

Snow College
International Travel
Handbook



SNOW COLLEGE

Snow College International Travel Philosophy

Snow College promotes engaged learning practices which include student travel opportunities with a focus on intercultural awareness, service learning, language development, experiential learning, and personal enrichment.

Snow College faculty who accompany students on international travel will design an engaged learning program that meets some combination of the following outcomes:

Intercultural Understanding

- Learn about the cultural and historical background of the host country
- Interact directly with people of other cultures
- Understand differences between their home culture and their host culture
- Appreciate cultural values different from one's own

Language and Communication

- Strive to communicate with people who speak a language other than one's own
- Understand cultural communication differences

Academic Growth

- Participate in an experiential learning opportunity
- Critically reflect on and demonstrate a stronger understanding of the relationship between the individual and the larger community (local and global)
- Demonstrate awareness of current societal issues facing various communities

Student Development

- Broaden worldview by considering perspectives other than one's own
- Work to assist other cultures/peoples in completing desired projects
- Increase desire to interact with people of other cultures
- Discover new ways of learning
- Better locate privilege, values, preconceptions, and biases regarding societal issues

Snow College uses standards of equity when providing student travel opportunities. All travelers, as representative of the College, are expected to use good judgment and represent the College in a professional and ethical manner.

Snow College International Travel Guidelines

Faculty Director

For the purposes of this document, faculty director refers specifically to the faculty member taking the lead on the travel. However, every participating faculty member must be invested in the program even if their role is not the faculty director.

Academic Credit

- 1) For some travel opportunities, enrollment in and successful completion of a particular academic course may be required.
- 2) Students may enroll in GNST “Global Inquiry Abroad” or “Special Topics” for academic credit. They will need to work with the faculty director to design a curriculum, credit hour equivalencies, and assessment measures. Students will need to complete assessment measures in order to be awarded credit. Credit will be pass/fail.

Academic credit and coursework opportunities will be arranged before travel occurs and all academic expectations will be communicated to students.

Health, Safety, Security and Risk Management

The faculty director must be prepared to manage crisis situations. The faculty director must provide a contact number that will work internationally to students, Risk Management, and the Provost.

Emergency Procedures: In an emergency, the first priority is to see to the safety of students. Students should be accounted for and safety addressed. Notify Risk Management at the College as soon as possible (435-283-7120). Contact the local US Embassy to notify them of group’s situation. Provide emotional support and guidance to students.

Health Emergencies: The location of the program may be a major factor in the health risks students encounter, and those risks must be discussed with students. Should a health or mental health-related program arise, the student should notify the faculty director. In the event of a health emergency, the faculty director or staff member should accompany the student to a medical facility for care. The faculty director should be prepared to make any decisions regarding treatment if the student is unable. Risk Management and the student’s parents should be informed as soon as feasibly possible.

Incident Report: The faculty director will submit incident reports for incidents that occur on the trip at <https://snow.edu/offices/safety/incident.html>. Title IX complaints and violations should be directly reported to the Title IX office.

Student Conduct and Discipline

All students are expected to adhere to the rules and regulations of Snow College and to participate in all activities, including orientation sessions, classes, and excursions. In addition, students are expected to adhere to the rules of the trip including behavior and conduct if staying with a host.

Students are expected to notify faculty director or associate of whereabouts during free time. They are expected to follow Snow College's campus code of conduct, to participate fully in the program, and to treat others respectfully and thoughtfully. Any violation of these expectations can result in program dismissal at the student's expense using the following protocol:

1. Notify student of concern. A witness, preferably a Snow employee, should be present during the initial meeting. The faculty director should be familiar with Snow disciplinary policy and procedures prior to departure.
2. Establish an action plan with the student.
3. If problem persists, the faculty director will consult with Risk Management to determine a course of action. The most severe action will be dismissal from the program at the expense of the student. This can be done only in consultation with Risk Management and VPAA and in cases where there is sufficient written documentation.

Student Selection/Participation

Consider students participating in the program should meet the following general criteria:

- A cumulative GPA of at least 2.75;
- No disciplinary sanctions either at Snow or at another institution of higher learning;
- A demonstrated interest in the particular travel opportunity.

A student who fails to meet the general criteria may request consideration for the program by submitting an explanatory statement with evidence of changed circumstances, but the general presumption will be that the student is ineligible to participate.

Where program participation is limited, preference may be given to persons meeting specific program criteria, such as academic connection. The faculty director will develop and publish specific program criteria.

In compliance with federal laws and regulations (Americans with Disabilities Act (ADA), Title I, Title IV, Title VII, Title IX of the Civil Rights Act or Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act), Snow College is an equal opportunity institution providing education and employment opportunities without regard to race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, sexual orientation, marital status, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law. Snow College does not

discriminate on the basis of the foregoing in its educational programs and activities. If reasonable accommodations are needed, requests should be directed to the faculty director.

Minimum Number of Institutional Representatives

Ideally one institutional representative to each six students. However, depending on the nature of the school experience, that number could vary.

Electronic Security

Any electronic devices that have potentially sensitive information on them about students must be encrypted before departure.

Under 18 Years of Age

Students under the age of 18 will not be allowed to travel.

Family/Friend Travelers

Family and friends are not allowed. Programs are limited to faculty, approved volunteers, and students of Snow College enrolled in the program. Faculty may request that an adult, such as a spouse of a faculty member, be included in the program as an approved volunteer. The request will be evaluated by the VPAA in consultation with Risk Management. If approved, the approved volunteer will have a defined and agreed to role, will pay for all of their own costs, and will sign an agreement with regard to the program.

Snow College Travel Policy

The Snow College Travel Policy (13.5.7) must be followed for authorization, p-card usage, travel reimbursements, transportation, lodging, meals, and other expenses.

Financial Oversight

All financial transactions, including budgeting and reconciliation, must be reviewed and approved by at least two faculty members. Budgets must be reviewed and approved by the Snow College Budget Office. Reconciliation with both the Controller's Office and the office of the VPAA must be completed within 60 days of travel. In cases where more than one department is involved with the travel, the person traveling from each department will initiate and ensure that their department/division financial commitments are met.

Faculty Director Responsibilities

Faculty directors are expected to put together a program proposal and, if approved, follow the procedures and protocol outlined in the following checklists:

- Pre-Departure Responsibilities Checklist

- Pre-Departure Orientation Checklist (completed checklist must be submitted to Office of VPAA)

- On-Site Program Responsibilities Checklist

- Post-Program Responsibilities Checklist

State Pre-Approval Expectations

For financial purposes, these steps must be followed in order to meet needs of state and internal auditors.

Faculty Director Pre-Departure Responsibilities Checklist

Step 1: Application

Submit a completed International Travel to the Office of the VPAA normally at least three months prior to departure. If you are asking for student travel monies, the application must be submitted by the appropriate deadline.	
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Step 2: Market, Recruit, and Select Students (if application is approved)

Market and advertise the program to students.	
Determine minimum requirements for participation, determine maximum and minimum number of students needed for program success, determine application process and deadlines.	
Review student application materials, select student participants, notify applicants of decisions.	
Advise students on process for securing necessary travel documents (passport, visa). Verify passports are valid at least six months beyond planned return date.	
Inform travelers well in advance of costs and payment deadlines.	

Step 3: Secure Travel Plans

Coordinate all travel plans for the group. Insure refund/cancellation policies are included in travel purchases.	
Purchase mandatory international health/travel insurance (group travel insurance must include medical, emergency, and repatriation).	
Arrange reasonably safe housing accommodations. If host families are used, consider backgrounds checks.	
Coordinate academic and cultural opportunities for the group.	
Coordinate with Snow College Budget Office regarding all financial commitments. Communicate with Controller's Office about reimbursement issues for foreign travel.	

Step 4: Communication

Hold at least one pre-departure orientation meeting (orientation checklist included).	
Stay current with, and inform travelers about, changes in political unrest and other adverse conditions in country of travel.	

Step 5: Paperwork

Register with the STEP program. This registers the traveler with the embassy in the country where they plan to travel.	
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Submit a finalized itinerary to the VPAA that includes contact information for the faculty director and for each location students will be staying, as well as dates and means of travel.	
Submit a completed Orientation Checklist to the Office of the VPAA.	
<p>For each traveler, collect and submit to the office of the VPAA copies of</p> <ul style="list-style-type: none"> • Signed Release and Waiver of Liability and Program Participation Agreement. (See end of document) • Participant Vital Data Form and Emergency Information (attached) • Copies of passports/visas for each person travelling. 	
The Office of the VPAA will provide Risk Management with copies of the paperwork.	

Pre-Departure Orientation Checklist

Date(s) of Orientation:	Faculty Initials upon completion
<p>Code of Conduct: students have been notified they are expected to follow all Snow College conduct policies while travelling with and representing the school and all program specific rules. Students have also been notified they may be dismissed from the program at their own expense for violation of the code of conduct. Examples: cheating or plagiarism in academic work; forgery or misuse of legal documents; destruction of property; sale or possession of illegal drugs; failure to participate with group; violation of the laws, rules and regulations of the host site or country; behavior that endangers others; flagrant disregard of local customs and beliefs which might result in offending host country citizens.</p>	
<p>Safety: Students have been notified they are expected to travel with the group. In cases where there is free time, it is encouraged that participants travel in pairs when separating from the group; they are expected to notify the director where they are going and when they plan to return; they are expected to check-in upon return.</p>	
<p>Risks: Students have been notified of specific risks related to country destination, as well as general travel risks.</p>	
<p>Itinerary: Students have been given a detailed, written itinerary that includes emergency contact information at the host sites.</p>	
<p>Culture: Students have been given an introduction to the culture and language of their host country. Students have also been informed about culture shock and cultural adjustments faced by any travelers.</p>	
<p>Academic Expectations: Specific academic expectations and responsibilities (before, during, and after) have been clearly defined.</p>	
<p>Free Time: Students have been informed of opportunities for and appropriate use of free time during program.</p>	
<p>Health: Students have been advised they should obtain a physical health examination and complete the Participant Vital Data form before travelling. Students have been notified that unexpected health costs will be their own responsibility; students have been reminded to carry proof of medical insurance with them and retain any forms and receipts necessary for reimbursement from their insurance provider.</p>	

Vaccinations: Students have been informed of both required and recommended vaccinations for travel to country of destination.	
Finances: Costs and schedule of payments have been clearly communicated. Students have been advised about risks of carrying large sums of cash; money exchange opportunities; ATM availability (in many countries, it is simply easier to access money through an ATM/debit card).	
Title IX: Students have been reminded of Snow’s Title IX policies.	
Academic Credit: Students have been advised of academic credit options. They have also been notified of academic expectations for participation (before, during, after).	
Packing: Students have been provided general packing needs and guidelines.	
Medications: Students have been advised to bring necessary medications and medical supplies to cover entire stay; they have also been notified to carry prescriptions in original and clearly marked containers.	
Waiver of Liability Form: Forms have been distributed and process/date for submission has been clearly communicated to students. Failure to submit a properly signed liability form prevents a student from going on the program. (See end of document)	
Government Information: Students have been advised to research and read the U.S. State Department Consular and CDC information about their country of destination. Students have also been directed to additional relevant readings about host country.	
Emergency Contact Numbers: All travelers have been provided with emergency contact information, including Local US Embassy and consulate addresses and telephone numbers, as well as names and phone numbers of whom to contact in case of an emergency while in country.	
911: All travelers have been provided with the equivalent of 911 in host country.	
Documents: Students have been advised to carry in a place separate from the actual documents photocopies of important documents with them, including passport, plane tickets, driver’s license, numbers for lost/stolen credit cards, telephone number to health insurance carrier and health card.	
Media: In case of media events, all travelers have been advised not to interact with the media in order to protect the individual and the institution. Media is addressed by the College’s public information officer.	

Student Pre-Departure Checklist

	Student Initials and Date of Completion
Orientation: Attended orientation.	
Waiver of Liability Form: Completed, signed, and turned in waiver of liability form to the faculty director.	
Passport/Visa: Obtained passport and/or ensured it does not expire for six months beyond return date. Obtained Visa if necessary. Made 3 photocopies of passport and photo. Leave one copy at home with a responsible person, submit one copy to your program director, take one copy with you to help with replacement of passport if original is lost.	
Documents: Provided faculty director copies of <ul style="list-style-type: none"> • Passport and visa (if required), • Participant Vital Data Form and Emergency Information, • Release/waiver form. Also provided family member with the same documents.	
Academic Credit: If applicable, have registered for academic credit associated with the travel.	
Fees: Have paid fees associated with trip and turned receipts into faculty leader.	
Money: Notified bank and credit care companies about upcoming travel. Checked with bank to verify that ATM card will work in host country.	
Prescriptions and Medications: Packed an adequate supply of any prescriptions or needed medications. If applicable, packed an extra pair of corrective lenses and a copy of the prescription. Carry prescriptions in original and clearly marked containers.	

Faculty Director On-Site Program Responsibilities Checklist

Accompany students to travel site.	
Coordinate an on-site orientation (content will be dictated by program goals and country, but should address American stereotypes and additional expectations of host).	
Inform travelers of specifics of the emergency action plan. Have students develop a personal emergency action plan to support the group emergency action plan.	
Manage crisis situations.	
Maintain regular contact with students.	
Organize and oversee excursions.	
Provide students with culturally specific information relevant to country and travel.	
Report to or consult with Risk Management about any emergency.	
Oversee academic aspects of the program.	
Mediate student complaints and disagreements.	
Impose any disciplinary sanctions regarding student code of conduct or other violations or problems created by a student.	

Faculty Director Post-Program Responsibilities Checklist

Evaluate student academic work and, in cases where academic credit has been requested, assign a grade.	
Distribute and collect anonymous student assessments of the program.	
Reconcile budgets with the Controller's Office and the Office of the VPAA within 60 days of return.	
File any incident reports and/or other necessary paperwork regarding emergencies and/or student discipline with the office of Risk Management.	
Submit a final report detailing assessment results pertaining to program objectives (template included) to VPAA.	

Snow College International Travel Proposal

Cover Sheet (Full Proposal Must Be Attached for Consideration)

Faculty Director:	Phone:		
Submission Date:			
Dates of Travel:			
Location of Travel:			
What, if any, warnings/alerts exist for that particular destination? (https://travel.state.gov/content/passports/en/alertswarnings.html)			
Principal Budget Code(s):			
Are you applying for student travel funds? Yes/No If so, did you receive student travel funding during the previous academic year? Is yes, please indicate how much you were awarded and where you traveled:			
Costs (complete budget breakdown is included in the proposal)			
Estimated # of participants	Cost per participant	Requested amount per participant (if any) (cannot exceed 50% of total cost)	Total requested amount
Students:			
Staff:			
*Faculty:			
**Non-College approved volunteers:			
Grand Totals:			
<p>If you are requesting funds from student travel, FACULTY DEVELOPMENT funding will NOT be awarded for use on student travel experiences. You can request up to 50% of the cost of the Snow College faculty or staff members that will be accompanying the trip. YOU MUST REQUEST THE FACULTY PORTION OF THE TRIP AT THIS TIME WITHOUT EXCEPTION!</p> <p>** Non-College approved volunteers will NOT be funded by student travel or from a department or division. They are responsible for covering their own costs.</p>			
Required Signatures			
Applicant			

Department Chair: By signing, I am agreeing that the proposed program supports Snow's philosophies and policies for international travel. I am also agreeing the department will cover at least 25% of faculty/staff travel costs.	
Dean: By signing, I am agreeing that the proposed program supports Snow's philosophies and policies for international travel. I am also agreeing the department will cover at least 25% of faculty/staff travel costs.	
Risk Manager: By signing, I am agreeing that the proposed program supports Snow's philosophies and policies for international travel.	
Budget Director for Finance: By signing, I am agreeing that the proposed costs seem reasonable and can be covered by interested parties.	

Proposal Format: The following elements need to be addressed for consideration

- **Purpose/Academic Benefit to students:** Please explain the purpose of the travel with specifics as to how the travel activity will enhance student learning as related to specific international travel learning outcomes. If the travel is attached to a course, please also indicate how the travel activity will enhance specific student learning outcomes of the course.
- **Rationale:** Please explain how this student travel experience supports the College's mission and core themes as well as advances strategic plan objectives.
- **Assessment:** Please provide an assessment plan by which the student learning objectives of this activity will be measured and reported.
- **Additional documentation:**
 - Itinerary or schedule of events
 - Complete budget breakdown (example attached)
 - Academic credit options
 - Impact on campus responsibilities for all involved.

International Trip Budget

(Location)

Target trip budget

\$12,500.00

\$12,500.00

\$11,160.40

Estimated cost of the trip

\$11,160.40

You're under budget by

\$1,339.60

of Faculty / Staff

3

of Students

5

of Days

5

Item	Description	Cost	Qty	Amount	Notes (Add descriptions)
Airfare	Tickets	\$300.00	8	\$2,400.00	
Travel To/From Airport	miles	\$0.41	240	\$98.40	
In Country Transport	Cost per day	\$52.00	6	\$312.00	
Gas	Cost per gallon	\$2.50	14	\$35.00	
Hotel	Room	\$125.00	20	\$2,500.00	4 rooms x 5 days
Visa	Fees	\$150.00	8	\$1,200.00	
Exit	Tax	\$50.00	8	\$400.00	
Conference	Fees	\$100.00	8	\$800.00	
Museum/Park	Fees	\$130.00	8	\$1,040.00	
Miscellaneous	Amount (Detailed)	\$55.00	1	\$55.00	
Travel/Health Insurance	Cost	\$50.00	8	\$400.00	
Food	Per Diem per day	\$48.00	40	\$1,920.00	5 days x 8 travelers
Total				\$11,160.40	

Spending/Sightseeing

Est Personal \$

\$150.00

Add description of suggested activities/costs

International Trip Budget (Location)

Estimated cost of the trip **\$11,160.40**



Actual cost of the trip **\$11,540.00**

You're over your estimate by **\$(379.60)**

You're under your budget by **\$960.00**

of Faculty / Staff 3
 # of Students 5
 # of Days 5

Item	Description	Estimated Cost	Actual Cost	Difference	Explain Differences
Airfare	Tickets	\$2,400.00	\$3,000.00	600.00	
Travel To/From Airport	miles	\$98.40	\$150.00	51.60	
In Country Transport	Cost per day	\$312.00	\$250.00	(62.00)	
Gas	Cost per gallon	\$35.00	\$25.00	(10.00)	
Hotel	Room	\$2,500.00	\$3,000.00	500.00	
Visa	Fees	\$1,200.00	\$500.00	(700.00)	
Exit	Tax	\$400.00	\$200.00	(200.00)	
Conference	Fees	\$800.00	\$800.00	0.00	
Museum/Park	Fees	\$1,040.00	\$1,500.00	460.00	
Miscellaneous	Amount (Detailed)	\$55.00	\$15.00	(40.00)	
Travel/Health Insurance	Cost	\$400.00	\$300.00	(100.00)	
Food	Per Diem per day	\$1,920.00	\$1,800.00	(120.00)	
Total		\$11,160.40	\$11,540.00	379.60	

Spending/Sightseeing	Est Personal \$	\$150.00	\$210.00	60.00
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Participant Vital Data Form and Emergency Information

One copy to be kept on-site with program director and one copy to be forwarded to the office of the VPAA.

You are applying for the Snow College Student Travel Program. This program includes travel to foreign countries with terrain different from that found in the U.S. for example: unpaved roads, cobblestone, stairs, and other obstacles. A certain level of physical fitness may be required to navigate these different obstacles as well as the extensive walking that may be required. While Studying Abroad you may also experience homesickness, culture shock, and other stresses that come from traveling outside of the United States. These stresses may cause acute physical, psychological, or emotional issues to become more of a concern.

We encourage you to get a physical examination to determine your level of fitness and if the program is a good fit for you.

We urge you to fill out following information with as much detail as possible so that your Program Director can better understand your unique situation and so that we at the Study Abroad Program can better plan for incidents or help in the event of an emergency.

This document and the information provided will be confidential and will only be shared with program staff, faculty, and health providers abroad only if vital to your personal health. The information provided on this document will not affect your application unless your physical or mental health condition will prevent your successful participation in the program.

Name:	First	Middle	Last
Address:			
Home Phone:			Cell Phone:
Passport Number:			Place of Issue:
Date of Issue:			Date of Expiration: ____/____/____

EMERGENCY CONTACT INFORMATION

Name:	Relationship:
Address:	
Home Phone:	Work Phone:

MEDICAL INFORMATION

Please list any medical conditions the program director should be aware of:	
Allergies:	
Lens or Drug Prescriptions:	
Blood Type:	
Insurance Carrier:	
ID or Group Number:	Phone:

I affirm it is my responsibility, together with my physician, to determine if I am in a good enough condition to participate in the Student Travel Program. To the extent I have chosen to disclose information, I certify that all responses made on this form are true and accurate to the best of my knowledge.

Participant's Name (print)

Participant's signature

Date

**Release and Waiver of Liability and Program Participation Agreement
Snow College Study Abroad and International Experience Program**

Student's Name: _____

Student's Home Institution: _____

Program Title: _____

Program Dates: _____

Please carefully read and make sure you understand all provisions of this Agreement before signing. This is a legally binding document and you are releasing rights by signing.

Snow College ("SC") believes that participation in organized, off-campus activities by its students can be an important part of a student's learning experience. Off-campus activities may, however, involve certain risks, which cannot always be eliminated. In order to participate, each student must read carefully, complete, and sign this Release and Waiver of Liability and Program Participation Agreement and submit it to the Study Abroad Office prior to the Program.

I wish to participate in the Program, and in consideration for being permitted to participate in the Program, I hereby represent and agree as follows:

1. I understand that participation in the Program involves risks not found in study at the College, including risks involved in traveling to and within, and returning from, the Program site(s). These include risks involved in traveling to and within, and returning from, one or more foreign countries; foreign political, legal, social and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; local medical and weather conditions; and other matters described in the U.S. Department of State Country specific Information (and Travel Warnings and/or Travel Alerts, if any) that I have accessed at <http://travel.state.gov> and reviewed carefully. I understand that there may be other risks not known or reasonably foreseeable. I accept all of these risks and voluntarily elect to participate in the Program.

2. I understand that there are other risks, and I hereby release and promise not to sue the State of Utah, SC and their officers, employees, agents, or representatives of any and all of them ("Released Parties" or "SC") for any damages or injury (including death) caused by, deriving from, or associated with my participation in the Program, except for such claims, damages or losses may be caused by the sole negligence of the Released Parties. This includes, but is not limited to, damages, injury, death, or loss occurring during travel and/or activities other than those specifically required in order to participate in the Program that I may choose to undertake before, during, or after the Program. This includes damages, injury, death or loss that occurs as the result of any Released Parties negligence. It is my express intent that this Release bind my heirs, assigns, and personal representatives.

3. I understand that SC in no way represents, or acts as agent for the Host Institution, the transportation carriers, the hotel(s) and any other suppliers of services connected with this program. I further understands that SC is a) not responsible or liable for injury, damage, loss, accident, delay or other irregularity which may be caused by the defect of any vehicle or the negligence or default of the Host Institution, or any other company or person engaged in providing or performing any of the services involved in this program, b) not responsible for losses or expenses due to sickness, weather, strikes, hostilities, wars, natural disasters, acts of terrorism, personal decision to leave the program early, or other such causes, and c) not responsible for any disruption of travel arrangements, or any consequential additional expenses that may be incurred therefrom.

4. I acknowledge and agree to accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation and other services in the program plan due to sickness, weather, strikes, hostilities, wars, natural disasters, acts of terrorism, personal decision to depart from the program, or other unforeseen causes; to accept all responsibility whatsoever for any loss, damage, destruction, theft or the like to my luggage or personal belongings; and that I have adequate insurance or sufficient funds to replace such belongings and release and will hold SC harmless therefrom.

5. I acknowledge and agree that in the event I become detached from the study abroad group, fail to meet a departure bus, airplane, train, or other conveyance, or become sick or injured and unable to travel I will bear all responsibility to seek out, contact, and reach the trip group at its next available destination, and to bear all costs attendant to contacting and reaching the field trip group at its next available destination.

6. I represent that my statements herein are accurate and complete and that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this Release, I have the right to consult with the adviser, counselor, or attorney of my choice.

7. I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that behavior that violates those laws or standards could harm SC's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the Program and assume responsibility for my actions, understanding that the circumstances of any Program likely requires a standard of behavior that may differ from that applicable on campus. If I have or develop legal problems including with any foreign national(s), foreign business, or foreign government while participating in this study abroad program, I will attend to the matter personally with my own personal funds and will hold SC harmless therefrom and that SC is not responsible to provide any assistance under such circumstances.

8. I will comply with SC's rules, standards, and instructions for student behavior generally and for the Program, including the SC Student Study Abroad Handbook and SC's Code of Student Conduct (collectively, "standards"). I acknowledge and understand that my compliance is important to the success of the Program and to SC's willingness to permit future similar activities. I agree that SC has the right to enforce the standards, in its sole judgment, and that it may impose restrictions, up to and including disciplinary proceedings and not granting academic credit for and removing me from the Program, for violating the standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the SC, the Program or other participants. I also agree to comply with all directions and instructions of the Program Director during the course of the program and that failure to do so may result in the imposition of restrictions.

9. I agree that, due to the circumstances of foreign study programs, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at the SC do not apply. If I am removed from the Program, I consent to going home at my own expense with no refund from the SC of any monies paid.

10. I understand that it is within the College's discretion to change travel, accommodations, and other arrangements as it deems necessary. I understand that the College is not responsible for nor does it represent or act as agent for, and cannot control the acts or omissions of the host institution or service providers, including those who provide transportation, tour, dining or sleeping accommodations. I understand that SC may cancel without penalty the offering and conduct of this Study Abroad Program; withdraw any part of the Study Abroad Program and to make any alterations, deletions, or modifications in the itinerary and/or Academic portion of the program as deemed necessary by SC, the Director of Study Abroad, or by the Program Director as agents of SC.

11. I agree to: a) consult with a medical doctor with regard to my personal medical needs and confirm that there are no health-related reasons or problems which preclude or restrict my participation in this Program, b) arrange for adequate medical and hospitalization insurance to meet any and all needs for payment of medical and hospital costs while engaged in this Program, c) assume all risk and responsibility therefore, d) consult and arrange with a medical doctor to receive the appropriate inoculations/shots for this program, e) pay for any and all medical and hospitalization expenses incurred, and f) release SC from any legal responsibility for payment of the my medical, medication, or hospitalization needs.

12. I have or will obtain and maintain health, accident, disability, hospitalization, property and travel insurance for all travel and activities. I will be responsible for the costs of such insurance and for any expenses not covered by insurance. I grant permission to the Program Director or other SC officials to authorize emergency medical treatment, if necessary, and that SC will not be responsible for any injury, damage or cost which might arise out of or in connection with such authorized emergency medical treatment.

13. I agree that SC may, but is not obligated to, make any decisions and take any actions regarding my health and safety that it considers to be warranted under the circumstances, and hereby authorize SC to make such decisions and take such actions. I agree to pay all expenses relating thereto and release SC from any liability for any such actions.

14. I am assuming full financial responsibility for all costs and expenses incurred by me in connection with the Program, including, without limitation, financial responsibility for damage or destruction to property of third parties.

15. I will not hold myself out as having the power or authority to bind or create liability for the College or the SC.

16. I agree that should any provision or aspect of this International Travel Participation, Waiver, and Emergency Contact Form be found to be unenforceable, that all remaining provisions will remain in full force and effect.

17. I agree that this Agreement shall be construed in accordance with the laws of the State of Utah in the United States of America, which shall be the agreed forum for any lawsuits filed under or incident of this Agreement or the Study Abroad Program.

18. The waiver and release herein represent my complete understanding with SC concerning its responsibility and liability for my participation in the Program. It supersedes any previous or contemporaneous understandings I may have had with the College or the SC on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.

19. I also understand and agree to abide by the attached Additional Terms and Conditions of Participation.

Additional Terms and Conditions of Participation

A. For the purpose of all Study Abroad and International Experience programs at SC, no program participant (e.g., faculty, staff, or student) is authorized to drive a private vehicle for the purpose of transporting program participants to, from, or during activities identified as part of the program.

B. Each person participating in the Study Abroad or International Experience program in any capacity (e.g., faculty, staff or student) must be covered by personal insurance for medical and hospital costs arising from any accident or health issue occurring while on, or as a result of participation in the Program.

C. Drinking of alcoholic beverages by any participant in a Study Abroad or International Experience program during “working hours” (i.e., those hours designated by the Program Director as time to be spent on SC sponsored activities within the designated program plan of activities) is strictly prohibited.

D. Narcotics, illegal drugs, or other controlled substances are strictly prohibited from being in the possession of, or used by, any person participating in the Study Abroad or International Experience program except for purposes specifically permitted by the Utah Controlled Substances Act, and possession or use of said substance may be grounds for dismissal from the program resulting in an early return home, at the participants own and sole expense.

E. No person engaged in Study Abroad or International Experience activities may have in their possession or use any kind of firearm for any purpose while participating in the program.

F. Each participant in a study abroad or international experience program is expected to comply with all applicable SC codes during the program, and to obey all applicable provisions of the laws of the state and nation in which the Program activities take place.

G. All participants are individually responsible for their personal conduct while on SC Study Abroad or International Experience Programs, and SC has no obligation to intercede or undertake to protect said participant from the legal consequences of violations of the law for which they may be responsible.

H. All participants must be over the age of 18. As adults, program participants are not supervised or monitored during non-working or non-program activity hours.

I. PHOTOCOPY OF PROOF OF INSURANCE MUST BE PROVIDED. If application is in person or by mail, attach it to this application. If application is by email, mail a copy to:

Provost
Snow College
150 East College Avenue, Ephraim Utah, 84627

I wish to participate in the Program, I have read and completed this **Release and Waiver of Liability and Program Participation Agreement** and I am signing it voluntarily.

Signature

Date

Study Abroad Travel Tips

Airport Security and Customs

Airport security and baggage screening in the United States has increased significantly. Visit tsa.gov to familiarize yourself with the current regulations for both checked and carry-on baggage.

When you arrive in your host country, you will be required to go through Immigrations and Customs. You will want to have your passport accessible. Expect to answer questions about the intent of your visit and how long you will be staying. Please plan for extra time to get through security and other airport checkpoints.

Electronics

In many countries the voltage, electrical sockets, and electrical plugs differ from that in the United States. Be aware of the voltage of your electrical appliances. You will want to bring a converter if your electrical appliances are not double voltage. Be considerate of the number of appliances you take. The type of plugs used in different countries can be very different. If you do not know the standard plug for your host country, you may consider buying a conversion kit with adapters for many different countries.

Physical and Mental Health

You are going to be in a new country with time changes and new food/drink. Make sure to take care of yourself. Eat properly, get lots of rest, exercise regularly, and drink only safe to drink water.

Your mental health is just as important as your physical health. Pay close attention to your mental and emotional well-being. It is normal to experience some degree of culture shock and/or homesickness. Don't be afraid to talk about it with your peers or your group leader.

Sexual Harassment Free

Because of the cultural differences between the United States and some countries, what may be considered casual conversation or minor flirtation in the United States may be considered sexual encouragement in your host country. To help protect against sexual harassment always travel in groups. If you feel uncomfortable about a situation, get out of the situation immediately. We encourage you to take Snow College's training on sexual harassment prevention. If you feel you are a victim of sexual harassment or misconduct, report the matter to your program director immediately.

Culture Shock

Study Abroad is an amazing opportunity with wonderful experiences. You undoubtedly have expectations of things you will see and experience. We encourage you to keep an open mind about the places you will go and the people you will meet. We know as you enjoy and embrace the differences in your host country that your study abroad experience will be deeply enriched.

Faculty Director Evaluation Template

This evaluation is essential to the success of the international travel programs. While the experience is fresh in your mind, please take a few minutes to complete this evaluation:

Do you feel the objectives of the travel experience were met? How would you alter the experience to more effectively meet those outcomes if you did it again?

From your perspective, what was the most meaningful learning that took place throughout the program?

Were there any issues with students' participation or conduct? Do you have suggestions on how to better manage students?

What helpful hints would you give a faculty member who is considering taking a group of students abroad?

Are there any risk management and safety and health issues that need to be addressed regarding future travel with the College?