STUDENT HANDBOOK

STUDY ABROAD/AWAY POLICIES AND PROCEDURES For FACULTY-LED PROGRAMS

Rev. 11/13

Table of Contents

I. INTRODUCTION AND DISCLAIMER

II. WHO IS RESPONSIBLE FOR WHAT?

III. HOW TO APPLY

IV. REGISTRATION AND CREDITS

V. FINANCIAL MATTERS

VI. TRAVEL DOCUMENTS AND VACCINATIONS

VII. TRAVEL TO HOST COUNTRY

VIII. ORIENTATION

IX. OTHER POLICIES

X. ADVICE

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.

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 orientation(s).
- Monitor health, safety, and security issues for locations in which Geneseo maintains programs.

- Provide health and safety training for Geneseo program directors and staff.
- 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.

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 before and/or during the program.
- 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 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.
- Adhere to any program-specific faculty rules, procedures, or behavioral expectations.
- 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 application.

III. HOW TO APPLY

Application to Geneseo faculty-led 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 faculty member and the Study Abroad Office. Once you have been offered a place on the program, you will be prompted to submit an Admission Reply Form and deposit 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, because faculty-led programs have enrollment limits, 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 one 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.
- Certain programs are designated as giving preference to certain majors or programs of study.
- Preference may be given based on class standing.

The Study Abroad Office 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. 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 CREDITS

All SUNY students who participate in Geneseo's faculty-led programs are registered at and pay tuition to their home SUNY campus for the academic period during which they will be abroad. Program fees, which cover the costs of travel, are paid to the Geneseo Study Abroad Office.

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 for faculty-led programs are the same as when the class is taught on campus. Students will be registered for these credits by the Geneseo Study Abroad Office. A transcript will be sent to the home campus of non-Geneseo students; it is up to your home campus to determine how the credits will be transferred.

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.

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 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 and 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 affordable.

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 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 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.

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 Program Cost Sheet on the program webpage, such as airfare from the designated international airport, housing, excursions, etc. All other personal expenses related to participation in a Geneseo faculty-led 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 faculty-led 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 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 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 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. 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. $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 that you have health insurance coverage. SUNY offers international health insurance through a group policy at a very reasonable cost, which is required for faculty-led programs.

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 "personal 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 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 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 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 faculty-led course, 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.

6. Students studying abroad on a winter/intersession program should be aware that they may only use unused financial aid from that academic year to pay for program fees and/or tuition.

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 faculty-led 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).

10. Scholarships?

Should we have a brief blurb about our scholarships, given that students are only eligible to apply for them once they are accepted on a program? We can also add here that if a student is relying on a $500 study abroad scholarship to make or break their program, that is an indication that the program may be financially unfeasible.

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. 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. 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

For faculty-led programs, the Study Abroad Office arranges a group flight from an international hub airport (usually in the NYC area) for travel to the host country. If a group flight is arranged, you will receive an electronic ticket by email.

When the number of participants is too small to qualify for a group rate, students may have to 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 Study Abroad Office of your travel plans (departure and arrival times, name of airline, points of departure and arrival).

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 faculty-led programs. Attendance at these orientations is mandatory, as is attendance at the orientations provided by the faculty leaders. Failure to attend orientation may result in your withdrawal from the program with no refund.

In addition to orientation meetings, the Study Abroad Office and program faculty 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. Grades and Credits

Faculty are required to submit grades by the end of the part of term in which the program is run, which are entered into the Geneseo student data system. For non-Geneseo students, the Study Abroad Office will create a transcript supplement to be sent to the students' home campuses.

Students are not allowed to take a faculty-led program on a Pass/Fail basis. For Geneseo-students, grades from Geneseo faculty-led programs are counted into the GPA.

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.

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 faculty-led 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. Decisions on accepting students into faculty-led programs for graduate credit are at the sole discretion of the program director.

2. Use of Controlled Substances

The possession, uses 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 in the program by the Study Abroad Office, without refund.

3. Conduct

All students on a Geneseo faculty-led 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 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.

4. 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 faculty-led 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.

5. 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 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.

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

6. Commitment to Inclusion and Non-Discrimination

Geneseo is committed to an inclusive approach to all it does and actively seeks to provide a 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.

7. 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.

8. Visits from Family and Friends

The Study Abroad encourages the 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.

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 listed on the Geneseo study abroad website under "Useful Information." 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; 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 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 faculty member or program administrator.

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?