



Peru-2017

Costa Rica - 2015

China - 2017

Sri Lanka, 2018

Namibia, 2018

Faculty- Led Study Abroad

Program Handbook

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A Note from Broward College...

Congratulations on your decision to study abroad! We are very excited to support you as you prepare to embark on the journey of a lifetime. Study abroad will introduce you to the world and engage you in ways which cannot be facilitated in the classroom. Prepare to experience new people, traditions, customs, and cuisines that, while they may be far from what you know, are the norm for people around the world just like you and me.

You may not always feel comfortable in your new surroundings as you grow and change throughout your program. However, we encourage you to participate as much as possible with open eyes and an open mind. Adventures will be had, new connections created, and personal and academic growth will occur that will impact you moving forward in ways you may never have anticipated.

If there is anything that we can do to assist you in your journey, please don't hesitate to contact us.

Happy travels!

A handwritten signature in black ink, appearing to read 'V. Rivera', with a horizontal line underneath.

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RESOURCES

U.S. Department of State Resources

- [U.S. Passports & International Travel Information](#)
- [Country Information](#)
- [Traveler's Checklist](#)
- [Students Abroad Website](#)
- [Smart Traveler Enrollment Program](#)
- [Embassies, Consulates, & Diplomatic Missions](#)
- [The CIA World Factbook](#)
- [Center for Disease Control - Travelers' Health](#)

Funding

- [Broward College Financial Aid](#)
- [Broward College Study Abroad Funding Webpage](#)

Student Resources

- [Broward College Study Abroad Website](#)
- [Broward College Library - Study Abroad and International Travel Resources](#)
- [Broward College International Education Facebook](#)
- [International Student Identity Card \(ISIC\)](#)
- [Abroad with Disabilities](#)
- [Student Universe](#)
- [STA Travel](#)
- [Life After Study Abroad](#)

Travel Guides

- [National Geographic Travel](#)
- [Lonely Planet](#)
- [Frommer's](#)
- [Fodors](#)

Please note Broward College provides these links as a service to students and does not endorse any entity/organization.

ELIGIBILITY, APPLICATION, & ACCEPTANCE

Eligibility

Broward College Faculty-Led Study Abroad Programs are open to students at least 18 years of age with a 2.5 GPA or higher. Some programs may have additional requirements for participation which will be indicated on the [program webpage](#).

*All students should meet with both an academic and financial aid advisor prior to applying to any Faculty-led Study Abroad program in order to review their degree audit, financial aid package and how the courses related to any Faculty-led Study Abroad program might affect these.

Application and Acceptance

Students will submit application materials directly to the faculty leader, as indicated on the faculty-led program webpage. Participation is often determined on a first-come, first-served basis, so students are encouraged to apply early. Once the student has received confirmation from the faculty leader that they have been accepted into the program, they are expect to submit additional materials as requested.

Please note that **ALL required forms and documents** must be submitted to the faculty leader by the given deadline in order for airline tickets and reservations to be made on behalf of the student. If forms and documents are not submitted in a timely fashion, it may jeopardize the student's ability to participate in the program or may cause them to incurred additional fees as a result of late booking.

PASSPORT & VISA INFORMATION

Passports

In order to travel, the student must have passport that is valid for six months after the program end date. If students do not have a passport, or if their passport is expiring soon, they must apply for a new one immediately. U.S. citizens who have not obtained a passport may find more information on the [U.S. Department of State website](#). U.S. passports require 4-6 weeks for processing, but may be expedited in 2-3 weeks for an additional charge.

Visas

If a visa is needed for U.S. citizens, this information will be indicated on the program webpage along with general guidelines for applying for the visa. Those who do not carry a U.S. passport should visit the embassy website for the country to which they will be traveling in order to determine if a visa is needed for their participation. The Greene International Education Institute can provide supporting documentation and general advising regarding the visa application. However, securing materials, completing the application, making and attending the appointment with the Consulate, and the cost of securing a visa is ultimately the responsibility of the student. International students who are in F-1 visa status should immediately speak with staff in the International Admission office regarding regulations and consideration for travel, before committing to the program.

Please note that Broward College cannot guarantee entry into the host country, even with a passport or the required visa. Students should ensure they understand immigration requirements for entry prior to committing to the program, as some countries do have strict restrictions, for example, regarding previous criminal offenses which may cause the individual to be denied entry into the country.

FINANCIAL INFORMATION & PAYMENTS

Program Fees and Tuition

All students committing to the program must submit a non-refundable deposit and are expected to make regular program payments until the balance is paid in full. Students can request updates on their program balance from faculty leaders. In addition to the program fee which covers the travel components, students are responsible for paying their Broward tuition. Students should contact the Financial Aid Office directly regarding the availability and use of financial aid for faculty-led study abroad programs.

Making Payments

Students have two ways of remitting payment

1.) Personal checks with the account holder's name pre-printed on the check (starter checks are not accepted), bank checks, and money orders may be submitted to the faculty leader. These forms of payment should be made payable to ***ONLY*** "Broward College." (DO NOT PUT ANYONE'S NAME IN THIS LINE—only "Broward College). In the "Memo" section of the check or money order, it should indicate the student ID as well as well as the study abroad program.

2.) Payments can also be made at the [Broward Cashier](#) in those forms of payment accepted at the [Cashier's office](#), including personal checks with the account holder's name pre-printed on the check (start checks are not accepted), bank checks, money orders, cash, or credit card. The use of a credit card can only be completed with the owner of the card present. BEFORE submitting payment to the cashier, students should speak to their faculty leader for a special deposit form which must be used to ensure funds are routed to the correct program account. Locations and hours for the cashier's offices can be found on the [Broward Cashier webpage](#).

Financial Aid

Students who receive the scholarships and financial aid are responsible for paying their program fees as scheduled—regardless of pending funds. Students should plan ahead to ensure they have sufficient funds to cover the cost of the trip by the required payment deadlines.

*Participants graduating in the summer (during) or the spring term (before) the program might become non-degree seeking students and will not be eligible to receive financial aid scholarships or grants for this program. Students should review their academic standing with their advisors.

COURSEWORK & REGISTRATION

Students should remember, first and foremost, that this is an academic program. They will receive a grade, so are expected to attend and participate in all activities, discussions, and coursework as indicated in the syllabus and outlined by faculty leaders. Faculty leaders will register students in specific study abroad courses on their behalf, but students will be responsible for paying their tuition according to the deadlines established by the College for the term of study.

All students should visit an Academic Advisor prior to applying to a Faculty-led Study Abroad program as to review their class standing, graduation date and how the course(s) offered in the program fit or affect a student's educational plan.

PRE-DEPARTURE INFORMATION

Students will go over pre-departure information and logistics in course meetings with faculty leaders prior to departure for the travel component of the program. The Study Abroad Office will also provide students site-specific information and resources to support them in their departure.

All students and faculty participating on the program must attend a mandatory health and safety pre-departure information session mediated by the study abroad advisor prior to departure for the travel component of the program.

HEALTH & SAFETY

The health and safety of students, staff, and faculty is our number one priority! There are many important considerations when studying abroad and the Study Abroad Office and faculty leaders will advise and orient students on such matters. However, it is ultimately the student's responsibility to make sound decisions that promote their safety and well-being while in the host country. Students should not only educate themselves about local laws and customs, but they should abide by them at all times.

Likewise, standards and regulations for using equipment and motor vehicles may not be as rigorous in the host country as in the United States. Accessibility and accommodations for those with disabilities may also not be as readily available. Students should always avoid engaging in risky behaviors such as overconsumption of alcohol, participation in extreme sports, or engagement in risky sexual activities. When in doubt, it is better to err on the side of safety than to put oneself in a situation that may compromise their physical, mental, or emotional health.

Prior to departure, the Study Abroad Office will register all students and faculty leaders in the [U.S. Department of State Smart Traveler Enrollment Program](#). Through registering participants, the U.S. Embassy in the host country will be notified that the individual is present in the country during the program dates. U.S. Embassies abroad provide a variety of emergency or non-emergency services, as situations demand.

Special Considerations and Accommodations

We encourage students to proactively disclose any and all disabilities, medical conditions, and need for special accommodations, such as dietary restrictions, on the application form, the Physician's Statement, and in pre-application interviews with faculty leaders. Disclosing this information will **NOT** exclude or prohibit students from applying or participating in the program. It will, however, allow faculty to discuss with the student any extenuating physical conditions and what accommodations may be available facilitate their participation in the program.

Pre-Departure Physician's Visit

As part of their acceptance, students must have a healthcare professional examine them and complete the Physician's Statement. During this medical visit, students should alert their healthcare professional of the intended travel destination to ensure that all routine vaccinations are up-to-date and to request any additional medications or vaccinations that may be necessary for travel to, from, and within the host country. Students should also request refills on any prescriptions they regularly take prior to departure to ensure that they have sufficient medication for the duration of the program. **When traveling with prescription and non-prescription medications, students should always maintain the medicine in its original container and carry a printout from the pharmacy or a doctor's note.**

Students who are currently taking medication should speak to their healthcare professional for explicit instructions regarding use of medication while traveling abroad. Some prescriptions that are legal in the U.S. may not be legal in the host country. When in doubt, students should speak with their healthcare professional regarding alternate forms of medication, or consult Study Abroad Office on how to handle situations in which the prescribed medication may not be permissible in the host country.

Likewise, students should **NEVER** treat study abroad programs as a vacation or break from medical treatment they receive in the United States. While the day-to-day commitments of travel abroad may appear a deviation from the stress of their life in the U.S., the new environment can impact them physically, mentally, and emotionally in ways they did not anticipate. Students should **ALWAYS** consult their healthcare professional **BEFORE** adding, increasing, decreasing or discontinuing the use of any medication or treatment prior to, during, or after their study abroad program.

International Health Insurance

Broward College Faculty and Students participating in BC sponsored Faculty-led Study Abroad Programs are covered under AIG's WorldRisk Program. *Policy #: WS11008261.*

Students will be provided information by the Study Abroad Office regarding how to set up their insurance portal to access their insurance card and benefits prior to departure. In the case a student did not register to open a portal during pre-departure orientation s/he should do it immediately at the [Travel Guard Portal](#). Should the student require medical services while abroad, they should alert the faculty leader immediately so the faculty can provide advice, assistance, and translation services, if needed. However, in emergency or life-threatening situations, students should immediately seek

professional care, as the health and safety of students, staff, and faculty is the College's number one priority.

When services are rendered, students should request and maintain all receipts and printouts associated with care received as they will need to submit these, along with a claim form, to AIG in order to request reimbursement. Students should consult the AIG Brochure regarding coverage, especially if they have a pre-existing condition which may not be covered

Please be aware that AIG Travel Guard Insurance is only valid during official program dates and in the host country. Students traveling before or after the study abroad program may wish to protect themselves by purchasing additional travel and health insurance.

Immunizations and Vaccinations

[The U.S. Centers for Disease Control](#) and the [World Health Organization](#) information about regional and country health risks and disease outbreaks, with recommendations for immunizations. After researching the requirements and recommendations for your specific destination, discuss your choices with your physician, planning well in advance, as some immunizations are administered over a period of several months. Students are advised to assure that all routine immunizations are up-to-date.

Prescriptions

Discuss with your prescribing physician and family how you will obtain prescription medications while abroad, well in advance of your departure. Ask your physician to prescribe a supply of medication that will last the length of your stay.

You may request that your physician or pharmacist write a letter describing your medications, their dosage, and a generic name for them and the condition they treat. This letter could be useful, in case of an emergency, going through customs. Always carry a copy of your prescription and keep medications in the labeled containers in which they were dispensed. (some medications, such as those containing pseudoephedrine may be considered an illegal controlled substance in your final destination; be sure to understand the laws and regulations of your host country, prior to departure). If you need prescription medication make sure you have enough supplies to last for over a week after the program is over or research if you can obtain your medications at the location of the program.

Over-the Counter Medications

You may want to consider travelling with common over-the-counter medications, as they may be more difficult to find in your final destination. These medications include; allergy, anti-diarrhea, anti-inflammatory, cold or headache medicine.

Chronic Illnesses

If you have asthma, diabetes, allergies, or other chronic conditions, learn the vocabulary to describe your condition in the host country language, and carry a written explanation in that language, in case you are unable to communicate in an emergency. Plan to wear your medical bracelet if you own one.

Emotional Well-Being

Going abroad and venturing out of your comfort zone is stressful. You should plan to use common stress reduction strategies such as exercise and relaxation to cope with all the changes you encounter in your new host country. If you are currently seeing a therapist, discuss how you will continue your mental health care while you are abroad, and inquire with your home and host institution about counseling services that may be available to you abroad.

Most students abroad experience some degree of culture shock. Culture shock refers to the stresses and strains associated with adapting to life in a new a culture. Symptoms may include: frustration, mental fatigue, and disorientation about how to work with and relate to others, boredom, lack of motivation and physical discomfort. Please be aware of these symptoms and contact someone at your home or host institution if the symptoms persist or you would like to talk with someone.

Drugs

The use of restricted substances and drugs is prohibited in any study abroad program. If a student uses any drug or controlled substance during the program the student will be expelled of the program and will be asked to return home at his/her own expense. Be advised that

GENERAL SAFETY AND SECURITY INFORMATION

It is important to apply the same common sense while traveling overseas, as you would at home.

- Remain in regular contact with your family, friends, and contacts at both your home and host university. Inform others of your plans so they can update others if necessary
- Create and carry a list of emergency phone numbers with you at all times.
- Know how to reach a doctor, a hospital or clinic, and the police in the country in which you are traveling.
- Pay attention to warnings and follow the directives issued by local program administrators regarding safety and security issues.
- Stay updated and informed on news and current events around the world.
- Make copies of your passport, other forms of identification, and travel documents and leave copies in a safe place while you are away
- Avoid poorly lit places and walking alone. Stick to well-traveled streets and try to walk in groups at night. Students should be especially cautious when in a new city and not yet sure what parts of town may be less safe.
- Do not leave your bags unattended.
- Be aware that dating norms and gender roles maybe different in your host culture.
- Avoid substance abuse of all kinds.
- Be on the offensive, rather than the defensive. Be aware of the surroundings. Avoid political demonstrations, large crowds and gatherings.
- Have sufficient funds and/or a credit card on hand for emergencies.

Country-specific Safety information

Consular Information Sheets:

The Department of State's Consular Information Sheets are available for every country of the world. They describe unusual entry, currency regulations, or unusual health conditions, the crime and security situation, political disturbances, areas of instability, special information about driving and road conditions, and drug penalties. They also provide addresses and emergency telephone numbers for U.S. embassies and consulates. In general, the sheets do not give advice. Instead, they describe conditions so travelers can make informed decisions about their trips.

Consular Information Sheets, Travel Warnings, and Public Announcements are available at <https://travel.state.gov/content/passports/en/country.html> . They are also available through airline computer reservations systems when you or your travel agent makes your international air reservations.

The State Department website [Students Abroad](#) is specially designed for students who are planning on traveling and studying abroad. It contains useful information and links regarding prior-to-travel requirements and information, health and safety recommendation, country information, latest news and direct access to the [Smart Traveler Enrollment Program \(STEP\)](#)

The [Smart Traveler Enrollment Program \(STEP\)](#) is a free service that allows U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate. This allows the US Embassy in your host country to know you are an U.S. citizen/resident currently present in the country in the event of an emergency evacuation, natural disaster, etc. We encourage all students to register in STEP prior to program start dates.

Emergencies

Please contact Broward College's Office of international Education staff for any situation or condition that jeopardizes an individual's physical or mental health, safety, well-being, or program participation and/or requires the intervention of program staff. Such events or occurrences may include, but are not limited to: civil disturbance, natural disaster, severe or prolonged illness or injury requiring hospitalization, disciplinary action, emotional or behavioral disorders, illegal actions (i.e. drug use), absence from program site, academic probation, etc.

Notification Procedures

If your possessions are lost or stolen, report the loss immediately to your Faculty Leader; request their help contacting local police. Keep a copy of the police report for insurance claims and as an explanation of your plight. After reporting missing items to the police, report the loss or theft of:

- Passport: to the nearest U.S. Embassy or Consulate
- Credit Cards: to the issuing company
- Travelers Checks: to the nearest agent of the issuing company
- Airline Tickets: to the airline or travel agent

In the case of an emergency, students are instructed to contact appropriate on-site staff immediately. The on-site staff will contact Broward's study abroad representative who will then contact the individual the student

listed as their emergency contact. When contacting on-site staff and or Broward College provide your Name, Country and program of study, date and description of occurrence, action requested (if any).

General Recommendations for Health and Safety While Abroad

- Unless otherwise advised by faculty leaders, leave your original passport safely secured with your belongings at the hotel or residence in the city in which you are staying, and carry a copy of the document on your person instead.
- Use luggage locks on luggage and bags when traveling and venturing around the city.
- Ensure your purse or satchel closes with a zipper and always keep possessions on or near the front of your body, not behind where someone could easily open it.
- When riding public transportation, backpacks and purses should be placed on the front of your body for safekeeping.
- Do not visit the ATM after dark, and always go with a friend.
- Avoid carrying large sums of money.
- Do not travel alone, always in pairs, especially if you'll be out at night.
- Alert your faculty leaders if you will be deviating from the group. Students must have a signed Time Away Form if traveling independently with faculty leader permission.
- Be sure you are aware of the [local 911 equivalent for the host country](#).
- Never accept beverages from strangers or illegal substances from anyone.

Guidelines for Safety and Responsibility in Study Abroad

Because the health and safety of study abroad participants are primary concerns, these statements of good practice have been developed to provide guidance to participants (including faculty and staff) and parents/guardians/families. These statements, [adapted from the NAFSA website](#), are intended to be aspirational in nature. They address issues that merit attention and thoughtful consideration by those involved with study abroad. They are intentionally general; they are not intended to account for all the many variations in study abroad programs and actual health, safety, and security cases that will inevitably occur. In dealing with any specific situation, those responsible must also rely upon their collective experience and judgment, while considering their specific circumstances.

Participants should:

- A. Assume responsibility for all the elements necessary for their personal preparation for the program, and participate fully in orientations.
- B. Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies).
- C. Conduct their own research on the country(ies) they plan to visit with particular emphasis on health and safety concerns, as well as the social, cultural, and political situations.
- D. Consider their physical and mental health, and other personal circumstances when applying for or accepting a place in a program, and make available to the sponsor accurate and complete

physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.

E. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.

F. Inform parents/guardians/families and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed of their whereabouts and activities.

G. Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program.

H. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.

I. Accept responsibility for their own decisions and actions.

J. Obey host-country laws.

K. Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.

L. Avoid illegal drugs and excessive or irresponsible consumption of alcohol.

M. Follow the program policies for keeping program staff informed of their whereabouts and well-being.

N. Become familiar with the procedures for obtaining emergency health and legal system services in the host county.

Parents/guardians/families should:

A. Be informed about and involved in the decision of the participant to enroll in a particular program.

B. Obtain and carefully evaluate participant program materials, as well as related health, safety, and security information.

C. Discuss with the participant any of his/her travel plans and activities that may be independent of the study abroad program.

D. Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.

E. Be responsive to requests from the program sponsor for information regarding the participant.

F. Keep in touch with the participant.

G. Be aware that the participant rather than the program may most appropriately provide some information.

MONEY MATTERS

Students should review the services included (or not) in the program price. Based on that figure, students should budget accordingly for additional expenses. All Faculty-led programs should include airfare, accommodations and most program activities on the main program price. Expenses such as but not limited to meals, activities, entrance fees, baggage fees, ground transportation, tips etc. might not be included on the program price.

There is no hard-and-fast rule regarding how much students will spend while participating in a study abroad program. Personal spending habits and lifestyle choices will determine just how much money one should budget for incidental expenses and travel. When creating a budget, students should look at the costs included and not included in the program fee (i.e. meals, tipping, etc.). They will also want to consider the cost of living and [exchange rate](#) of the host country. Students may ask faculty leaders for recommendations and considerations, but ultimately it will depend on the individual. *It is often advisable to over-budget, rather than under budget for a study abroad program.*

ATM's are one of the best ways to access cash while abroad. They generally provide students with solid exchange rates and may also enable the student to access to cash advances on credit cards and withdrawals from debit cards. Students should ensure their card has a CIRRUS or PLUS logo on the back as these are most commonly accepted by ATM's. Students will want to check with their bank regarding any fees for international withdrawals or usage. Prior to departing from the U.S., students should call to alert their bank of their travel plans as some banks will freeze accounts when they see what appears suspicious transactions outside of the individual's home country. Banks will generally ask for the country/countries to be visited and the dates of travel, so students should have this information readily available.

Some students choose to use traveler's checks as an option. While they do offer insurance, some travelers have found that it is more challenging to find the place and the time to cash them, despite the added protection they may offer. Regardless, students should avoid carrying large sums of cash with them while abroad, and should never go to ATM's or banks alone or at night.

For the latest exchange rates and conversion tables, students may consult the following websites: www.oanda.com and www.xe.com.

COMMUNICATION

Cell Phones

Students utilizing personal cell phones from the United States should use their phones sparingly as there may be additional roaming or administrative fees charged by the foreign country and the U.S. carrier (frivolous usage while abroad has in some cases resulted in exorbitant phone bills for the unsuspecting student.) If the student does intend to use their personal cellphone overseas, they should request a written international rate plan with rules and regulations from their cell phone provider, as well as the name of the person they spoke with regarding the fees, rates and conditions. Often times, students will put their personal cell phone in airplane mode and simply utilize its WIFI capabilities for programs such as Skype or WhatsApp. Apps should be downloaded **BEFORE** departure as the internet may not be as speedy in the host country as we are accustomed to in the U.S.

WhatsApp

WhatsApp is becoming the preferred method of communication internationally. This service will be available to you if you decide to keep your U.S cellphone carrier or when connected to a stable Wi-Fi signal. WhatsApp is great for quick messaging updates and when good connection is available, phone calls.

Skype

Skype is another cost efficient way to call home from computers, laptops, and cellphones. With Skype, students can make calls over the internet by using technology equipped with a microphone and/or camera. Skype-to-skype calls are free for skype users, or students can call to a landline or cell phone in the United States for a fraction of the price that a calling card would charge. More information about Skype is available on their [website](#). Students should download the program before departing if they intend to use it as internet speeds may vary in the host country. For students not traveling with technology, there are often readily available internet cafes abroad with the skyping capabilities.

POLICIES REGARDING STUDY ABROAD

Student Code of Conduct

As students are participating in an academic program and are representatives of Broward College, the same rules and regulations for classroom and campus behavior apply to faculty-led study abroad programs. Students are expected to review the [Student Code of Conduct](#) and understand themselves that participating in a Broward Study Abroad program means that they agree to adhere to College policies, and demonstrate conduct accordingly.

Students violating this conduct code or demonstrating other disruptive, illegal, or inappropriate behavior may be dismissed from the program at the discretion of the faculty leaders or Broward College administration. Should the offense occur while abroad, the student would be solely responsible for

any and all related travel expenses for their return to the United States. In such an event, students would be ineligible for a refund for any portion of the program.

Refund Policy

Unless Broward College cancels the program before payments for the program have been submitted to travel agents or airlines, the initial program deposit is non-refundable. After the student has been formally accepted to the study abroad program, they will be asked to make regular payments on the program fee until it is paid in full. Tuition refunds for dropped courses will be determined by the [Broward College Policy on Dropped Courses with Refunds, and Course Withdrawals](#). Faculty leaders will provide students with information regarding payment amounts and deadlines for the remainder of the program.

In the event that the student withdraws from the program prior to departure for the host country, the Study Abroad Office may work with faculty leaders, travel agents, providers, and airlines to determine what portion of the program fees, if any, can be refunded. Once the student has departed for the program, a refund will not be issued. If there is a documented medical issue or emergency situation, a written request may be submitted to the Study Abroad Office, which will consider a partial refund on a case-by-case basis.

Time Away

If the faculty-led program permits students to travel to areas outside of destinations designated in the program itinerary, students will be required to complete and submit the *Time Away Form* which MUST be approved by faculty prior to the student departing from the group. Only students with a signed form will be allowed to travel independently, if permitted by their faculty leaders, and must check out with faculty leaders prior to deviating from the group. Students should bear in mind that even though they may not be physically present with the group, the rules and regulations for the study abroad program and the College are still valid during the official program dates, and the student must adhere to those policies. **Please note that independent travel during the official program dates is restricted to travel within the host country ONLY; students are prohibited from traveling outside of the host country.**

Independent Return

Programs are developed such that faculty leaders and students travel as a cohort to and from the study abroad destination. However, as some students may opt to stay in the host country after the program has ended, they may request authorization to do so. In order to request the opportunity to do so, students must submit the *Form for Independent Travel* to faculty leaders **prior to their departure from the United States and before the deadline for submitting student forms and documents**. Students who are approved for independent travel are responsible for paying the program fee in full and assume all costs, fees, risks, and liabilities associated with an independent travel and return. At the end of the study abroad program, students traveling independently must check out with faculty leaders prior to deviating from the group. Students should check to be sure that immigration regulations and visas permit them to stay beyond the duration of the study abroad program before making logistical arrangements.

Vehicle Rentals

Broward College does not permit the rental of vehicles of any nature during the cited faculty-led program travel dates. "Vehicles" include but are not limited to: cars, trucks, motorcycles, motorbikes, ATV's, wave runners, and other motorized vehicles used to transport people or objects from one place to another.

Program Evaluation

All students will complete a program evaluation after the international travel component has been completed. Information provided as part of this evaluation is strictly for informational and reporting purposes only.

For questions or comments regarding the contents of this handbook, please contact the Office of Study Abroad & Global Engagement at #954-201-7709 or abroad@broward.edu. Students should check the program website regularly for the most up-to-date version of this handbook regarding current policies and procedures.