STUDENT HANDBOOK

STUDY ABROAD/AWAY POLICIES AND PROCEDURES For HOST INSTITUTION PROGRAMS

Rev. 1/14

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I. INTRODUCTION AND DISCLAIMER

This handbook contains information about programs administered by the Study Abroad Office at Geneseo.

By accepting an Offer of Admission to a SUNY Geneseo Study Abroad/Away Program, you agree to abide by the conditions of participation in this handbook and other orientation materials.

We expect you to read this carefully and encourage you to ask questions about anything that you don't understand. We also suggest that you share this information with your parents, guardians, and relatives.

DISCLAIMER

Geneseo's Study Abroad Office 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 Study Abroad Office 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 Study Abroad Office, 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.

II. WHO IS RESPONSIBLE FOR WHAT?

Geneseo makes every effort to ensure the health and safety of students in its study abroad programs; however, the Study Abroad Office **cannot**:

- Guarantee the safety of students or eliminate all risks from the study abroad environments.
- Monitor or control the daily personal decisions, choices, and activities of students.
- Prevent students from engaging in illegal, dangerous, or unwise activities.
- Ensure 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 student to disclose pertinent information.
- Assure that the cultural values and norms of the United States will apply in the host country.

Geneseo Study Abroad Office Responsibilities

- Provide accurate and detailed information about programs.
- Help students make decisions about applying to specific programs.
- Provide a handbook that covers study abroad policies, regulations, and codes of conduct.
- Provide pre-departure orientations.

- Monitor health, safety, and security issues for locations in which Geneseo maintains programs.
- Maintain contingency and crisis response plans.
- Provide basic health, safety, and security information to students and parents, and indicate resources where students and parents can get more information.
- Respond to 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, facilitate treatment and maintain good communication among those who need to know.
- Maintain regular contact with host institutions.
- Process transcripts from host institutions in a timely manner.

Student Responsibilities

- Read materials issued by the Study Abroad Office and complete and submit all required forms by the specified deadlines.
- Research the country(ies) to be visited.
- Consider physical and mental health, and other personal circumstances when applying for and accepting a place in a program.
- Obtain all necessary immunizations and prescriptions.
- Obtain necessary health insurance coverage.
- Understand and comply with the terms of participation, codes of conduct, emergency procedures, and 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. Promptly express health or safety concerns to program staff at the host institution or to the Study Abroad Office.
- Avoid all illegal drugs and excessive consumption of alcohol.
- Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.
- Follow the 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.
- 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.
- Be an active and engaged participant in all academic and course activities associated with the program, within reason and barring any illness, injury, etc."

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.

- 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.
- 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.
- Understand that if you call the Study Abroad Office about the student, we will contact the program and the student; however, the Family Educational Rights and Privacy Act (FERPA), the federal privacy act, may prohibit us responding to you directly. For that to happen, the student needs to sign a waiver of her or his FERPA rights, which is included in the online applicaiton.

III. HOW TO APPLY

Geneseo students may not apply to a semester program at a host institution until they have completed a full semester at Geneseo. Students from other colleges or universities must have completed a full semester at their home institutions before they apply.

Application to Geneseo Semester/Academic Year or host-institution programs is through the Horizons On-line Application System. There is a link to the application for each program from the program description page on the Study Abroad website.

Follow the directions to log into the online system. Once you have logged in, you will need to fill out the following forms:

- Pre-Acceptance Forms
  - Program Selection
  - Personal Statement
  - Disclosures (FERPA release)
  - Additional Academic Background Information
  - Additional Requirements (Agreement to pay application fee; agreement to submit judicial review form; agreement to submit official transcripts, if necessary)
  - Passport information

Once your application is complete, you must pay the $20 application fee in order to submit your application online. Once that is done, your application status will be listed as "Pending," ready for review by the Study Abroad Office. Once you have been offered a place on to the program, you will be prompted to submit an Admission Reply Form to confirm your acceptance of the offer of admission and pay the deposit. Then you will need to fill out the following Post Acceptance Forms:

- Emergency Contacts
- Financial Information
- SUNY Agreement and Release (Sections A-F)

- Student Health Information

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. As a general rule, applicants who meet the admissions criteria can usually expect to be offered a place on the program to which they have applied. However, if there are a more applicants than places in a particular program, certain restrictions and order of preferences apply:

- Preference usually is given to the "better prepared" applicant. For example, if a program's admissions criteria requires a minimum of "two semesters of college level work in Spanish," and there are two candidates for a single place on that program, the applicant with two semesters of college level work in Spanish usually will receive preference.
- Preference usually is given to the "more timely" applicant. If there are two equally qualified candidates for one place on a program, the candidate whose application was received first usually will be given 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.
- You must be in good academic standing and not on academic or disciplinary probation in order to participate in a SUNY study abroad program. If you have a cumulative GPA of less than 2.0 or if your grades in the semester before your study abroad program drop below a 2.0, you will not be able to participate. For some host institutions, the GPA requirement is higher, often a 3.0.
- Certain programs are designated as giving preference to certain majors or programs of study.
- Preference may be given based on class standing.

For Semester/Academic Year and host-institution programs, the Study Abroad admission is conditional upon acceptance from the host institution. Final admission decisions come from the host institution itself.

Upon your admission to a Semester/Academic Year or host-institution program by the Geneseo Study Abroad Office, you will be provided with instructions for completing any supplemental applications or supporting documents required by the host-institution. In the event that your application is declined admission at the host-institution, you will be refunded your acceptance deposit. In most cases, the host-institution will accept students who have been "nominated" by their partner institutions, provided the students meet their acceptance criteria and submit all required documents. In the rare case that your application is declined by the host-institution, a Geneseo Study Abroad Advisor will discuss other study abroad options with you.

All application forms (and all supporting documentation), upon their receipt, become the property of the Study Abroad Office.

Admission to a Geneseo study abroad program is not open-ended. An Offer of Admission is always to a specific program in a specific term, and does not automatically "carry over" to a subsequent term if a student is unable to participate in a program in the term 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 term.

IV. REGISTRATION AND CREDIT TRANSFER

You must be registered by the Geneseo Study Abroad Office for study abroad credits before you leave, usually in the semester before your study abroad program. All SUNY students who participate in Geneseo's programs must be registered at and pay tuition to their home SUNY campus for the academic period during which they will be abroad.

You will be registered for a full load of generic study abroad credits, unless the program indicates you should be registered for a different number of credits. When your actual credits from the host institution are processed, the number of credits and course titles will be changed to what you actually took.

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

Credits earned at a host institution, whether during the academic year or a summer term will be treated as transfer credits by the home institution. For Geneseo students, these credits are not factored into your Geneseo GPA. For non-Geneseo students, your home institution's policies determine whether or not the grades count towards your GPA and what forms must be completed for courses to transfer.

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).

In order for Geneseo students to receive major, minor, or elective credit for any courses taken at a host institution, a Course Approval Form must be completed with the appropriate signatures and submitted to the Study Abroad Office by the deadline: May 1 for summer or fall; December 1 for spring.

You should make your best guess regarding the courses you will take, and seek approval for 8 to 10 courses. Courses in or required by your major field or concentration must be approved by the relevant Department Chair. If you have a second major or minor, courses will need the approval of the Department Chair or Coordinator. For General Education credit or general elective credit, courses must be approved by the Dean of Academics; your academic advisor cannot approve courses for General Education credit.

If you plan to study abroad during your last semester, you must seek approval from the Dean of Academics by indicating this on your Course Approval Form.

If you register for a course that is not pre-approved, you MUST request approval for that course within 4 weeks of the start of the program and include course descriptions and syllabi with the request. You must also submit a list of all the courses you are actually registered for within 4 weeks of the start of the program. Credits are not guaranteed to transfer in if you do not submit these forms by the deadline.

Remember, credits from overseas institutions are not always transferred in as the same number of credits at Geneseo. The Study Abroad Office will determine the number of credits for your courses based on conversion rules that apply to your program. Your advisor cannot determine the number of credits. You should be sure you understand the conversion rules for your program so that you maintain full-time enrollment of the equivalent of 12 credits.

The Study Abroad Office usually receives a transcript from the host institution within 2 months after you return from the program, but sometimes it takes longer. We cannot process your credits and have them included in your Geneseo transcript until we receive the transcript from the host institution. Overseas programs operate on the calendar of the host institution abroad. Sometimes that aligns well with Geneseo's calendar, but often it doesn't. Even when the calendars are identical, your grades must be mailed from overseas to the Study Abroad Office 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.

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 on 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).

Geneseo Students. The grades Geneseo students earn during their semester/year abroad program do not count in the GPA; the grades however, are shown on your transcript supplement. You will receive credit only if you earn at least a C minus in a course.

Non-Geneseo SUNY Students. Because SUNY students are enrolled at a SUNY campus during their study abroad, the credits they earn are treated as if they were earned at the SUNY campus at which they are registered. Thus, credits earned on a Geneseo study abroad program will usually be treated as "transfer credit" by a student's home campus. Some campuses count grades earned into the GPA; others do not.

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.

Special Notes for Language Courses. All courses successfully completed abroad **and** pre-approved by the Department's Chair or a designee through a Course Approval Form will earn credit at SUNY Geneseo as indicated in the Course Approval Form within the limits for transferable credit established by SUNY Geneseo and the Department. However, if students are

placed at a lower level of proficiency than initially intended (perhaps as the result of a placement exam taken at the host institution) or decide to take a different course, the credits must be reviewed for transfer. For majors or minors, placement in lower-level courses may mean their credits cannot transfer as 300-level credits and consequently will not meet the requirements of their program; those credits may still count as electives toward the 120 credits required by Geneseo to graduate. Study abroad courses that are **not** pre-approved through a Course Approval Form are not guaranteed to meet the requirements of major or minor programs.

Pass/Fail. SUNY Geneseo does not accept transfer 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 the Study Abroad Office a written statement approving that arrangement from an appropriate academic officer at the student's home campus **prior** to the start of the program. You 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.

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.

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 program toward the graduate degree. Usually, graduate programs allow no more than six credits towards a Master's degree to be earned outside the department awarding the degree.

Grade Appeals. The Study Abroad Office reports grades earned by participants in the study abroad programs it administers through the SUNY transcript supplement. These transcript supplements are sent to the Office of International Education, which then forwards them to the Registrar at the student's home campus.

Appeals of grades are based on the regulations of the overseas host institution. 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.

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 Study Abroad Office to the Dean of Academics or to the Office of the Provost. This phase of the appeal process conforms to the normal grade appeals policies of SUNY Geneseo.

Transcripts and Financial Obligations. The Study Abroad Office will not issue a transcript supplement for credits 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.

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 Study Abroad Office will prepare a transcript supplement that translates the grades and credits into the Geneseo equivalent. The transcript supplement is sent to the Office of International Education at your home campus, which forwards it to the Registrar. 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 Study Abroad Office at Geneseo.

If you wish to have additional copies of your transcript supplement sent to graduate or professional schools, the Study Abroad Office will send up to 3 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.

Advance Registration While 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 Student Records 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 Study Abroad Office will do whatever it can to help them get registered.

V. 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 in the invoice in Geneseo's Horizons online application system. Students will still pay their SUNY tuition to their home-campus, in addition to the program fees listed on Geneseo's Horizons online application system.

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 (and often will) occur and will usually (almost always) have fiscal consequences. You will probably spend more (not less) 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 in consultation with your family must determine whether you can afford to participate in a specific program. If you and your family determine that the specific program to which you have been admitted is financially unfeasible, one of Geneseo's Study Abroad Advisors would be happy to assist you in finding a different program that is more feasible.

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.

1. Acceptance Deposit

All Geneseo study abroad programs require the payment of a program deposit upon acceptance of the Offer of Admission in order to guarantee your place on the program. The deposit is applied to the overall cost estimate for the program and is refundable only if the program is canceled by the Study Abroad Office. The Program Deposit is non-refundable in except in cases of a documented medical issue, for which the Study Abroad Office **may** be able to refund up to half of the deposit, if the program funds have not already been expended (see below).

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 non-refundable, you should not accept the Offer of Admission unless you are certain you will be participating.

If you change your mind about participating, you must inform the Office of International Programs in writing at least 30 days prior to the start of the program; even with 30 days notice you will be held liable for any monies that have been spent, up to the date on which we receive the written notice of withdrawal.

2. Program Fees

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. The items that are covered by a program fee are specified in the cost sheet. All other personal expenses related to participation in a Geneseo host-institution program are your responsibility.

Failure to pay the program fee before departure to the overseas site can result in immediate removal from the overseas program; however, if you are going to use financial aid to pay for your program, payment of the program fee is deferred until the financial aid becomes available.

Payments must be made payable to "CAS International Programs" and sent or delivered to the Study Abroad Office, only by check or by money order (no credit card payments are accepted).

3. Refunds

When you accept an Offer of Admission to a Geneseo study abroad/away program you are responsible for the cost of your participation in that program. If, subsequent to that

acceptance, you choose to withdraw from that program, you will be billed for all or some of the costs of the program, depending on the punctuality of and reason for your notice of withdrawal.

a. Non-Refundable

The program deposit is non-refundable (unless the program is canceled) except in the rare case of a documented medical issue.

b. Sometimes Partially Refundable

The following payments are usually (but not always) partially refundable if notification of withdrawal from the program is received in writing by the Study Abroad Office at least 30 days prior to the starting date of the program:

- Tuition
- Tuition differential
- Health insurance premium
- Other program payments (airfare, accommodation, etc.) where applicable

The amount of any refund depends upon the punctuality of the notification (in writing) of your withdrawal from a program, the reason for your withdrawal, and the ability of the Study Abroad Office to recover the payments it has already made on your behalf.

Withdrawal with fewer than 30 days notice will result in no refund.

c. Never Refundable

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

4. Tuition and Other Fees Charged by Geneseo

SUNY Geneseo students and students from non-SUNY college and universities who are registered at Geneseo for study abroad/study away will be billed for and must pay tuition and the College Fee. Students from other SUNY campuses will be billed for (and must pay) tuition and the appropriate fees that their home campus requires.

Failure to register and/or pay tuition and fees before departure to the program site will result in immediate removal from the 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. If you are going to use financial aid to pay for your program, payment can be deferred until the financial aid comes in.

SUNY Geneseo tuition may be paid by credit card, cash, check, or money order.

5. Mandatory Health Insurance

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

1. $300,000 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 that you have health insurance coverage. If your current health insurance policy does not cover all these provisions you will be billed for the SUNY-approved policy. SUNY offers international health insurance through a group policy at a very reasonable cost. We strongly encourage you purchase the SUNY-approved medical insurance, even if your current health insurance policy says you are covered while abroad. SUNY allows students to waive access to the SUNY policy to avoid the burden of "double coverage," but all students must have at minimum the coverage listed above.

With the SUNY-approved insurance there are no deductibles or co-pays.

Many insurance companies offer overseas medical insurance as part of their domestic package. However, many offer only coverage for 70% of the costs, which could make you liable for several thousands of dollars if a serious medical issue arises while abroad.

If your international health insurance policy does not provide for "medical evacuation" or "repatriation of remains," these must be purchased from the Study Abroad Office. Students whose non-SUNY health insurance does not provide for medical evacuation and repatriation will be billed for it.

6. Personal Expenses

This is the most difficult category of expenses to anticipate, as it is dependent on your expectations and choices.

The Study Abroad Office 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) and meals not included in the program fee. Students often spend more than this estimate: if you expect to travel extensively, purchase a great deal of clothing, or dine out frequently, you will quickly discover that your "miscellaneous expenses" are far greater than the estimate that appears on the Cost Sheet.

7. Financial Aid

If you plan to use financial aid to pay for your study abroad/study away program, please check with the Financial Aid Office 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. The Financial Aid Office will need to complete the "Financial Aid Arrangements" form and you must submit it to Geneseo's Study Abroad Office.

If your financial aid does not cover the full program fee, you will be expected to pay 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 provide written notice of the source, amount, and the release date of that funding from the 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/study away with financial aid, you should be aware that:

1. The rules and regulations governing financial aid change frequently and the official source of information about a participating student's financial aid package is the Office of Financial Aid at your home campus.
2. A student in a SUNY study abroad/study away program usually is 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 6 credits in a summer term in order to qualify for financial aid. ***This does not mean that all 6 credits must be taken abroad.*** If you take a 3-credit course abroad, you can also take a 3-credit online course or community college course to qualify.
5. Students using financial aid to pay for overseas programs in the summer should be aware that the aid used to cover program fees and/or tuition will be deducted from the aid award they receive the following academic year.

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 will lead to your withdrawal from the program.

8. 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 and on your Horizons Invoice, unless you have provided official written assurance of financial aid. Failure to abide by this policy may lead to your withdrawal from the program.

9. Settlement of Accounts

The Study Abroad Office will issue no transcript of grades earned, or any other record (formal or informal) of participation in a host institution program until all financial obligations are met.

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).

VI. TRAVEL DOCUMENTS AND VACCINATIONS

You should apply for a U.S. passport if you do not have one already. It is important to remember that passports can take up to 3 months to obtain. Most students will need to obtain a visa, which can take a month or more, and requires a valid passport. If you do have a passport, check to see if it is valid for at least 6 months **after** your program ends. If not, renew it immediately. To see all the rules for obtaining a passport and to download an application, visit:

http://travel.state.gov/passport/

You can also apply for a passport or renew your passport through the County Clerk, a designated US Post Office, or at a passport agency. Anyone over the age of 13 applying for a passport for the first time must apply in person.

A visa is issued by the country in which you will study or travel. It authorizes you to enter and remain in the country for a specific period of time and purpose. Sometimes a visa is a stamp in your passport; sometimes it is a separate document. Whether or not you will need a visa depends on your citizenship and destination. In some cases you must obtain the visa before you depart; in other cases you will obtain your visa upon arrival. You should check with the consulate or embassy of the country where you will be studying and any countries you plan to visit.

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 US Center for Disease Control and Prevention (CDC)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 CDC website.

VII. TRAVEL TO THE HOST COUNTRY

In most host institution programs, the choice of, selection of, and payment for travel to and from the program site are your responsibility. In these cases, the Study Abroad Office does not assume liability for costs or damages resulting from whatever travel or transportation arrangements you make. If the number of students warrants a group flight, the Study Abroad Office may arrange a group flight from an international hub airport (usually in the NYC area). If a group flight is arranged, the Study Abroad Office will bill you for the cost of this flight, and

you will receive an electronic ticket by email. A valid passport is required for us to purchase a group flight ticket.

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 airline. Timely notification of cancellation must meet the refund policy of the ticket issued.

VIII. ORIENTATION

The Study Abroad Office holds orientations for all students who will be studying abroad, including students on host-institution programs. Orientations will be both program specific, and general (health and safety) to all study abroad programs. Attendance of these orientations is mandatory, as is attendance at orientations provided by faculty who are program liaisons. Failure to attend orientation may result in your withdrawal from the program.

In addition to orientation meetings, the Study Abroad Office will provide written orientation material and will frequently communicate with you via email. You are responsible for answering all necessary emails from Study Abroad Staff in a timely manner. Failure to respond to emails in a timely manner will indicate to Study Abroad Staff that you may not be able to handle the level of responsibility and attention to detail that are required to study abroad, and may result in your withdrawal from the program.

IX. OTHER POLICIES

1. Use of Controlled Substances

The possession, use or sale of controlled substances are criminal offenses overseas. Drug laws are severe and rigorously enforced overseas, and in many countries there is not the presumption of innocence. You are urged to read and heed the information on the U.S. State Department website regarding drug laws overseas.

Violation of the host country's laws on drugs will result in termination of your participation in the program by the Study Abroad Office, without refund.

2. Conduct

All students on a Geneseo host-institution program must follow the Geneseo Code of Conduct. Beyond that, on study abroad programs, misconduct is defined as any 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 mores of the community and/or the society in which the program is offered and in which the student is living.

The Study Abroad Office will terminate your participation on the recommendation of the program's director/host-institution staff if there is sound evidence of misconduct. In such

cases, no refunds will be made and you 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, you will be expected to exhibit a high degree of courtesy and politeness in interactions with fellow students, faculty, and the citizens and residents of the host country throughout the program. A failure to maintain such a standard of behavior could result in your removal from the program. While you are overseas, you are an unofficial ambassador for your home institution, Geneseo, and the United States. As our representative we have a stake in insuring that you represent us (and yourself) well.

3. Program Cancellations

a. Pre-Departure Cancellations

The Study Abroad Office 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

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

b. Cancellation during a Program

The countries in which Geneseo's Study Abroad Office sponsors programs are chosen for, among other things, their political stability. Therefore, it is our expectation that, during the course of a Geneseo host-institution program, events that occur in those locations (elections, strikes, demonstrations, natural disaster, 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
- Assist in arranging return travel

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.

4. 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). The Study Abroad Office will never 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 Study Abroad Office 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

The Study Abroad Office 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 explicitly waiving his or her privacy rights by signing the "FERPA Disclosure Agreement" on Horizons.

The Study Abroad Office at Geneseo will, however, release information about your participation in study abroad to appropriate offices at your home campus and host-institution. 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, health and other reports of your participation to the Registrar, the Study Abroad Office, the chair of your major department, and other appropriate offices at your home campus and the host-institution.

In case of an emergency we may need to contact local authorities, State Department Officials, or other agencies.

5. Commitment to Inclusion and Non-Discrimination

Geneseo is committed to an inclusive approach to all it does and actively seeks to provide an inclusive, non-discriminatory environment for students, faculty, and other employees. The Study Abroad Office 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, gender, 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; however, we are not responsible for differences in the laws or attitudes in other countries regarding inclusion and non-discrimination.

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.

6. Deadlines

The Study Abroad Office 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 Study Abroad Office 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 Study

Abroad Office apply equally to all students unless the Office has waived that deadline in writing.

7. Visits from Family and Friends

The Study Abroad 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 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.

8. Housing

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:

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 are between (a) you 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. The Study Abroad Office does not and will not assume responsibility for arranging for repairs or for reimbursements for damages to your personal property. The Study Abroad Office is only an "interested third party" to all housing arrangements at overseas program sites. Nevertheless, please keep us informed of any such difficulties.

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, you must bear the cost of your accommodation. There are no exceptions to this.

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.

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.

Housing at study abroad program sites (when included in the program fee) is available **only** for the student. If, with prior written permission from the Study Abroad Office, 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, it is simply not possible for you to be accompanied by anyone else; when it is possible, permission must be sought and granted to bring others to the program at least 60 days prior to the start of the program.

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 additional 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.

Damage or Security Deposits. At many overseas campuses, students are required to pay a deposit to cover the cost of any damage, breakage or losses that occur during the participant's tenancy. As a general rule, such damage or security deposits are your responsibility.

X. ADVICE

1. In Case of Emergency

The safety of participants on Geneseo study abroad programs is of utmost importance. Any circumstance that endangers your life or health is an emergency, and you can expect to receive whatever assistance is possible from the Study Abroad Office.

In the event of an emergency, you should not hesitate to call the Study Abroad Emergency Number: 011-585-245-5900.

2. 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 websites provided during orientation. Visit a bookstore, go to the "travel" section, and find a current guidebook 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.

3. Read (and Heed) the Advice 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.

4. Consider Purchasing Travel or Liability/Property Insurance

All students on Geneseo's study abroad programs *must* be covered by an international health insurance policy that meets SUNY requirements; this is a basic condition of participation. Other types of insurance 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 cancelled 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 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 "Homeowners" or "Renters" property insurance provides this coverage.

Liability/property insurance coverage will minimize the financial impact of any loss of property that you might suffer while abroad; however, our even stronger recommendation is that you not bring expensive things–-like fine jewelry, musical instruments, electronic equipment–-abroad with you.

5. Keep in Touch

During the time that you are overseas, it may be more difficult for your family and friends to contact you. Your friends and family need to understand this.

- You may not be able to phone home the second you arrive, so let your family know that you will try to contact them within 24 hours of your scheduled arrival at your final destination.
- Staying in touch is facilitated by having a phone that can make international calls, an international calling card, or a computer that can be used for Skype or other internet-based communication programs.
- 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 an itinerary of your trip with the host institution, host family, Geneseo Study Abroad Office, and family and friends at home.

6. Be Responsible for Your Own 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.

7. Roll with the Punches

Travel, by its very nature, is fraught with uncertainty. In study abroad, unpredictable events are quite common:

- Weather often delays connecting flights
- Equipment occasionally malfunctions
- Luggage sometimes is misrouted
- Reservations get lost
- Something or someone “screws up”
- The U.S. dollar goes “up” or “down.”

If you want to study abroad you must be prepared to be flexible in the face of unpredictable events.

XX. Useful Resources

Add a list of useful resources as a second appendix?