



Global Initiatives Travel Guidelines and Requirements

Updated 06/2014

This document includes guidelines and requirements for the following areas concerning travel with students:

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A. Global Classroom: Guidelines for Academic Courses Abroad

- a. Student eligibility
 - i. There are three types of Faculty-Led trips possible:
 - 1. Academic Tour,
 - 2. Academic Tour not taken for academic credit, and
 - 3. Student Group Travel.
 - ii. Eligibility
 - 1. Degree-seeking students and special students are eligible for an Academic Tour at the discretion of the tour sponsor.
 - 2. Academic Tours not taken for academic credit are open to any at the discretion of the tour sponsor.
 - 3. Any student is eligible for Student Group Travel at the discretion of the tour sponsor.
- b. Dates of travel: Faculty-led trips (FLT's) may be taken during any of the following timeframes:
 - i. Summer Abroad
 - 1. Early May to Mid May (≤ 14 days) (Called a Maymester; tuition-free)

2. Early May to Early June (15-29 days)
- ii. Fall Term-Winter Abroad
 1. Mid Dec. to Late Dec. (≤ 9 days)
 2. Late Dec. to Early Jan (≤ 12 days)
- iii. Spring Term-Spring Abroad
 1. Early March to Mid March/Spring Break (≤ 9 days)
- iv. Spring Term-Summer Abroad
 1. Early May to Mid May (≤ 14 days)
- c. Length/dates of instruction of FLT
 - i. Must be communicated to Study Abroad Coordinator by the following deadlines in order to be included in the course offerings for registration:
 1. Spring course by September of previous semester
 2. Summer course by December of previous semester
 3. Fall course by February of previous semester
 - ii. If there will be additional instruction before the trip takes place, this must be communicated to the students as you recruit.
- d. Course Payment for Faculty
 - i. Part of semester load
 1. *Fall for Winter travel:* Instead of teaching a full course load in the Fall, at the discretion of the professor's department chair, the professor teaches one course less than contracted and the travel course counts as the final course of the professor's contract.
 2. *Spring for Spring/ Summer travel:* Instead of teaching a full course load in the Spring, at the discretion of the professor's department chair, the professor teaches one course less than contracted and the travel course counts as the final course of the professor's contract.
 - ii. Stipendiary
 1. The stipend will be based on the number of students traveling.
 2. The Study Abroad Coordinator will request that Payroll pay the stipend by means of a Faculty/Staff Action Form.
 - a. After the Accounting Office verifies that funds are available, stipend payment will be processed from the account into which the course fees go.
 - b. Stipend payment will be processed after the trip is completed, initiated by the Study Abroad Coordinator.
 - c. Stipend amounts are updated yearly. See chart below for the current amount.
 - iii. Hybrid
 1. The trip counts as part of the professor's Fall or Spring load, but there are also students joining the trip as Maymester students. The faculty teaching on the trip will not receive a stipend on top of his or her regular salary.
- e. Student Enrollment
 - i. If the FLT course counts as part of the trip sponsor's Fall or Spring course load, there must be a minimum of 6 students enrolled in the course as part of their tuition. Additional students may join, and they may include it as part of their block tuition or as a Maymester (see section e. iv. below).
 - ii. The professor advises students which courses to register for.

1. If the student is on block tuition and wants course to count under block tuition, the student registers for the Fall or Spring course.
2. The student may register for the Maymester course, which is tuition-free.
- iii. The Registrar keeps the number of students for the FLT course(s) at 0 and manually registers them at the request of the Study Abroad Coordinator.
 1. The professor must update the list of students going with the Study Abroad Coordinator so that the Registrar can add them.
- f. Student Responsibility
 - i. The student is completely responsible for the cost of the following:
 1. Travel
 2. Lodging
 3. Meals
 4. Health Insurance
 5. Trip Insurance
 - ii. If these costs are included in a trip package, the student must bring money for additional meals (varies per trip) and personal purchases.
 - iii. Students may apply for an award from the Study Abroad Travel Assistance Fund. For more information, contact StudyAbroad@letu.edu.
 - iv. Tuition depends on how the student registers for the FLT:
 1. Traditional student on block tuition: the course counts as part of the students 12-18 hour block tuition rate for the fall or spring semester.
 2. Nontraditional (online) student: the course is charged as a
 3. Maymester student: The course is tuition-free.
 4. Summer student (traditional or online student): The undergraduate student will be charged the current undergraduate tuition rate for the number of hours per FLT course.
 5. Graduate student: The graduate student will be charged the current graduate tuition rate for the number of hours per FLT course.
 - v. Course Fees
 1. Each student enrolled in the course(s) for a Faculty-Led Trip pays the current course fee per hour of credit he or she will receive on the trip. See chart below.

B. International Travel Course Fees and Stipends for the 2014-2015 Academic Year

a. Course Fees for Faculty-Led Trips

Length of Travel	Course Fee per hour of credit
≤15 days	\$75
≥16 days	\$100

b. Stipends for Faculty-Led Trips

Length of Travel	Stipend Fee per hour of credit per student
≤15 days	\$75
≥16 days	\$100

Course fees go into the FLT fund for the specific trip. Monies collected for course fees that are not used to pay instructor stipends go to the Study Abroad account to cover administrative costs.

- c. Semester Study Abroad Fee
 - i. Students participating in a semester abroad (exchange or third-party provider) will pay the Study Abroad Fee of \$350 to cover administrative costs. This is paid through Student Accounts.

C. Payment Guidelines for Studying Abroad

- a. Faculty-Led Trip Payment
 - i. Once a trip is approved (see Appendix A), the Study Abroad Coordinator will communicate with the Accounting Office to set up an account for the trip. Some recurring trips already have accounts that will be used year after year.
 - ii. After approval, students may sign up with the trip sponsor. Specific information for trip registration is available in Appendix A: Approval Procedure for Academic or Group Travel and the Global Classroom Policy (above). The trip sponsor will pass the list of participants and how much each student pays for the trip to the Study Abroad Coordinator.
 - iii. The Study Abroad Coordinator will submit this list to the Accounting Office.
 - iv. With the Student ID numbers for the trip participants, the Accounting Office will create a charge attached to that student's ID apart from their main Student Account.
 - v. The student is able to make a payment of any kind* (see exception below) at the Cashier's Office on campus. Payments by phone may be made by calling Student Accounts.
 - 1. The amount that the student owes will be recorded in a journal entry in CX. The Study Abroad Coordinator, the Cashier's Office, and Student Accounts will be able to see how much a student owes at any time.
 - 2. *Exception: Payments that are donations from churches, business, or individuals on behalf of the student must go through University Development.
 - vi. Deadlines for payments are trip-specific; please consult with the Study Abroad Coordinator.
 - 1. The deposit for the FLT is generally collected the semester before the trip takes place.
 - 2. The remaining balance is generally spread out over several payments corresponding to the need to reserve plane tickets and arrange accommodations.
 - vii. The Study Abroad Coordinator will work with the trip sponsor to communicate what a student owes.
- b. Semester Exchange Program Payment
 - i. Students participating in Semester Exchange programs with partner universities will pay regular tuition to LeTourneau University for the semester(s) they are abroad.
 - ii. Institutional scholarships and federal aid will be applied.

- iii. Tuition and the Study Abroad Fee will be charged to their Student Account. See the current Study Abroad Fee above under International Travel Course Fees and Stipends, above.
 - iv. Room and board will be paid directly to the host university.
 - c. Semester Abroad Program Payment (third-party providers)
 - i. Students participating in Semester Abroad programs through a third-party provider will be charged the amount for the program and then federal aid is applied.
 - ii. Institutional scholarships do not apply.
 - iii. The Study Abroad Fee will be charged to their Student Account. See the current Study Abroad Fee above under International Travel Course Fees and Stipends, above.
 - d. Summer Abroad Program Payment (third-party providers)
 - i. Students participating in Summer Abroad programs through a third-party provider will be responsible to pay for their program costs privately.

D. Refunds for trips

- a. Faculty-Led Trips
 - i. All Faculty-Led trips must have at least a \$300 deposit in order to sign up. This deposit is non-refundable, but it is transferrable. If a student chooses to withdraw after paying the trip deposit, the student may choose to apply it toward another student going on the trip.
 - ii. All monies unspent will remain in the trip account for future trips unless otherwise arranged. Such arrangements must be made with the Accounting Office before the trip takes place.
 - iii. If a trip is cancelled by the University for security reasons, all unspent money will be refunded. Money that has been paid for plane tickets and accommodations at the time of cancellation will be refunded according to the policies of the airline, hotel, and travel companies.

E. Study Abroad Travel Assistance Fund

- a. Students may apply for an award from the Study Abroad Travel Assistance Fund. Students should contact the Study Abroad Coordinator for up-to-date information on requirements and deadlines.

F. Insurance requirements

- a. Health Insurance: Students are required to have health insurance when they study abroad. This is usually procured prior to travel, but in the case of a student going abroad for a semester, the student may purchase a plan upon arrival. Contact the Study Abroad Coordinator for more details.
- b. Trip Insurance: Students are encouraged to explore the option of purchasing trip insurance in the case of personal or health emergency preventing them from participating in the trip or requiring them to book a flight home earlier than expected. Contact the Study Abroad Coordinator for more details. Costs associated with trip cancellations rest completely with the student, and insurance can help defray this in case of emergency.

G. Immunization policy

- a. All students traveling abroad with the University are required to have [up-to-date immunizations](#) as required for student housing on LeTourneau University Campus (click [here](#) to see required shots). Additionally, students must get the [US State](#)

[Department's recommended vaccinations](#) for travel to their destination.
Conscientious objectors may click [here](#) to get a form.

H. Trip registration with US State Department

- a. Students traveling abroad on a short-term or long-term trip must register their trip with the US State Department. This provides the student and his or her emergency contact with vital information about their destination should anything happen while the student is abroad.

I. Plane tickets for Trip Sponsors

- a. The trip sponsor(s) must purchase plane tickets for themselves that are both refundable and transferable, in the event that the sponsor is unable to make the trip and another faculty or staff member must take his or her place.

J. Global Risk Management Team

- a. In the event that approval is requested for a Faculty-Led Trip to a destination that rates at a 4 or 5 (of 5) on the Europ Assistance Security Assessment Rating, the trip must be evaluated and considered for approval by the Global Risk Management Team, which consists of the Chief Global Initiatives Officer, the Dean of Faculty/Associate Provost, the Dean of Students, the Vice President of Finances and Administration, and the Auxiliaries and Insurance Coordinator.

Appendix A: Approval for Academic or Group Travel Form

Please contact Global Initiatives (903-233-3160) for this information.

Appendix B: Registration Packet and Additional Documents for Faculty-Led Trips

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