>	<i>For Winter Break Programs</i>	<i>For Spring Break Programs</i>	<i>For Summer Programs</i>
1. Submit Statement of Intent to OIP. Begin to draft proposal for discussion; curricular aspects should be reviewed & approved by department and dean.	April 15 of preceding year	May 1 of preceding year	May 1 of preceding year
2. Creation of final proposal; departmental and School/Division endorsements of final proposal.			
3. Submission of final proposal with appropriate endorsements to the OIP	September 1 of preceding year	September 15 of preceding year	October 1 of preceding year
4. Final proposal to the Provost and Vice-President for Academic Affairs, or the Vice-President for Student Affairs and Campus Life, for review	September 15 of preceding year	October 1 of preceding year	October 15 of preceding year
5. Final decision by Provost/Vice-President	October 1 of preceding year	October 15 of preceding year	November 1 of preceding year

### **Program Administration Schedule**

*(Note: dates are approximate. Dates for current academic year are on the OIP website.)*

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

<b>Student application due to OIP:</b>	3 months prior to departure
<b>Student notification of acceptance:</b>	2.5 months prior to departure
<b>Student non-refundable \$500 deposit due to Bursar:</b>	2 months prior to departure
<b>Faculty member Travel Advance Form filed with OIP:</b>	2 months prior to departure
<b>Program itinerary and contact information to OIP:</b>	2 months prior to departure
<b>Students pay full program balance to Bursar no later than:</b>	1 month prior to departure
<b>Students attend mandatory orientation no later than:</b> <i>(check with the Office of International Programs for dates of established orientation sessions, or to set up an orientation time for your group.)</i>	2 weeks prior to departure
<b>Group leader submits program receipts to OIP within:</b>	Thirty days after return
<b>Final program report to OIP within:</b>	Sixty days after return

# Timeline

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- Submit a statement of intent to the OIP, briefly describing the program you will be proposing. This will serve to help us avoid competing proposals for overly similar activities or proposals which cannot be supported at the initial draft stage.
- Complete the New Program Proposal Form or the Repeat Program Intent form and obtain all necessary approvals. Proposal and budget forms for faculty/staff-led short-term overseas programs can be viewed and downloaded at <http://www.ithaca.edu/oip/faculty.htm>.
- As soon as your proposal has been submitted, begin developing promotional materials for the program, including a brochure, poster, and web page. Depending upon time of year, the OIP may be able to provide some assistance with this process. At a minimum, a simple one-page flyer with basic program information, and estimated costs and dates, should be ready for distribution to students as soon as the program receives final approval. Information about the program will be added to the OIP website once the final approval of the proposal is given.
- The OIP will consider your application, and will contact you if any clarification or changes need to be made in the program proposal. After your application is approved by the OIP, it will be forwarded to either the Provost and Vice-President for Academic Affairs or the Vice-President for Student Affairs and Campus Life, as appropriate, for final approval.
- Begin promoting the program on campus. OIP can help with this process, and may also be able to assist with program promotion to non-Ithaca College students if you are interested in extramural participation.
- Have students complete the appropriate short-term overseas program application (available for downloading at [http://www.ithaca.edu/oip/abroad\\_apply.htm](http://www.ithaca.edu/oip/abroad_apply.htm)). Consult the OIP website for appropriate student application due dates.
- The OIP will enter the student information into a database, and your students' applications will be available for you to pick up immediately after the application due date. Review the applications, consult with the OIP as necessary, and inform us of your decisions within one-two weeks of receiving the applications. (OIP reserves the right to deny admission to students with problematic disciplinary histories on campus.) The OIP will assist in sending out letters/e-mails of acceptance or rejection to the students, which will contain important information about reserving space in the program deadlines for deposit and payment, and dates for orientations.
- Make arrangements in the host country for lodging, transportation, activities, etc. If you prefer to work with an organization which can take care of these arrangements for you, OIP can suggest several possibilities. The OIP can assist with making flight arrangements for transportation of the group and group leader to the program site, if such assistance is desired. If prepayment is required for any program arrangements, contact the OIP with detailed information as far in advance as possible, and we will provide assistance.
- Obtain information from students about which ones plan to purchase a group flight ticket, if one is being offered. Relay this information to OIP by the appropriate deadline.

- Confirm that all in-country arrangements for lodging, activities, transportation, etc. have been made. Submit a detailed program itinerary (with contact information for the entire trip) to OIP no later than seven weeks prior to program departure.
- Contact Tracey Pulido (tpulido@ithaca.edu), OIP Administrative Assistant, and make an appointment to complete a travel authorization form (TAF) with her. This must be completed no later than eight weeks prior to program departure. Tracey will let you know when your travel advance is ready to be picked up from the Bursar's office.
- Confirm with OIP that all is in order before departing for your program. Be sure to bring with you copies of the students' Emergency Medical Decision Authorization forms (with the students' emergency contact information), which will be provided to you by the OIP, and copies of the students' passports. The students' passport copies and emergency contact information for each student should be with you at all times while you are abroad with the students.
- Go! Once you and all the students have reached your destination, contact the OIP within twenty-four hours via phone, fax or email to inform us that everyone has arrived safely. Keep in touch with the OIP via telephone or email while you are gone, at least once per week, in order to keep us updated on the progress of the program. Should there be any issues, difficulties, or emergencies during the course of the program, inform the OIP right away. Be sure we have updated contact information on how reach you and the students at all times.
- As soon as you return, make another appointment with Tracey Pulido to file a travel expense report and to turn in all receipts collected for program expenses. The expense report, along with all program receipts, must be submitted to the OIP within thirty days of your return to the States.
- Write a final report about the results and success of the program, and submit it to OIP within sixty days of your return to the States.
- Start planning for the next trip!

## **Compensation**

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### **Stipends**

For a credit-bearing short-term overseas program, the instructor will receive \$1200 per credit hour (as of summer 2007 - this will be updated when summer 2008 rates are announced). The instructor's expenses for overseas travel and living expenses will be paid with revenue generated by tuition charges.

### **Contracts**

Shortly after your proposal has received final approval from the Provost and Vice-President for Academic Affairs or the Vice-President for Student Affairs and Campus Life, a contract will be prepared for you to sign. This contract will include details about your obligations to Ithaca College and to the students, as well as compensation figures and Ithaca College guidelines for instructors leading short-term study abroad programs.

## **Advertising the Program**

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### **Promotional materials**

A brochure, poster and web page should be developed to advertise each new short-term overseas program. A detailed cost estimate breakdown and dates of the program should be included in all promotional materials. Depending upon availability, the OIP may be able to offer assistance in the design and publishing process for these items. Students who are interested in the program can also offer great assistance with the design process. A brochure with basic program information and estimated costs and dates should be ready to give to students as soon as the program receives final approval from the Provost and Vice-President for Academic Affairs or the Vice-President for Student Affairs and Campus Life. At this time information about the program will be posted on the OIP website.

### **Additional advertising**

Other sources of advertising to be considered include advertisements in the Ithacan and other college publications, advertisements in other institution's newspapers, and informational sessions on campus.

## **Student Application and Selection**

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### **Application**

The short-term overseas program applications are available on the OIP web site at [http://www.ithaca.edu/oip/abroad\\_apply.htm](http://www.ithaca.edu/oip/abroad_apply.htm). The application includes a personal information section, an Adviser and Dean's Evaluation, Academic Recommendation, a Student Conduct Certification form, and several release/medical forms. You may also wish to create and distribute additional application materials such as a language evaluation form or other subject-specific questions. The students must turn in the Student Conduct Certification form to the Office of Judicial Affairs, located in the Lobby of the West Tower. The rest of the application is to be turned in to the Office of International Programs no later than three months before the planned program departure date, with a copy (unofficial is fine) of the student's transcript, and a \$35 non-refundable application fee (check made out to Ithaca College). We will create a database, and then pass the applications on to you for review.

### **Selection**

It is primarily the group leader's responsibility to make the decisions regarding student selection. For participation in an academic/credit-bearing overseas program, students must have a minimum cumulative G.P.A. of 2.5. For all overseas programs, the students' disciplinary history at the College, as reported by the Office of Judicial Affairs, is also taken into consideration. The OIP will conduct a preliminary review of the students' judicial information, and will notify group leaders of any disciplinary history issues that may be of concern. It is vitally important that you feel comfortable with the students in the group you will take abroad. If there are any students about whom you are unsure, we can provide some guidance or make suggestions. The final decision will generally be left to the group leader, but the OIP and/or the Provost and Vice-President for Academic Affairs, or the Vice-President for Student Affairs and Campus Live, reserve the right to deny a student's application if circumstances warrant such action.

### **Notification**

Once you have reviewed the applications and decided which students you will accept, notify the OIP of your decisions. The OIP will then send the students letters to notify them of their acceptance or rejection, along with detailed information about submitting a deposit, attending orientations, and paying for the program. These letters will be sent out no later than 2.5 months prior to planned program departure.

## **Travel Arrangements**

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### **Group flight**

Group flights are often arranged for short-term study abroad programs. If you wish to make such arrangements for your program, students will have the option of purchasing a ticket on the group flight, or of making their own travel arrangements. The Office of International Programs can assist with the scheduling of a group flight. The students must notify you as to whether they wish to purchase a ticket on the group flight no later than two months prior to the planned date of departure. In order for us to find the best rate possible, please provide us with the following information:

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

### **International Student/Teacher Identification Card**

All students who travel overseas on an Ithaca College program are required to purchase an International Student Identification Card (ISIC). The cards cost \$22, and are issued by our office. The ISIC is helpful getting student rates on the group flight and any connecting flights requested by the students. These cards are internationally recognized, and offer the students a wide range of discounts and benefits all over the world, including emergency evacuation and repatriation insurance, basic accident and sickness coverage, and a Help Line offering 24-hour legal, medical, and travel assistance. Applications for the card are available in the OIP. Please pick up as many as you need from us, and distribute them to your students. The students must complete the applications and return them to OIP no later than six weeks prior to the planned date of departure, with a passport-sized photo and a check for \$22 (made out to Ithaca College).

An International Teacher Identification Card (ITIC) is required of all group leaders taking students overseas on any short-term program. The benefits and the cost are the same as for the ISIC, and you may use the same application used by the students. The cost of the card is covered by the program budget. Please have your completed application and photo to OIP no later than six weeks prior to departure.

## **In-Country Arrangements**

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

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

# **Pre-Departure Orientation**

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## **Mandatory orientation**

All students and instructors traveling overseas on short-term programs are required to attend an orientation, held by the OIP, which will address important issues such as safety and security abroad. There are several orientation sessions scheduled during the months of April and November. For the current schedule, or to schedule an orientation at another time, speak with Rachel Cullenen in OIP.

## **Travel Abroad Handbook**

We will provide each student and instructor with a Travel Abroad Handbook at the orientation. The handbook addresses issues such as culture shock, luggage and packing, staying healthy abroad, safety and security, and many other important topics for students and instructors preparing to go overseas.

# **In-Country Issues**

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## **Health and safety**

It is very important that you encourage students to disclose to you any medical or emotional issues that may have an influence on their time abroad. Should anything occur during the program related to such conditions, you will be better prepared to deal with it if you have foreknowledge of the problem, and we will be better able to provide assistance.

## **Supervision of students**

It is your responsibility to insure that the students are appropriately supervised while abroad. The level of supervision necessary will vary depending on the individual members of the group. While we can hope that college students can be relied upon to behave as adults, the excitement of being in a new country, especially for those who have never traveled abroad, can sometimes alter their judgement and cause behavioral issues. As the group leader, you are responsible for each student's well-being while they are participating in your program. You are essentially on-call twenty-four hours per day, every day of the program, and your primary responsibility while abroad is the students' safety.

## **Disciplinary problems**

Should a student's behavior cause serious problems while abroad, you have the authority and obligation to take appropriate action, which may involve terminating the student's participation in the program. Any such incidents should be immediately reported to both the OIP and the Office of Judicial Affairs.

## **Communication**

It is essential that you remain in contact with the OIP while you are abroad with the students, and that we know where to contact you at all times. You should call, fax or email the OIP within twenty-four hours of arrival in the host country to inform us that the students have all arrived safely. Additionally, please check in with the OIP on a regular basis while you are abroad with the students – at a minimum, once per week – in order to keep us fully updated on the progress of the program. Parents will often call our office while a program is abroad, asking for information about their son or daughter. It is essential that we hear from you regularly in order to be able to provide assurance and accurate information to the parents.

## Financial Matters

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### *For faculty, staff and administrators*

#### **Pre-payment of program expenses**

If any of the in-country arrangements you make for lodging, etc., require a deposit or advance payment, there are several ways in which we can arrange this with the assistance of Financial Services. ***We will need as much advance notice as possible for such requests, and it will usually take a minimum of two weeks (often longer) before the service provider actually receives the funds.*** Please understand that pre-payment usually cannot be accommodated until the students have submitted their \$500 non-refundable deposits.

Methods of pre-payment for program expenses include the following. In all cases, we will need an invoice or written statement from the organization to which the money is being paid, stating the relevant details, exact amount (specifying currency), and purpose for the payment.

- ♦ **Check:** A check can be issued, in US dollars (or foreign currency, which can take longer to process), for the amount due. Please submit the invoice or statement, and let the OIP know to whom the check is to be written, the address to which it should be sent, and any other pertinent information. We will take care of sending the check out via express courier. Please allow a minimum of two weeks for check processing.
- ♦ **Wire transfer:** When requesting wire transfers please include the receiving bank's name, address, the contact name of an employee at that bank, telephone number, SWIFT (BIC) Code, account name, account number, and reference (memo stating what the payment is for). Wire transfers can take up to one week to process after the request has been submitted. Please allow as much time in advance as possible.
- ♦ **Ithaca College MasterCard credit card:** The Ithaca College MasterCard is a convenient way to pre-pay program expenses, and to pay for expenses on the ground once you are in country. *When using the College MasterCard, please keep in mind that a 1% service charge is added for foreign transactions, and you should take that amount into account in your budget planning.* It is recommended that all Ithaca College faculty or staff taking students abroad have a College MasterCard. To request an Ithaca College MasterCard complete the MasterCard Request and Agreement Form (available at [http://www.ithaca.edu/financial\\_services/travel/forms/](http://www.ithaca.edu/financial_services/travel/forms/)). Typically it takes 10 business days to obtain the card. Before using your Ithaca College MasterCard to pay for foreign expenses, be sure to notify Tami Hastings ([tlhastings@ithaca.edu](mailto:tlhastings@ithaca.edu); 274-1480), as there is a block that will need to be removed from the card before it can be used for foreign expenses.
- ♦ **Personal credit card/personal funds:** You may also prepay program expenses using a personal credit card or personal funds, if necessary, though this is not the preferred method of paying for program expenses. If you do this, you will need to submit an invoice for the expenses and proof of payment for reimbursement to the OIP. Reimbursement may be issued in one of the following ways:
  1. **EFT/Direct Deposit:** This type of employee travel reimbursement payment method is preferred whenever possible. EFT/Direct Deposit is an electronic transfer of funds directly into the employee's bank account. Payments are made on Monday, Wednesday or Friday following entry into Parnassus. Instead of receiving reimbursements from Ithaca College in the form of a check, the reimbursement amount is directly deposited into the employee's checking or savings account.

- Submit the EFT/Direct Deposit Authorization Form (available at [http://www.ithaca.edu/financial\\_services/travel/forms/](http://www.ithaca.edu/financial_services/travel/forms/)) along with a copy of a voided check. Send the signed completed form to the Accounts Payable Office.
  - Submit documentation to OIP requesting reimbursement.
  - Notifications of deposits are sent to the e-mail address provided on the EFT/Direct Deposit Authorization Form.
2. **Paper Check:** Submit documentation to OIP to request checks for reimbursement. Note that paper check reimbursement will happen ONLY on the 30<sup>th</sup> of each month, and thus the reimbursement may be significantly delayed. We recommend setting up EFT/Direct Deposit in order to avoid the wait associated with paper check reimbursement.

### **Travel authorization forms and cash advances**

A Travel Authorization Form (TAF) must be completed in the Office of International Programs. This needs to be done no later than eight weeks prior to the planned date of departure. Please call 274-3306 or email [tpulido@ithaca.edu](mailto:tpulido@ithaca.edu) to make an appointment with Tracey Pulido, our Administrative Assistant in charge of study abroad finances. She will help you complete the TAF, and submit it for approval. You cannot receive an advance on any of the program money collected, or receive compensation for expenses incurred while abroad, if the TAF has not been completed and approved. Please remember that we will need a full, detailed itinerary and final program expense breakdown in order to process your TAF.

### **Payment of program expenses in country**

The preferred way to pay for expenses in country is with an Ithaca College MasterCard, where such payment is accepted. *When using the College MasterCard, please keep in mind that a 1% service charge is added for foreign transactions, and you should take that amount into account in your budget planning.* If you will be in a location in which payment via credit card is difficult or impossible, please work with OIP and with Financial Services to figure out what methods of payment will work for your needs and for the College. Possible methods may include traveler's checks, money wired directly to a service provider or to you at a local bank, or a pre-issued check that can be brought with you in U.S. dollars or foreign currency. Cash advances will typically be limited to \$2,000 or less, and you are encouraged to carry as little cash as possible during your time abroad with the students.

### **Program expense documentation**

After the program is over, a Travel Expense Report must be completed and submitted within thirty days of the end of the program. Please call 274-3306 and make an appointment with Tracey Pulido. She will help you to complete the Expense Report, and will submit it for approval.

You must turn in a receipt for each and every program-related expense to the OIP. In order to simplify and streamline the very time-consuming process of sorting through receipts, please keep and submit receipts organized by category and by date. On each receipt, please make a legible note of explanation so it is clear what the expense was. The basic categories are:

- ♦ Lodging
- ♦ Food
- ♦ Group activities
- ♦ Ground transportation
- ♦ Air travel
- ♦ Misc. program expenses

In addition to collecting receipts, it is also advisable to keep a log of your daily expenditures. This will be very helpful in the case of missing receipts and/or questions about expenditures.

**Very important – please note:** In order to comply with Internal Revenue Service regulations, Ithaca College employees must reconcile College travel expenses, on an Ithaca College Travel Expense Form within sixty days of the date of return from the trip. Failure to perform this reconciliation within the sixty day time period will result in any College funds disbursed for trip related expenses being treated as taxable wages paid to the employee and subject to Federal and State Income Tax, Social Security and Medicare withholdings. Any College related travel expenses incurred using personal funds will be ineligible for reimbursement after 60 days. Reimbursements will be made on the basis of approved expense reports only.

## ***For students***

### **Program cost breakdown**

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

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

Some group leaders choose to include daily food expenses for the students into their budget (i.e.: two meals per day), some prefer to have the students be responsible for their own daily food expenses, and others will include some group meals in the budget, but have the students pay for meals taken individually. You should choose the option that will work best for your program.

### **Billing, payment and refund policies**

The only fees that the student will pay directly to the OIP are the \$35 non-refundable application fee (to be paid when application is turned in), and the \$22 ISIC application fee. All other program expenses, including a \$500 non-refundable deposit (included in total program cost), will be charged to the student's account by the Bursar's Office, and students will make payment directly to the Bursar.

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

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

### **Payment deadlines**

- |   |  |
|---|--|
| ◆ \$35 application fee                        | ...no later than 3 months prior to departure |
| ◆ Confirmation of participation \$500 deposit | ...no later than 2 months prior to departure |
| ◆ \$22 ISIC fee                               | ...no later than 1 month prior to departure  |
| ◆ Final program charges due                   | ...no later than 1 month prior to departure  |

## **Final Details**

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### **Final program report**

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

### **Program evaluation forms**

The OIP will send each student an anonymous program evaluation form after the program has ended. These will be returned to the OIP, and we will compile a report based on the data included in the evaluations. This information will be shared with you to help with the planning and implementation of the program in future years.

### **Questions and concerns**

Should you have any questions or concerns about any of the information presented in this guide, or at any time during the process of putting together and running a short-term overseas program, don't hesitate to come to the Office of International Programs for assistance or clarification. We are very excited about the amount of interest and enthusiasm shown by Ithaca College faculty, staff and administration in the development of these overseas experiences. We feel that these programs provide important opportunities for Ithaca College students, and are very enthusiastic about working with you in the development of new programs.