

STUDENT HANDBOOK

STUDY ABROAD POLICIES AND PROCEDURES

Table of Contents

I. INTRODUCTION AND DISCLAIMER	1
II. WHO IS RESPONSIBLE FOR WHAT?	2
III. PROCEDURES FOR STUDY ABROAD PARTICIPATION	3
1. Required Documents	4
A. Application Packet	4
B. Offer of Admission Packet	4
C. Health, Safety and Acknowledgement Packet	5
D. Other Documents	5
2. Post-Admission Communication Procedures	5
3. Registering for Study Abroad	5
4. Financial Matters	6
A. Acceptance Deposit	6
B. Program Fee	6
C. Other Fees Charged by Geneseo	7
D. Mandatory Health Insurance Premium	7
E. Cost of Transportation to and From the Program Site	7
F. Lodging Costs (Board and/or Room)	7
G. Miscellaneous Expenses While Abroad	7
H. Billing Matters	8
I. Payment of Tuition and Fees at Home SUNY Campus	8
J. Financial Aid for Study Abroad	8
K. Time Payment Plan	9
L. Affording Study Abroad	9
M. Settlement of Accounts	9
5. Travel Documents and Vaccinations	9
6. Travel to Host Country	10
7. What to do Upon Arrival Abroad	10
8. Advance Registration From Abroad	10
IV. POLICIES GOVERNING GENESEO STUDY ABROAD	10
1. All Communication Must Be in Writing	10
A. Student Communication	10
B. Office of International Programs Communication	11
2. Policies on Housing Abroad	11
A. Principals	11
B. Housing Terms	11
C. Housing Changes	11
D. Housing Occupants	11
E. Definition of “Accommodations”	12
F. Damage and/or Security Deposits	12
3. Policies on Grades and Grading	12
A. Timing	12
B. Grade Appeals	12
C. Pass/Fail Option	12
D. Incompletes	13
4. Policies on Credits Earned/Awarded	13
A. Transferability of Credits	13
B. Applicability of Credit	13
C. Graduate Credit	13
5. Policies on Transcripts	14

A. Transcripts and Financial Obligations	14
B. Distribution of Transcripts	14
C. Access to Records	14
6. Policy on the Use of Controlled Substances	14
7. Policy on Conduct	15
8. Policies on Refunds	15
A. Non-Refundable	15
B. Sometimes Partially Refundable	15
C. No Refunds After the Start of the Program	15
9. Policy on the Cancellation of Programs	16
A. Pre-Departure Cancellations	16
B. Cancellation of Programs While the Program is in Session	16
10. Policies on Participants' Privacy	16
11. Other Policies	17
A. Commitment to Inclusion and Non-Discrimination	17
B. Deadlines	17
C. Admissions	17
D. On Visits by Family and Friends	18
V. THE EXCELLENT ADVICE SECTION	18
1. Unpredictable Events vs. Genuine Emergencies	18
2. Important Things That Are Too Easily Overlooked	18
A. Do Your Geography Homework	18
B. Read (And Heed) the Advice Contained in Your Passport	19
C. Remember That Things Are Different	19
D. Name a Surrogate	19
E. Buy Additional Insurance (Other than Health Insurance)	19
F. Keep in Touch	20
G. Health and Safety	20
H. Roll With the Punches	21
VI. STUDY ABROAD CHECKLIST	22

I. INTRODUCTION AND DISCLAIMER

The *Policies and Procedures Handbook* contains detailed information about the programs administered by the Office of International Programs at Geneseo. This includes semester/year programs and short programs. It is intended to describe:

- The processes, procedures, and paperwork required for participation in a Geneseo-administered study abroad program.
- The correspondence that must occur between students and the Office of International Programs at Geneseo prior to their departure.
- The way the Office of International Programs performs its role of “administrating campus.”
- Program options, how credits earned in a program will transfer to Geneseo, grade appeal processes, what deadlines mean, and other details about participation.

By accepting an Offer of Admission to a Geneseo Study Abroad Program, you have agreed to abide by the conditions of participation that are set forth and explained in this and all other orientation materials.

We expect you to read this *Handbook*—and all of the other materials you receive from our office—carefully. We encourage you to ask questions about anything that you don’t understand. We also suggest that you make a copy of this *Handbook* to leave with your parents. It also is available on our website: <http://studyabroad.geneseo.edu>.

DISCLAIMER

Geneseo’s Office of International Programs works to ensure that the information in its brochures, advertisements, handbooks, web pages, and other print and non-print materials is accurate as of the time they were produced. However, the Office of International Programs makes no guarantee that costs, fees, rates of exchange, starting dates, ending dates, conditions of housing, content of the academic programs or availability of courses or instruction will remain the same as they are described in its print and non-print materials. Further, the Geneseo Office of International Programs, the State University of New York at Geneseo, and the State University of New York assume no liability for losses caused by changes to or unintentional errors and/or inaccuracies in these materials.

The Office of International Programs at Geneseo would like to acknowledge the late Dr. John Perry from whose work over many years this handbook has evolved.

II. WHO IS RESPONSIBLE FOR WHAT?

While Geneseo makes every effort to ensure the health and safety of students in its study abroad programs, it is important to understand that the College cannot:

- Guarantee or assure the safety of participants or eliminate all risks from the study abroad environments.
- Monitor or control the daily personal decisions, choices, and activities of participants.
- Prevent participants from engaging in illegal, dangerous, or unwise activities.
- Assure that U.S. standards of due process apply in overseas legal proceedings or provide, or pay for, legal representation for participants.
- Assume responsibility for the actions of persons not employed or otherwise engaged by the program sponsor, for events that are not part of the program or that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of the participant to disclose pertinent information.
- Assure that the cultural values and norms of the United States will apply in the host country.

Office of International Programs Responsibilities

- Provide accurate and detailed information about Geneseo, SUNY, and non-SUNY programs.
- Advise students to help them make decisions about applying to specific programs.
- Provide all participants in Geneseo programs with a study abroad handbook informing them of all applicable policies, regulations, and codes of conduct.
- Be in regular contact with host institution or program, as well as other sources in-country and in the U.S. about health, safety, and security issues.
- Collect information regarding medical and professional services available at Geneseo-sponsored programs and as requested from non-Geneseo programs; provide this information for participants and their parents/guardians/families, and assist participants in obtaining the services they may need.
- Provide health and safety training for Geneseo program directors and staff, including guidelines with respect to intervention and referral, which takes into account the nature and location of the study abroad program, and possible limitations inherent in such settings.
- Hire staff and vendors (e.g., tour and transportation companies) that have provided reputable service in the country in which the program takes place.
- Have contingency and crisis response plans.
- Provide basic health, safety, and security information to students and parents, and indicate resources where students and parents can inform themselves further.
- Provide pre-departure orientation to all study abroad students and in-country orientation to students at Geneseo-sponsored programs.
- Consider health, safety, and security issues as well as disciplinary history when evaluating an individual student's application to a particular program.
- Require all study abroad students to have adequate health insurance in accordance with SUNY requirements.
- Respond to expressions of health, safety, and/or security concerns by students, parents, faculty, or staff.
- In cases of serious health problems, injury, or other significant health and safety circumstances, maintain good communication among all program sponsors and others who need to know.
- Provide information for participants and their parents/guardians/families regarding when and where the sponsor's responsibility ends, and the range of aspects of participants' overseas experiences that are beyond the sponsor's control.

Student Responsibilities

- Complete and return all required forms and requests for information by the deadlines given.
- Research the country(ies) you are visiting with particular emphasis on health and safety concerns, social and cultural norms and customs, and political situations.
- Read and carefully consider all materials issued by the Office of International Programs and the host institution that relate to safety, health, legal, environmental, political, cultural, and religious conditions in host countries.
- Consider your physical and mental health, and other personal circumstances when applying for and accepting a place in a program. Make available to the sponsor accurate and complete physical and mental health information and any other personal data necessary in planning a safe and healthy study abroad experience.

- Assume responsibility for all the elements necessary for your personal preparation for the program and participate fully in the orientations.
- Obtain all necessary immunizations, prescriptions, and health teaching for the program abroad.
- Obtain and maintain insurance coverage through the approved SUNY carrier or give proof of an equivalent coverage.
- Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program, abide by the regulations of host institutions, and obey host country laws.
- Inform parents/ guardians/families, and any others who need to know, about your participation in the study abroad program, provide them with emergency contact information, and keep them informed of your whereabouts and activities.
- Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express health or safety concerns to program staff, or other appropriate individuals, before and/or during the program.
- Avoid all illegal drugs and excessive consumption of alcohol.
- Behave in a manner that is respectful of the rights and well being of others, and encourage others to behave in a similar manner.
- Accept responsibility for your own decisions and actions.
- Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.
- Follow the program policies for keeping program staff informed of your whereabouts and well being.
- Understand that in case of serious illness, accident, injury, or significant violation of policies or regulations, the College will inform your parents.

Parent, Guardian, and Family Responsibilities

- Obtain and carefully evaluate participant program materials, and related health and safety information, as provided by the sponsor and other sources.
- Be involved in the decision of the student to enroll in a particular program.
- Discuss, with the student, any of his or her travel plans and activities independent of the study abroad program.
- Discuss safety and behavior issues, insurance needs, and emergency procedures related to living abroad.
- Be responsive to requests from the program sponsor for information regarding the student.
- Keep in touch with the student. But keep in mind that local conditions may prevent the student from responding immediately to you.
- Remember time differences when phoning the student.
- Be aware that some information may be more appropriately provided by the student than by the program.
- Be sensitive to local customs and cultural norms in the host country and the home stay, apartment, or dorm.
- Understand that if you call us about the student, we will contact the program and the student; however, FERPA (Privacy Act) may prohibit us from responding to you directly. For that to happen, the student needs to sign a waiver of his or her FERPA rights with regard to you.

III. PROCEDURES FOR PARTICIPATION

If you are applying to a program not administered by your home campus, you must have your application signed by your home campus Office of International Programs. When you get accepted by a program administered by a campus that is not your home campus, you must give a copy of your acceptance letter to the Office of International Programs at your home campus. All other paperwork should be sent directly to the administering campus. The following procedures are for participating in a Geneseo Study Abroad Program.

3

1. REQUIRED DOCUMENTS

This section describes the paperwork required for participation in a study abroad program.

PLEASE NOTE: Participation in a study abroad program requires that all requested forms and documents are completed and submitted to the Office of International Programs by the appropriate deadlines.

A. APPLICATION PACKET

The SUNY OAP (Overseas Academic Program) Application Packet consists of five parts, and applicants must complete and submit the following forms:

- 1. The Bio-Data Pages.** On these pages you provide personal information necessary for processing your application and, if accepted, for administering your program participation. If any of the information in these pages changes between the time of application and the date of departure, you are required to inform the Office of International Programs in writing.
- 2. The Study Statement.** In this essay, you are asked to describe the relationship between your current course of study and the program to which you are applying. This information enables the Office of International Programs to determine if there is a reasonable relationship between an overseas program's content, what you propose to do in that program, and your chances to benefit from participation in the program.
- 3. The Language Proficiency Form** (required only for programs in which English is NOT the primary language of instruction). This form allows the Office of International Programs to determine if your foreign language preparation is sufficient for participation in a program in which English is not the language of instruction.
- 4. Two Letters of Recommendation.** These letters support your application.
- 5. The Official Transcript(s).** Transcripts are used to verify your academic preparation. Geneseo students do not need an official transcript; we will download one for your application.

All non-Geneseo students in Geneseo's study abroad programs are required to have a complete Application Packet on file with Geneseo and with their home campus's Office of International Education prior to departure.

B. OFFER OF ADMISSION PACKET

This packet constitutes the formal Offer of Admission to the program(s) to which you have applied. This packet consists of the following items:

- 1. Letter of Admission.** This letter offers you a place on the program (or an offer to nominate you for a place at an overseas institution, which must approve the nomination for the admission to be final). It also specifies the conditions and limitations that apply to that Offer of Admission, including the date by which the offer must be accepted.
- 2. Cost Sheet and Payment Schedule (and Estimate of Additional Costs).** This document is the official cost of the program to which you are being admitted. It specifies the program fee that is required for participation. In addition to being the official statement of the program cost, this sheet also contains an estimate of the cost of those items not covered by the payments made to Geneseo. This estimate is included so you can make an informed decision about your ability to afford the program.
- 3. Admission Reply Form.** Must be returned to the Office of International Programs by the date specified with "accept" or "decline" circled. Between the date on the Offer of Admission letter and the date the reply is due, a place in the program is held for you. After the due date, if no acceptance form (and deposit) has been received, that place will be offered to another student. If your acceptance form is received after the due date, you may be given that place, but only if there is space on the program.
- 4. Financial Aid Arrangements Form. (For SUNY Geneseo students only).** Notifies the Office of International Programs that you plan to use financial aid (or other means of payment) to pay for the program. Geneseo students should have the Financial Aid Office complete the "Financial Aid Arrangements" and return it to the Office of International Programs. Non-Geneseo students should use their home campus financial aid forms and submit them to Geneseo's Office of International Programs.
- 5. Other Forms and Information.** Depending on the program, an Offer of Admissions Packet may contain housing selection forms, course selection forms, passport and travel information, health and vaccination advice from the Centers for Disease Control, etc.

C. HEALTH, SAFETY AND ACKNOWLEDGMENT PACKET

All of the items described in this section must be completed and submitted to the Office of International Programs. Your participation in a

program may be canceled if any of these forms indicate a substantial reason to do so, or if all forms are not on file with the Office of International Programs at least 30 days prior to the beginning of the program.

1. Agreement and Release Form (yellow). Documents that you understand and agree to follow the Geneseo study abroad program rules and regulations. This form also can be used to authorize the Office of International Programs to release information about your participation to parents or other designated parties (signatures on this section must be notarized). If you are under the age of 21, your parent or guardian must sign this form.

2. Medical Report Form (green). Documents that you are healthy enough to participate in the program; that is, in “good general health.” The home campus health office may complete it, provided that you have a basic health history on file. There is no need to schedule an appointment with a doctor unless you wish to do so.

Students with disabilities are encouraged to participate in Geneseo's overseas programs; they should, however, discuss their participation with their physician and/or their campus Director of International Education (if from another SUNY or non-SUNY school) and notify the Office of International Programs of any special needs in a “Letter of Accommodation” from their home campus’s Office of Students with Disabilities or the equivalent at least 60 days prior to the start of the program.

3. Permission for Emergency Treatment Form (green). Authorizes medical treatment for you in the event of an emergency, if you are not able to authorize treatment and/or when your next-of-kin cannot be reached to authorize the necessary treatment. This is the only purpose of this form. All items on this form (both top and bottom halves) should be completed. The Office of International Programs keeps a copy and gives you a copy. Keep the bottom half with your passport and give the top half to the program director.

4. Certificate of MMR Inoculation. All students in Geneseo study abroad programs are required to provide a copy of their Measles, Mumps and Rubella [MMR] Certificate of Inoculation to the Office of International Education. This certificate must be obtained directly from your physician.

D. OTHER DOCUMENTS

1. Photocopy of biographic page of your passport. Required for the purchase of group airline tickets. If you do not have a passport already, you should apply for one as soon as possible. Please make sure it is signed.

2. ISIC Application Form. Used to obtain an International Student Identity Card. The form is to be completed and returned to the Office of International Programs with a passport-size photograph.

3. Forms from the Overseas Host Campus. Some of Geneseo’s study abroad programs require students to submit program-specific application forms to the overseas host institution in which they will be enrolled. Among the host institutions that require this procedure are Trinity College Dublin and the University of Canterbury in New Zealand. This is not applicable for most short programs.

All completed host university forms should be sent directly, and only, to Geneseo’s Office of International Programs regardless of what the form may indicate. A copy of the completed form will be kept in the student’s file, marked as received, and the original will be forwarded to the host overseas institution.

2. POST-ADMISSION COMMUNICATION

All official communication from the Office of International Programs, such as materials dealing with specific details about registration, travel, financial concerns, host country data, or housing, will be sent to your campus mailbox during the semester. After the end of the semester, all such materials will be sent to your home address. It is, therefore, imperative that you provide an accurate and up-to-date home address or address where you can be reached prior to departure for the overseas program.

3. REGISTERING FOR STUDY ABROAD

All SUNY students who participate in Geneseo's study abroad programs must be registered at and pay tuition to their home SUNY campus for the academic period during which they will be abroad. (All students pay program fees to the Office of International Programs.) Students from non-Geneseo

SUNY campuses should register for study abroad prior to the end of the semester before they are to go abroad. It is important that you make the necessary arrangements for the payment of tuition for your time abroad. Information on how to register for overseas study should be obtained from the Office of International Education at your home campuses.

Non-SUNY students will be registered at (and must pay tuition and fees to) Geneseo as non-matriculated "Visiting Students." The Office of International Programs will make the appropriate arrangements for visiting students to be registered at Geneseo.

All students should make certain that all their university accounts (e.g., library fines, telephone bills, book store accounts, etc.) at your home campuses are settled before departing for overseas, so that no "holds" will be placed against registration or preregistration for when they return.

4. FINANCIAL MATTERS

By accepting Geneseo's Offer of Admission to a study abroad program, you agree to pay all of the costs of participation in that program, including the costs of orientation, transportation to and from the overseas site, local travel while abroad, room and board abroad, tuition and fees, the tuition differential (if applicable), the acceptance deposit, books and classroom supplies, etc.

Any information about the cost of participating in a Geneseo study abroad program found in brochures, advertisements, Geneseo's website and other print and non-print materials is provided as an estimate of the costs of the program. The actual program fee for which the student is liable is included with the Offer of Admission in the Acceptance Packet.

A. ACCEPTANCE DEPOSIT

All Geneseo study abroad programs require the payment of a program deposit upon acceptance of the Offer of Admission, or, in the case of short programs, at the time of application. This payment guarantees you a place in the program. The deposit is calculated as part of the overall cost estimate for the program. This deposit is refundable only in the event that you decline the offer, are not accepted into the program, or the program is canceled.

By paying a deposit with your acceptance of an Offer of Admission, you are agreeing to participate in the program. Since this initial deposit is almost always non-refundable, you should not accept the Offer of Admission unless you are certain you will be participating. The program deposit is non-refundable because it holds a place for you and therefore removes that place from other potential participants.

If you change your mind about participating, and fail to inform the Office of International Programs in writing at least 30 days prior to the start of the program, you also will be held liable for any additional monies have been spent on arrangements for the program, such as airfares or accommodations, up to the date on which we receive the written notice of withdrawal.

It is very important that you understand the financial implications of the decision to accept the Offer of Admission.

B. PROGRAM FEE

Program fees are fixed and mandatory, whether or not you use, or participate in, all the individual components/services included in a program's fee. Program fees always include the cost of administrative support services at the host institution; they frequently include on-site orientations and field trips, and sometimes include housing or airfare to/from the program site (airfare, typically only in short-term summer programs). The items that are covered by a program fee are specified in the Cost Sheet that is included with the Offer of Admission. All other costs related to participation in a Geneseo study abroad program are the exclusive responsibility of the participant.

C. OTHER FEES CHARGED BY GENESEO

SUNY Geneseo students, and students from non-SUNY college and universities, who are registered at Geneseo for study abroad will be billed for, and must pay, tuition and the College Fee (\$12.50 per semester or program) Students from other SUNY campuses will be billed for (and must pay) tuition and the appropriate fees that their campus requires.

D. MANDATORY HEALTH INSURANCE PREMIUM

SUNY policies require that all students participating in SUNY study abroad programs must have the following minimum health insurance coverage:

1. \$200,000 worth of coverage for hospitalization or treatment for accidents or illness that occur abroad.
2. Coverage for pre-existing conditions that may need treatment while abroad.
3. Provision for medical evacuation in the event that the participant suffers a catastrophic medical event while abroad.
4. Provision for the repatriation of the remains, in the event of the participant's death, while abroad.

There are no exceptions, waivers or exemptions from the requirement. SUNY allows students to waive access to the SUNY policy to avoid the burden of “double coverage”, but all students must have adequate international health insurance. If your current health insurance policy is not comparable, you will be billed for the SUNY-approved policy. SUNY offers international health insurance through a group policy at a reasonable cost. With the SUNY-approved insurance there are no deductibles or co-pays, except for eyeglass prescriptions. We strongly encourage you to purchase SUNY-approved medical insurance.

If your international health insurance policy does not provide for “medical evacuation” or “repatriation of remains,” these must be purchased from the Office of International programs. The cost of coverage for only the medical evacuation and repatriation portions of the coverage listed above is currently \$6.00 per month (or part thereof). Students whose non-SUNY health insurance does not provide for medical evacuation and repatriation will be billed for it. These rates are subject to change.

E. COST OF TRANSPORTATION TO AND FROM THE PROGRAM SITE

Payment for this varies from program to program and is dependent upon the site and the mode of transportation selected. For short-term programs, the cost of international travel may be included in the program fee, but you are responsible for getting to the specified international airport (usually in the NYC area). For semester or academic-year programs, the cost of international air travel is usually the responsibility of the student.

F. LODGING COSTS (BOARD AND/OR ROOM)

For short-term programs, room (and sometimes board) is usually included in the program fee and is arranged by Geneseo. In semester or academic-year programs, the student is responsible for the cost of room and board while abroad. In most cases, the program fee for a summer program includes international transportation to the overseas program site, room, and some meals. The Cost Sheet for each program will specify exactly what is, and is not, included in the program fee for that program.

G. MISCELLANEOUS EXPENSES WHILE ABROAD

This is the hardest category of expenses to anticipate—as it is dependent on your expectations and choices.

The Office of International Programs provides an estimate of the minimum amount you will need for personal expenditures, such as local travel (within the city in which the program is located), meals (not included in the program fee), entertainment, shopping, sightseeing, etc. Students often spend more than this estimate: if you expect to travel extensively, purchase a great deal of clothing, dine out frequently, and/or entertain regularly while you are on a study abroad program, you will quickly discover that your “miscellaneous expenses” are far greater than the estimate that appears on the official Cost Sheet.

H. BILLING MATTERS

You will be billed for tuition and fees by your home campus if you are a non-Geneseo SUNY student or by Geneseo if you are a Geneseo student or a student from a non-SUNY campus. The Cost Sheet included with the Offer of Admission serves as the bill for the program fee.

I. PAYMENT OF TUITION AND FEES

Four-Year SUNY Students. SUNY policies require that four-year SUNY students on SUNY Overseas Academic Programs register with, and be billed for, tuition and fees at their home campus for the period they will be abroad. Unless the program is clearly designated a student exchange program, students also may be required to pay a tuition differential to the administering campus (in the case of Geneseo-administered programs, this payment will be to SUNY Geneseo). This is included in the program fee.

Non-SUNY Students and Two-Year SUNY College Students. Students whose home campus is not a four-year SUNY campus usually take an academic leave of absence from their home campus and are enrolled as visiting students at Geneseo. These students are required to pay tuition to Geneseo. (The Office of International Programs will register visiting students at SUNY Geneseo). Some non-SUNY colleges request that their students pay tuition and/or the program fees directly to the home campus and ask Geneseo to invoice the home campus. Students should check with their institution's Director of International Education to see if this is the case and whether arrangements are in place to have the home campus handle all of your payments to Geneseo, if that is their campus policy.

PLEASE NOTE:

- Failure to register and/or pay tuition and fees or the program fee, before departure, to the overseas site will result in immediate removal from the overseas program. If you do not receive a bill for tuition and fees from your home SUNY campus by 30 days before the start of the study period in which you will be abroad, you are not registered and you should contact your campus's Office of International Education immediately. The only exception is students who are going through financial aid to pay for their program. In these cases, payment of the program is deferred until the financial aid comes in.
- You may pay the program fee to the Geneseo Office of International Programs only by check or by money order (no credit card payments are accepted). SUNY Geneseo tuition may be paid by credit card.
- The administering campus (in this case, Geneseo) always pays tuition to the overseas host institution at which the program is located on behalf of each student. Tuition payments to the overseas host institution are never made directly by the participants.

J. FINANCIAL AID FOR STUDY ABROAD

If you plan to use financial aid to pay for your study abroad program, please check with the Financial Aid Office at your home campus to see whether your financial aid may be used for study abroad as soon as you have made the decision to participate in a study abroad program. Geneseo students should have their Financial Aid Office complete the "Financial Aid Arrangements" form that is included with the Offer of Admission and return it to Geneseo's Office of International Programs. Non-Geneseo students should use their home campus financial aid forms and submit them to Geneseo's Office of International Programs. If you are planning to use financial aid, you must submit a statement from the Student Accounts Officer at your home campus certifying the amount of expected financial aid. If your financial aid does not cover the full program fee, you will be responsible for the difference by the appropriate deadline.

If you anticipate receiving financial aid that will not be received by you and/or your home campus before your payments are due to Geneseo, you must ensure we receive written notice of the source, amount, and the release date of that funding from your home campus' Financial Aid Office. When we receive such notice we will defer payment of those charges until that aid is received. Regardless of any deferment of any payment against the anticipated arrival of financial aid, you remain responsible for the payment of the entire program fee and tuition.

If you are planning to finance all or part of your study abroad with financial aid, you should be aware that:

1. The rules and regulations governing financial aid change frequently and the single best source of information about a participating student's financial aid package is the Office of Financial Aid at the student's home campus.

2. A student in a SUNY study abroad program is, usually, eligible for the same aid package for which the student would be eligible if studying on campus.
3. Usually, the student's home campus, at which the student has been admitted to a degree program, must process that student's financial aid forms.
4. A student must be registered for a minimum of six credits to qualify for financial aid (all of Geneseo's regular semester study abroad programs are 12 to 15 credits, therefore all regular semester participants are enrolled as full-time students).
5. Financial Aid for summer programs may be available. Please check with the Financial Aid Office.

Remember, if you intend to use financial aid (federal or state) to pay for the overseas program, a guarantee of payment must be received by the specified deadline. Failure to abide by this policy may lead to your withdrawal from the program.

K. TIME PAYMENT PLAN

Geneseo allows you to pay the program fee in installments. However, all monies must be paid in full by the deadline specified in the Cost Sheet, unless you have provided official written assurance of financial aid. Failure to abide by this policy may lead to your withdrawal from the program.

L. AFFORDING STUDY ABROAD

If you can “just manage” to afford to participate in a study abroad program, you should not participate in that program. You should find a less costly program or should postpone study abroad until additional savings or financial resources become available. You should always have a “financial cushion” in the resources available for your term abroad. In study abroad, the “unexpected” can occur and usually will have fiscal consequences. You will probably spend more than the estimates of the costs of local travel, entertainment, etc., that appear on the Cost Sheet that you received with your Offer of Admission.

You and your family must determine whether you can afford to participate in a specific program. By accepting our Offer of Admission, you indicate you have the economic resources necessary for participation, including the resources to cover unexpected or unplanned additional expenses.

M. SETTLEMENT OF ACCOUNTS

The Office of International Programs at Geneseo will issue no transcript of grades earned, or any other record (formal or informal) of participation in one of its programs until all financial obligations are met. This includes obligations incurred at the host site (such as overdue rent, library fines, and unpaid telephone bills) as well as unmet obligations to Geneseo or to the student's home campus.

If, 60 days after the conclusion of a study abroad program, there remains an unpaid balance due to Geneseo, it is a requirement of the State of New York debt collection legislation that Geneseo must:

- Assess interest on the unpaid balance, and
- Turn the account over to the Office of the Attorney General of the State of New York for collection.

If sent to the Office of the Attorney General of the State of New York there will be added (as a fee for the collection) an amount equal to, at least, 22% of the unpaid balance (including all interest charges).

5. TRAVEL DOCUMENTS AND VACCINATIONS

Immediately upon admission to a program you should apply for a U.S. passport if you do not have one already. If you do have a passport, check to see if it is valid for at least 6 months beyond the period you will be abroad. If not, renew it immediately. If you have questions about how to obtain a U.S. passport, or other travel documents, consult with the Office of International Programs or the study abroad advisor at your home campus.

It is your responsibility to obtain a passport, required visas (if any) and required inoculations (if any) for entry to the country in which your study abroad program is located. These requirements change frequently, and it is your responsibility to keep informed about them.

We recommend that you consult with your family physician, county health department, and “Traveler’s Health” on the National Center for Infectious Diseases website at <http://www.cdc.gov/travel/> to determine what vaccinations and inoculations are most appropriate and what health precautions need to be followed. You also should read and heed the “Traveler’s Checklist” contained on the National Center for Infectious Diseases website.

6. TRAVEL TO THE HOST COUNTRY

Information on travel arrangements to the host country will be sent to you soon after your acceptance of admission. For short-term programs, the Office of International Programs usually arranges a group flight for travel to the host country. When the number of participants is too small to qualify for a group rate, students must make their own travel arrangements. In the latter case, it is strongly recommended that, whenever possible, you arrange to travel abroad in small groups. If you make your own travel arrangements, you must inform the Office of International Programs of your travel plans (departure and arrival times, name of airline, points of departure and arrival).

In most semester or academic-year programs, the choice of, selection of, and payment for travel to and from the program site are your responsibility. In these cases, the Office of International Programs does not assume liability for costs or damages resulting from whatever travel or transportation arrangements are made by students.

If you withdraw from a program for which we have arranged air travel, cancellation of the airline ticket and/or cancellation of participation on our program may result in a cancellation fee or a non-refund of the ticket from the travel agency. Notification of cancellation must meet the refund policy of the ticket issued.

7. WHAT TO DO UPON ARRIVAL ABROAD

For most semester or academic-year programs, an authorized member of the host institution's staff will be there to meet you. Soon after your arrival at the host campus, there will be an on-site orientation session. For short-term programs, a Geneseo professor will accompany the group and will provide the on-site orientation.

8. ADVANCE REGISTRATION WHILE STUDYING ABROAD

Pre-registration for the semester after you return from overseas is your responsibility. Non-Geneseo students (SUNY and non-SUNY) should check with their home campus about pre-registration procedures for the semester following their participation in an overseas program. If you have not heard from your home campus by registration time for the semester after your return, contact your home campus. Do not wait until you return from abroad to register for classes. To facilitate registration, make sure your college’s Registrar’s office has your home address and an accurate, up-to-date email address.

If Geneseo students have difficulty registering online, for a justifiable reason, the Office of International Programs will help them get registered.

IV. POLICIES GOVERNING GENESEO STUDY ABROAD PROGRAMS

1. ALL COMMUNICATION MUST BE IN WRITING

A. STUDENT COMMUNICATION

The Office of International Programs requires a written record of all details related to your participation in our study abroad programs, such as:

- Acceptance of our Offer of Admission. If you subsequently withdraw from a program, your withdrawal will not be official until we receive notice of the withdrawal in writing.
- A signed request for a copy of your transcript to be sent to you or to another campus.
- Notification of a change of address or telephone number.
- All forms and documents required for your participation in the program. Please note that prior to the start of the program, correspondence with the overseas host institution—housing forms, course selection material, etc.—should be sent to the Office of International Programs at Geneseo. Originals (and only originals) of completed forms are acceptable.

PLEASE NOTE: Facsimile (FAX) communication, as well as email, are regarded as written communication. The FAX number of the Office of International Programs is (585) 245-5032; our email address is studyabroad@geneseo.edu.

B. OFFICE OF INTERNATIONAL PROGRAMS COMMUNICATION

All official information about Geneseo study abroad programs is in writing. Many misunderstandings can be traced to hearsay or outdated materials. Geneseo's Office of International Programs publishes a wide array of written materials describing the study abroad programs it sponsors. These materials describe the programs and conditions of admission and participation at the time that the materials were written and are intended only as a descriptive guide to these programs. These descriptions do not constitute a contract concerning these programs or their elements.

2. POLICIES ON HOUSING ABROAD

Housing arrangements abroad vary from program to program. In some programs, for example, participants live in on-campus housing completely integrated with the host country students. In others, participants live in nearby off-campus housing. Other programs may have arrangements whereby participants live with local families ("home stays") or arrange to assist students in finding and renting apartments, houses, etc. Regardless of the type of housing or the housing options available at the host overseas site, the following conditions are applicable to all Geneseo study abroad programs:

A. PRINCIPALS (RESPONSIBLE PERSONS)

Regardless of whether the cost of housing in a Geneseo overseas academic program is included in the program fee or you pay for housing directly to a landlord or a university, the only principals to any housing arrangements that exist on Geneseo study abroad programs are (a) the participating student and (b) the provider of housing (landlord, host institution, etc.). That is, you are responsible for dealing directly with your landlord (or university housing office) in resolving any problems that might arise during or after your tenancy. If, for example, there is a leaky faucet in your dorm room overseas, you are responsible for making arrangements with your landlord or the housing office of the university for the repairs of the faucet. Geneseo's Office of International Programs does not and will not assume responsibility for arranging for repairs or for reimbursements for damages to your personal property. Geneseo's Office of International Programs is only an "interested third party" to all housing arrangements at overseas program sites. The participant and the landlord are the principals in these and similar arrangements. Nevertheless, please keep us informed of any such difficulties.

B. HOUSING TERMS

When the cost of housing or accommodation at an overseas host institution is included in the program fee, that housing is only for those periods during which classes are in session. During other times (inter-term breaks, mid-semester holidays or other vacations such as Christmas and Easter) — that is, when classes are not in session, the participant must bear the cost of his or her accommodation.

Housing at study abroad program sites is not available prior to the start of the program. If you arrive earlier than the starting date of the program you will be expected to find, and to pay for temporary lodgings until the starting date of the program.

C. HOUSING CHANGES

A participant who wishes to leave the housing provided by the program or the host institution before the program's official end date must apply for, and receive, written permission from the Office of International Programs for any "early departure." Permission to leave the housing provided by the program or the host institution will be granted only for substantive reasons (finding a cheap apartment nearby, or receiving an invitation to move into a friend's apartment are not substantive reasons for moving out of program provided housing). However, even in the event that an "early departure" is authorized, there will be no refund for any "unused" portion of the housing.

D. HOUSING OCCUPANTS

Housing at study abroad program sites (when included in the program fee) is available only for the student. If, with prior written permission from Geneseo's Office of International Programs, you choose to bring, or are accompanied

by, a child (or children), spouses, parents, other relatives, significant others, friends, neighbors and/or acquaintances, you

will be expected to bear the additional costs. In some of the overseas academic programs that the Office of International Programs administers, it is simply not possible for participants to be accompanied by non-participants; when it is possible, permission must be sought and granted to bring non-participants to the program at least 60 days prior to the start of the program.

E. DEFINITION OF “ACCOMMODATIONS” AND “HOUSING”

When we use the term “accommodations” or “housing,” we mean only “housing.” At many American colleges and universities, housing may sometimes include amenities such as internet access, telephone connection, and cable TV connection. While the availability of such amenities varies widely among our partner host universities overseas, the cost of such amenities is, when it is in addition to the basic cost of the rental of the housing, never included in the program fee and must be borne by you.

F. DAMAGE AND/OR SECURITY DEPOSITS

At many overseas campuses, students are required to pay a deposit to cover the cost of any damage that occurs during the participant’s tenancy. Except in extraordinary circumstances, such damage or security deposits are your responsibility.

3. POLICIES ON GRADES AND GRADING

A. TIMING

Grading policies vary from program to program. In most instances, the grading policies of a program overseas are the same as the grading policies of the U.S. campus that administers the program. However, there is one major difference between grades earned at home and grades that are earned abroad: your grades from abroad will likely be late!

Overseas programs operate on the calendar of the host institution abroad. Sometimes that meshes well with Geneseo's, but often it does not. Even when the calendars are identical, your grades must be mailed from overseas to Geneseo's Office of International Programs and then entered on a transcript supplement, which then is sent to you and your home campus's Office of International Education or Registrar’s Office.

B. GRADE APPEALS

The Office of International Programs reports the grades sent by the registrar of the host institution, except in the case of Geneseo-administered short programs. Appeals of grades are based on the regulations of the overseas host institution concerning grade appeals. At many overseas institutions, students are occasionally allowed to re-sit examinations by means of an oral exam; at others, take-home exams are offered.

In all instances of appeals of grades earned in study abroad programs administered by the Office of International Programs at Geneseo, the student bears the responsibility of substantiating the basis for a grade appeal.

As a general rule, there are only two reasons for changing a grade on an appeal:

1. The original grade was awarded unfairly, and this “unfairness” can, and has, been demonstrated to the satisfaction of the authorities at the host institution.
2. The original grade was awarded as the result of an error.

If you wish to appeal a grade, you should try to begin the appeal process before leaving the host site. Only after all remedies at the overseas host institution have been exhausted will the appeal move from the Office of International Programs to the Office of the Dean of the College or to the Office of the Provost. This phase of the appeal process conforms to the normal grade appeals policies of SUNY Geneseo.

C. PASS/FAIL OPTION

SUNY Geneseo does not accept credits earned on a Pass/Fail basis. If a non-Geneseo student intends to take a course overseas on a Pass/Fail basis, that student must submit to Geneseo's Office of International Programs a written statement approving that arrangement from an appropriate academic officer at the student’s home campus prior to the

start of the program. Arrangements for such a Pass/Fail option must be made prior to the start of the program; participants will not be allowed to change to a Pass/Fail option during the course of the program—even if the host campus overseas permits such a change.

D. INCOMPLETES

Students participating on study abroad programs administered by Geneseo are not permitted to take an Incomplete in any of the courses in which they are enrolled at the overseas host campus.

4. POLICIES ON CREDITS EARNED / AWARDED

A. TRANSFERABILITY OF CREDITS

The credits earned in Geneseo study abroad programs are awarded by SUNY Geneseo. Geneseo is a comprehensive college of the State University of New York system. Geneseo is accredited by the Board of Regents of the University of the State of New York and by the Commission on Higher Education, Middle States Association of Colleges and Schools (CHE/MSA).

Geneseo Students. The grades Geneseo students earn during their semester/year abroad program do not count in the GPA (non-Geneseo participants should ask the registrar at their home campus for the policy at that campus); the grades however, are shown on your transcript supplement. For short-term, Geneseo-administered programs, grades are counted into the GPA for Geneseo students.

SUNY Students. Credits earned on a Geneseo study abroad program will usually be treated as “transfer credit” by a student’s home campus.

Non-SUNY Students. For non-SUNY students, transfer of credits is governed by the policies of their home institution. Some institutions count grades earned into the GPA; others do not.

B. APPLICABILITY OF CREDIT

SUNY students should be aware that:

- The credits earned on a SUNY study abroad program will always count toward the total number of credits needed to graduate from a SUNY college or university center.
- The credits earned as a participant in a SUNY study abroad program will usually be counted as meeting the SUNY campus residency requirement (typically, you must earn 24 of the last 30 hours of your degree at the campus that awards the degree).

If you intend to use specific courses taken abroad to fulfill requirements in your major, you must consult with your academic adviser or your major department and receive prior approval from that department. Geneseo students must complete a Course Approval Form prior to participation in overseas semester or academic-year programs. Non-Geneseo students should check with their home campus for similar prior approval.

C. GRADUATE CREDIT

Although Geneseo does not offer study abroad programs specifically designed for graduate study, it is possible to earn graduate-level credit. If the department in which the graduate student is matriculated agrees to accept the credits earned in a Geneseo study abroad program toward the graduate degree, arrangements may be made to enroll the student in appropriate courses. Usually, graduate programs allow no more than six credits towards a Master’s degree to be earned outside the department

awarding the degree. Decisions on accepting students into short-term programs for graduate credit are at the sole discretion of the program director.

5. POLICIES ON TRANSCRIPTS

A. TRANSCRIPTS AND FINANCIAL OBLIGATIONS

The Office of International Programs will not issue a transcript of grades earned in a study abroad program until all financial obligations incurred by a student are met. This includes obligations incurred at the host site (overdue rent, library fines, unpaid telephone bills, etc.) as well as financial obligations to Geneseo.

B. DISTRIBUTION OF TRANSCRIPTS

After the conclusion of the program, a report of your grades will be prepared by the overseas partner institution. This report will normally indicate:

- The course(s) you took abroad
- The number of credits earned for each course
- The grade you received in each course

Upon receipt of the transcript, the Office of International Programs will prepare a transcript supplement that translated the grades into the U.S. equivalent. The transcript supplement is sent to the registrar at your home campus. If SUNY students need additional copies of the transcript supplement, they should request them from the registrar at their home campus. Non-SUNY students should request copies from the Office of International Programs at Geneseo.

If you wish to have additional copies of your transcript supplement sent to graduate or professional schools, Geneseo's Office of International Programs will send up to five copies of that transcript supplement per your written instructions, for no charge. For official copies of your complete Geneseo transcript, including the transcript supplement, you must contact the Registrar.

IMPORTANT NOTE FOR GENESEO STUDENTS: The Registrar's Office transfers the course title and credits earned in a Geneseo study abroad program to the regular Geneseo transcript.

C. ACCESS TO RECORDS

After the conclusion of the Geneseo study abroad program in which you were enrolled, the Office of International Programs will maintain a permanent record of your participation; this record will normally consist of a copy of the transcript supplement, parts of your basic application form, and other relevant documents. The Office of International Programs will allow only the student to have access to these records. Former study abroad students may examine their files in person at the Office of International Programs at Geneseo any time during regular business hours, as long as they have given the office a minimum of 24 hours notice.

Former students will not be permitted to photocopy any of the contents of their files and will be permitted to examine their files only in the presence of a member of the staff of the Geneseo Office of International Programs.

6. POLICY ON THE USE OF CONTROLLED SUBSTANCES

The possession, use or sale of controlled substances (including marijuana), are all criminal offenses overseas. Drug laws are severe and rigorously enforced overseas. You are urged to read and heed the information on the U.S. State Department website regarding drug laws overseas. Specifically, our policy is: violation of the host country's laws on drugs will result in termination of your participation in your study abroad program. The best advice that we have seen on buying, using, or having anything at all to do with illegal drugs while abroad is contained in four sentences in a *Frommer's Guidebook to Acapulco*:

To be blunt, don't use or possess illegal drugs in Mexico. Mexican officials have no tolerance for drug users, and jail is their solution, with very little hope of getting out until the sentence (usually a long one) is completed or heavy fines or bribes are paid. Remember—in Mexico the legal system assumes you are guilty until proven innocent. (Important note: It isn't uncommon to be befriended by a fellow user, only to be turned in by the 'friend'—he's collected a bounty for turning you in.)

Although this advice is specifically written about Mexico, please regard it as applicable and appropriate to all nations in which Geneseo offers study abroad programs. In addition to the trouble in which you will find yourself

with the legal authorities, the use of illegal drugs while a participant in a Geneseo study abroad program may also result in the immediate termination of your participation in the program by Geneseo's Office of International Programs.

7. POLICY ON CONDUCT

We have an obligation to maintain good relationships with our overseas partners and your behavior is seen in that context. While you are overseas, you are an unofficial ambassador for SUNY Geneseo and the United States. On study abroad programs, misconduct is defined as behavior that jeopardizes the student's health, safety, or welfare; the health, safety or welfare of fellow students; the welfare of the program; or conduct that openly flouts the laws and/or morals of the community and/or the society in which the program is offered and in which the student is living. Most American colleges and universities—and all SUNY campuses – have “codes of conduct” that students are required to follow. Students on study abroad programs must continue to observe these codes of conduct while they are abroad.

The Office of International Programs will terminate a student's participation on the recommendation of the program's director, or responsible overseas partner official, if there is sound evidence of misconduct. In such cases, no refunds will be made and the student will be responsible for all expenses incurred in returning to the United States.

Participation in a Geneseo study abroad program is a privilege, not a right. In order to retain this privilege, a student will be expected to exhibit a high degree of courtesy and politeness in interactions with fellow students, faculty and administrators at the host institution, and the citizens and residents of the host country throughout the program. A failure to maintain such a standard of behavior could result in the participant's removal from the program.

It is important to remember that we (and you) are guests at the host institution. Bad behavior by students damages Geneseo's reputation at that institution and can threaten the program's continuance. We do not want to lose access to a host institution because of the behavior of a few ill-mannered students.

8. POLICIES ON REFUNDS

Participants should understand that when they accept an Offer of Admission to a Geneseo study abroad program they obligate themselves to pay for the cost of their participation in that program. If, subsequent to that acceptance, a participant elects to withdraw from that program, the student can still expect to be billed for all or some of the costs of that participation, depending on the punctuality of the notice of that withdrawal.

A. NON-REFUNDABLE

The program deposit is non-refundable unless you decline the offer of admission or the program is canceled. If you have a medical emergency we will refund money that has not been spent, if possible.

B. SOMETIMES PARTIALLY REFUNDABLE

The following payments are sometimes partially refundable if the Office of International Programs is notified in writing at least 30 days prior to the starting date of the program:

- Tuition
- Tuition differential
- Health insurance premium
- Other program payments for short-term programs (air flight, accommodation, etc.) where applicable

The amount of any refund depends upon the punctuality of the notification, in writing, of the withdrawal from a program and the ability of the Office of International Programs to recover the payments it has already made on the student's behalf.

For those programs in which the cost of housing is part of the program fee, specifically short-term programs of less than 5 weeks, a participant's withdrawal with fewer than 30 days notice will result in no refund.

C. NO REFUNDS AFTER THE START OF A PROGRAM

After the start of a program, no refunds of any kind will be made.

9. POLICY ON THE CANCELLATION OF PROGRAMS

A. PRE-DEPARTURE CANCELLATIONS

The Office of International Programs at Geneseo reserves the right to cancel a program at any time for the following (or other) reasons:

- Insufficient enrollment.
- Advice from the U.S. Department of State that it is unsafe for U.S. citizens and nationals of other countries to be in the host site or that U.S. citizens and nationals of other countries are not advised to travel or reside in a host site.
- The inability of the host institution to provide for, or support, the program adequately.

If the Geneseo Office of International Programs cancels a program, all payments that have been made to Geneseo will be refunded; however, the extent of Geneseo's liability in this case is limited to only the amount of the payments that have been already remitted to Geneseo by the students.

B. CANCELLATION OF PROGRAMS WHILE PROGRAM IS IN SESSION

The countries in which Geneseo's Office of International Programs sponsors study abroad programs are chosen for, among other things, their political stability. Therefore, it is our expectation that, during the course of a Geneseo study abroad program, events that occur in those countries (elections, strikes, demonstrations, etc.) will not require the cancellation of that program. However, in the unlikely event that during the course of a program we do receive advice from the U.S. Department of State that it is unsafe for U.S. citizens and nationals of other countries to be at that location we will:

- Cancel that program.
- Require participants to return (at their own expense) to the U.S. (this is one of the reasons that we require participants to purchase round trip tickets and strongly recommend purchasing repatriation insurance).

As in the case of a pre-departure cancellation, in the event of the cancellation of a program after the program has begun, the extent of

Geneseo's liability is limited to only the amount of the payments that have been remitted to Geneseo by the participant and is recoverable by Geneseo from the host institution.

10. POLICIES ON STUDENT PRIVACY

The privacy of the student on a Geneseo study abroad program is guaranteed by U.S. Federal law ("The Family Educational Right to Privacy Act of 1977" or FERPA). It is the policy of the Office of International Programs never to discuss or release confidential information about you or your participation in our programs without your explicit permission in writing. This includes parents (custodial and noncustodial, alike), spouses (estranged or otherwise), children, aunts, uncles, cousins, other relatives, best friends, former (or current) roommates, members of the media, etc.

The Office of International Programs regards the following information as confidential:

- Courses and grades (at home or abroad).
- Addresses and telephone numbers (at home or abroad).
- Circumstances of housing and placements (academic or otherwise).
- Participation in extracurricular activities.
- Dates or itineraries of field trips, excursions or vacations.
- Participant's activities and/or travel outside of the program.

It is important that this policy be clearly understood by a student's family and friends: the Office of International Programs will not respond to any inquiries about the student made by members of a student's family unless the student has authorized us to release that information by signing the "Study Abroad Office Permission for Access" form.

The Office of International Programs at Geneseo will, however, release information about your participation in study abroad to appropriate offices at your home campus. The application process contains an implicit permission to do this and

your acceptance of our Offer of Admission to the program constitutes an explicit permission to report such information as your grades and other reports of your participation to the Registrar, the Office of International Education, the chair of your major department, and other appropriate offices at your home campus. Reports of your participation, release or transfer of information or documents relating to your participation to other individuals, agencies, organizations or institutions require your explicit permission in writing.

11. OTHER POLICIES

A. COMMITMENT TO INCLUSION AND NON-DISCRIMINATION

Geneseo is committed to an inclusive approach to all it does. The State University of New York and the College at Geneseo actively seek to provide an inclusive, non-discriminatory environment for students, faculty, and other employees. The Geneseo Office of International Programs specifically encourages participation in its programs by all qualified individuals.

Geneseo does not discriminate on the basis of age, color, creed, disability, marital status, national origin, race, sex, sexual orientation, or veteran status. Nor does the College condone or tolerate harassment of any sort in the operation of its study abroad programs at home or in the academic setting of its programs overseas.

Geneseo actively supports equal opportunities for all persons, and takes affirmative action to see that both the total student and employee populations, at the College, enjoy access to all programs and equal opportunities in all activities. The Office of International Programs enthusiastically endorses College policy.

B. DEADLINES

The Office of International Programs establishes deadlines to insure that events (pre-departure and program-related) happen in a timely manner. Usually these deadlines have financial implications (for example, the date by which airline tickets must be paid for, or the date by which a student must notify the Office of International Programs of a withdrawal from a program). Sometimes deadlines are established to enable the program to function efficiently (i.e., a deadline for notification about participation in a field trip). All deadlines set by the Office of International Programs apply equally to all students unless the Office of International Programs has waived that deadline in writing.

C. ADMISSIONS

1. *There is no guarantee of admission.* Admission to a Geneseo study abroad program is not guaranteed to all applicants who meet the basic admissions criteria. Applicants who meet the admissions criteria can usually expect to be offered a place on the program to which they have applied. However, because most of our programs have enrollment limits, certain restrictions and order of preferences apply:

- Preference is usually given to the “better prepared” applicant. If a program’s admissions criteria requires a minimum of “two semesters of college level work in Spanish,” and there are two candidates for one place on that program, the applicant with three semesters of college level work in Spanish may receive preference.
- Certain programs are designated as giving preference to Geneseo students. In such cases qualified Geneseo applicants will be given preference over non-Geneseo students.

The Office of International Programs at Geneseo has final responsibility for the admission process for Geneseo study abroad programs and its decisions are final. These decisions are made in conjunction with the faculty and/or host institutions. All application forms (and all supporting documentation), upon their receipt, become the property of the Office of International Programs.

3. *Admission to a Geneseo study abroad program is not open-ended.* An Offer of Admission is always to a specific program in a specific semester, term, session or year, and does not automatically “carry over” to a subsequent semester or term if a student is unable to participate in a program in the semester to which the student has been admitted (for whatever reason). Unless specific exemption is given in writing, a student who has declined an offer of admission or withdrawn from participation must re-apply for admission to that program in a subsequent semester.

3. *Admission to a Geneseo Semester/Year study abroad program is conditional on Geneseo's ability to place an admitted candidate in an appropriate selection of courses.* Students are offered admission to a Geneseo study abroad

program on the condition that they can be placed in an appropriate group of courses at the host university. If, however, during the process of selecting courses, an appropriate schedule of classes cannot be found (or there are other reasons that prevent the student from completing the process of selecting courses), Geneseo's Offer of Admission may be withdrawn and, if applicable, the acceptance deposit and other fees paid may be refunded.

D. ON VISITS BY FAMILY AND FRIENDS

The Office of International Programs encourages your friends and family to visit at the overseas program site. However, those visits should be scheduled and arranged in such a way that they do not interfere with your ability to participate fully in all aspects of the program – both optional and required. Participation in a Geneseo-administered study abroad program requires your full-time commitment. If you want to travel with visiting friends or family members, make sure that those arrangements are made in such a way that they do not conflict with the program's schedule of events. They may be on vacation but you are not!

V. THE EXCELLENT ADVICE SECTION

1. UNPREDICTABLE EVENTS vs. GENUINE EMERGENCIES

The safety of participants on Geneseo study abroad programs is of paramount importance. Any circumstance that endangers your life or health is an emergency, and you can expect to receive whatever assistance is possible from the Office of International Programs. In the event of an emergency, you should not hesitate to call the Office of International Programs. Genuine emergencies are very unusual, but in study abroad, unpredictable events are quite common. Some examples of unpredictable events include:

- Courses that are listed in the host institution's catalog (if a unified catalog exists) sometimes are canceled or end up being offered at times other than the times that were advertised.
- Airlines that over-book flights, "bump" passengers who hold confirmed reservations, or raise fares.
- Students, staff (and sometimes faculty!) at overseas educational institutions occasionally go on strike.
- Starting dates get changed (and sometimes at the last minute, or at least at a point at which it may be too late to change flight arrangements).
- The housing option you expected (and/or asked for) occasionally is not available and you are offered another (and perhaps apparently less acceptable) housing situation.
- The U.S. dollar goes "up" or "down."

Some examples of emergencies include:

- Natural disasters—floods, fires, hurricanes, earthquakes.
- Political disasters—revolutions, elections, coups, etc.
- Serious accidents, illnesses, crimes that significantly impair your ability to participate in the program.

A student who intends to study abroad must be prepared to be flexible in the face of unpredictable events. But, the Geneseo Office of International Programs will do all it can to help you cope with these events.

The Office of International Programs will deal only and directly with you, however, in the resolution of whatever difficulties you may encounter in coping with the unpredictable. An interested third party frequently does not fully understand or cannot adequately explain the exact nature of a problem and hinders the speedy and effective resolution to the problem.

2. IMPORTANT THINGS THAT ARE TOO EASILY OVERLOOKED

A. DO YOUR GEOGRAPHY HOMEWORK

Before you depart for your study abroad program site, do some basic research about the place(s) where you will be going. A good place to start is among the web sites listed on the Geneseo study abroad web site under "Useful Information." Visit a bookstore, go to the "travel" section, and find a current guide book on the place you will be

going. Go to the library and find at least one non-fiction work about the city, the region, or the nation (but preferably the city) in which you will be living while abroad.

B. READ (AND HEED) THE ADVICE CONTAINED IN YOUR U.S. PASSPORT

The front pages of your passport contain important information and tips for travelers that you should read prior to traveling abroad. The “Top 10 Tips for Traveling Abroad” issued by the U.S. Department of State also are useful:

1. Make sure you have a signed, valid passport and visas, if required. Also, before you go, fill in the emergency information page of your passport!
2. Read the Consular Information Sheets (and Public Announcements or Travel Warnings, if applicable) for the countries you plan to visit.
3. Familiarize yourself with local laws and customs of the countries to which you are traveling. Remember, the U.S. Constitution does not follow you! While in a foreign country, you are subject to its laws.
4. Make 2 copies of your passport identification page. This will facilitate replacement if your passport is lost or stolen. Leave one copy at home with friends or relatives. Carry the other with you in a separate place from your passport.
5. Leave a copy of your itinerary with family or friends at home so that you can be contacted in case of an emergency.
6. Do not leave your luggage unattended in public areas. Do not accept packages from strangers.
7. Prior to your departure, you should register with the nearest U.S. embassy or consulate through the State Department’s travel registration website (<https://travelregistration.state.gov/ibrs/>). Registration will make your presence and whereabouts known in case it is necessary to contact you in an emergency. In accordance with the Privacy Act, information on your welfare and whereabouts may not be released without your express authorization. Remember to leave a detailed itinerary and the numbers or copies of your passport or other citizenship documents with a friend or relative in the United States.
8. To avoid being a target of crime, try not to wear conspicuous clothing and expensive jewelry and do not carry excessive amounts of money or unnecessary credit cards.
9. In order to avoid violating local laws, deal only with authorized agents when you exchange money or purchase art or antiques.
10. If you get into trouble, contact the nearest U.S. embassy.

C. REMEMBER THAT THINGS ARE DIFFERENT

Every semester, in every group, on the end-of-term evaluation questionnaire there is at least someone who says “I was never told that the [plumbing, newspapers, furniture, food, weather, electrical appliances, television shows, etc.] were going to be so different.” Consider this notice sufficient warning: Everything [this includes toilet paper, shoe sizes, light switches, radio stations, and the weather] is going to be different overseas; but that’s one of the reasons that you are studying abroad in the first place!

D. NAME A SURROGATE

While you are away, someone is going to have to look after your affairs—financial affairs primarily, but you will need help in other areas, as well. In your absence, you may still be getting bills that will need to be paid and if you want to vote in an election, you will need to be sure that someone gets the absentee ballot forms for you. Before you depart, you should formally name someone (probably a parent or other member of your immediate family) to act on your behalf in legal and financial matters while you are gone. It would be a good idea to give this person your “Power of Attorney.” You should discuss what things might need to be looked after in your absence (car payments!) and how those things are to be handled.

E. INSURANCE (OTHER THAN HEALTH INSURANCE)

All students on Geneseo’s study abroad programs *must* be covered by international health insurance policy. Among the other types of insurance available you may consider are:

- **Travel Insurance.** This is insurance that will reimburse you for whatever losses you might suffer in the event that your flight is canceled or the airline or travel agency goes out of business without refunding the money you have paid toward that cancelled flight.

- **Liability/Property Insurance.** This type of insurance will reimburse you (minus the amount of the deductible) for losses sustained in the event that your room is burglarized, or you lose a valuable possession in a natural disaster or a catastrophic event while you are overseas. But before you consider purchasing this type of insurance, find out if your family’s property insurance provides this coverage.

We recommend that all participants have some type of liability/property insurance coverage. It will minimize the financial impact of any loss of property that you might suffer while abroad. It is, however, our even stronger recommendation that you not bring expensive things--like fine jewelry, musical instruments and electronic equipment abroad with you.

F. KEEP IN TOUCH

While you are overseas, it may be difficult for your family and friends to contact you. Your friends and members of your family need to understand this and you must make arrangements to stay in contact with the people you have left behind.

- Tell your family you will phone home when you are settled in. Do not promise to phone as soon as the plane has landed!
- Make sure you have a phone that can make international calls or an international calling card.
- Plan to maintain regular communication; for some, this will be a brief weekly phone call; for others, it will be a post card every other month.
- Establish how you can be reached quickly in an emergency and how you can reach your loved ones in an emergency.
- When traveling away from the program site, leave a reasonably detailed (names, dates, addresses, phone numbers) itinerary of your trip with someone at the program site. Before you depart, tell your loved ones who has this itinerary. If you go missing, we need to know where to look for you!

G. HEALTH AND SAFETY

Remember that you will be as healthy and safe as the choices you make:

- Obey all host country laws and host institution rules and regulations.
- Behave in a way that respects local customs.
- Be aware of cultural differences regarding gender roles and behavior.
- Do not overindulge in alcohol or take illegal drugs.
- Make sure you have an adequate supply of any necessary medications and a note from your doctor to authorize your possession of them.
- If you wear glasses or contacts, take an extra pair, as well as a prescription for replacements.
- Understand your insurance policies and put a copy of the contact information in a safe place.
- Learn how to obtain emergency legal or health services in your host location.
- Never hitchhike, not under any circumstances, no matter what anybody tells you.
- Do not walk alone late at night.
- Depending on your location, do not drink water that hasn't been boiled, eat raw fruits and vegetables, or eat street food.
- Do not dress in ways that attract attention and may make you a target.
- Carry important documents on your person securely (not in a fanny pack or shoulder bag).
- Carry a list of standard and emergency phone numbers and email addresses with you at all times.
- Look out for your fellow travelers.

H. ROLL WITH THE PUNCHES

Travel, by its very nature, is fraught with uncertainty. Too many of its aspects are sufficiently beyond the control of human agency for it to be entirely predictable:

20

- Weather often delays connecting flights
- Equipment occasionally malfunctions
- Luggage sometimes is misrouted
- Reservations get lost
- Something or someone "screws up"

Whatever can go wrong, usually will – count on it.

That's Murphy's Law.

***NEVERTHELESS, PLAN ON HAVING A REALLY GREAT TIME, AND
ENJOY EVERY MINUTE OF YOUR STUDY ABROAD EXPERIENCE!***

VI. STUDY ABROAD CHECKLIST

Please make a copy of this checklist and leave the copy and all relevant information with whoever will be handling your affairs while you are abroad (i.e. your parent or a “surrogate”).

- Read the *Student Study Abroad Policies and Procedures Handbook*

- Returned Admission Reply Form
- Paid acceptance deposit (Date _____; Check No. _____)

Required Documents

- Application for ISIC (ID Card) with photocopy of student ID card to Office of International Programs (OIP) (Date _____)
- Medical Report Form and Agreement and Release Form (green form) (Date: _____)
- Access, Agreement of Understanding and Parental Consent (gold form) (Date: _____)

Financial Aid (indicate which forms were filed with whom and the dates of filing)

Form: _____ Date submitted: _____

Form: _____ Date submitted: _____

Form: _____ Date submitted: _____

If non-Geneseo student, statement from home campus financial aid officer sent to Geneseo

- Sent Financial Aid Arrangements Form to Geneseo’s OIP (Date: _____)

Other Arrangements

- Obtained passport (and visa, if necessary); checked passport is valid at least six months after return; made copies, and left one copy home.
- Completed and returned to Geneseo’s OIP program-specific forms (i.e. housing, group flight)
- Form: _____ Date submitted: _____
- Form: _____ Date submitted: _____
- Registered at home campus for the appropriate course (Geneseo is the “home campus” for Visiting Student participants) (Date: _____)
- If Geneseo student on a semester/year program, submitted completed Course Approval Form (green) to Geneseo’s OIP (Date: _____)
- If non-SUNY or if SUNY 2-year college student, submitted to Geneseo’s OIP the Visiting Student form (Date: _____)
- Paid tuition and fees to home SUNY campus (Date: _____)
- Paid Program Fee and Mandatory Health Insurance Premium to Geneseo’s OIP (Date(s) _____)
- Made travel arrangements (list both departure and return information here)

Departure: Date/Time Airline/Flight #

Return: Date/Time Airline/Flight #