



Central College Study Abroad Policies and Procedures Manual

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Conditions for Participation

All participants on Central College study abroad programs are required to submit the **Conditions for Participation** form which acknowledges receipt and understanding of the information contained within this document as well as compliance with all the policies, procedures, and requirements contained herein.

Waiver of Claims

As a participant on a Central College study abroad program, you must voluntarily and without reservation and on behalf of yourself, your heirs, and your estate, waive all claims that might arise of whatever nature for death or any injury, loss, damage, accident, delay, irregularity or expense arising from strikes, war, weather, sickness, quarantine, political or civil violence including terrorism, transportation, sightseeing, hotel, host family housing, or the use of any vehicle or services of a transporting company, firm, individual, or agency, or for any cause whatsoever in connection therewith against Central College and its agents, your college and all Central College faculty, staff members, or employees, directors, trustees and agents, their heirs, and their estates.

Medical Release

According to the terms of the Medical Authorization and Health Evaluation, you authorize the release of your medical report to the Central College study abroad staff and confirm that you will complete the student section of that form as accurately as possible. In addition, should you be unable to decide for yourself, you grant the Central College Program and its agents full authority to take whatever action they feel is warranted regarding your care. You also agree that if deemed necessary, in the event of physical and/or mental illness or injury, the program director or a representative of the Central College program is authorized to secure necessary medical treatment, including the administration of anesthetic and surgery, at your expense. If it is further deemed necessary by the Central College program and/or local medical authorities, you will be flown back to the United States for further medical treatment at your own expense.

Travel Risks and Requirements

There are risks of travel and living in different cultures. You are required to give close attention to safety information provided in writing and as part of the program orientation. You are also required to adjust your behavior, dress, and activities to maximize your own and the group's safety while we are abroad. You must agree to uphold individual and group standards appropriate to the cultural setting of the program. If your actions are judged to be injurious to the program and/or seriously offensive to the host cultures, the program director has the right, after consultation with the Central College study abroad office and your home school, if applicable, to terminate your enrollment in the program without refund of fees and to return you to your home at your own expense.

Students and parents should inform themselves completely about the risks of any study abroad experience. As far as possible, the College and the Central College study abroad office monitor events through U.S. and host government sources as well as news media and colleagues on site and in the international education field. Orientation and procedures to deal with emergencies and crisis situations are provided but still there is absolutely no guarantee regarding the safety of the program participants. Students are asked to recognize and acknowledge the risks of any experience outside their own culture and to take reasonable steps to adjust their behavior, dress, and activities to maximize their own group's safety.

Visa Requirements

On programs where a student visa is required, Central College will provide detailed instructions, documentation, and assistance in applying for the visa, however, it is the sole responsibility of the student to comply with application requirements and deadlines.

Media Usage

Students grant the Central College study abroad program permission to publicize their experience abroad and to reproduce all photographs, video, movies, or sound recordings taken of them during the time that they participate in the program

Student Roles and Responsibilities

Attitude and Approach

By enrolling in a Central College study abroad program, you pledge to take a constructive attitude and approach to study abroad. This attitude is marked by basic interest and respect for the host culture and values, a desire to be accepted and an understanding of the need to be both skillful and sensitive in communication. You should be courteous, well mannered, curious and slow to criticize.

Expectations of Performance after Acceptance

After your acceptance to a Central College study abroad program and before actually going abroad, we expect all students to continue to perform at the same or at a similar academic level as was presented in the most recent transcript you provided for acceptance. Central College reserves the right to withdraw your acceptance to a program if it is decided that you no longer meet the performance standards to participate on the study abroad program.

Some circumstances that could lead to a withdraw include:

- Your overall GPA falls below the 2.5 minimum any time prior to your departure abroad
- Your current semester GPA drops significantly below the minimum 2.5 GPA requirement
- You receive disciplinary action for behavior on or off-campus

Pre-Departure Communications

The Study Abroad Advising Hub will serve as your official source of information as you prepare for your experience abroad. Program specific discussion boards will be the main point of contact for all pre-departure advising. As a program participant, you are required to check your program's discussion board on the advising hub as well as the email account associated with your online account at least twice a week.

On-Site Communications

All students are required to purchase a cellular phone on-site which has a local phone number specific to their program and is loaded with adequate minutes at all times. This policy is designed to facilitate effective communication between students and the resident directors, especially in the event of an emergency.

Local Rules and Expectations

At each CCA program site, there is a network of local rules, procedures, customs and expectations. The residences, academic institutions and officials of the program and the city expect students to comply with established rules and laws. An important part of the time abroad is to learn these rules as early as possible, usually through alert observation and curiosity. If you disobey the local rules, you must be prepared to pay the normal consequences. The most immediate rules are those of the residence and the university. These should be learned quickly and obeyed without challenge.

Compliance with Residence Rules and Procedures

All residents from all programs are subject to the rules and procedures of the residence and agree to accept the consequences of failure to observe and follow them. The program director has the right to dismiss students from the residence. No refund is given. If the expulsion comes as the result of willful and repeated violation of dormitory rules, the program director may require these students to find their own housing at their own cost and subject to the coordinator's approval, or he or she may simply dismiss the students from the program. Fortunately, expulsions are rare and need never occur.

National Laws and Policies

The obligation to comply with local rules and expectations is equally applicable to national laws. The laws of your host country may not differ much from laws governing the United States, but law enforcement and court procedure may differ sharply. You should not expect that offenses largely ignored in the United States are also ignored abroad. We warn especially those who may be tempted in the following:

Illegal Drugs: Drugs are governed by harsh penalties and strict enforcement. American students are particularly vulnerable because they are already stereotyped as plausible culprits. In turn, they are the first accused, the first to be searched and usually the most likely to be implicated. Those who sell drugs to Americans are often informers. Recourse for an American is difficult to impossible. **Stay away from drugs.** If the program director learns that a student is using drugs, his or her responsibility for the reputation of the program and the safety of the student requires the student be sent home.

Political Demonstrations: Additionally, it is important to know that demonstrations are a common aspect of university life. The unpredictable nature of demonstrations is such that it may escalate into violence. Do not get involved. If you must protest, please wait until you are back home and can do it in your own government system.

Respect for the Rights of Others

The students enrolled in the program come from diverse colleges and regions of the United States, with a broad spectrum of personal values and goals. Learning to respect and form friendships within the group are added benefits of the program. You are expected to respect the rights, opinions and integrity of others. This common sense expectation is worth mentioning only because of the unusual importance of group morale. Within a different culture, Americans are often more dependent on one another for encouragement and support. Criticism, slander and gossip can be counter-productive and hurtful.

Liability

All arrangements for accommodations, transportation, transfers and sightseeing are made by Central College as agents for the passengers and upon the express condition that the college shall not be liable for any injury, damage, loss, accident, delay or other irregularity which may be occasioned by reason or default of any company or person engaged in conveying the passengers or carrying out the arrangements of the tour. No carrier shall have or incur any responsibility or liability to any person taking the tour, except its liability as a common carrier.

The liability of the carriers for baggage or other property accompanying passengers is limited to their liability as common carriers. Baggage and accident insurance is recommended. Central College of Pella, Iowa, shall not be or become liable or responsible in any way in connection with any means of transportation or other services or for any loss, injury or damage to or in respect of any person or property arising during this tour. The college reserves the right to change any arrangement in schedules, travel, housing, etc., as herein set forth, as necessitated by circumstances beyond its control, offering substitutes of equal value, or to cancel the operation of any scheduled tour.

Harassment

Central College study abroad programs adhere to Central College's policies regarding all forms of harassment including those based on ethnicity, race, national origin, ancestry, color, socio-economic class, creed, religion, philosophical belief, marital status, disability, physical appearance, sex age, sexual orientation, gender expression and identity, and organizational

affiliation. A full description of these policies is available upon request. Within the study abroad context, Central College realizes that cultural, social, familial, and educational, relationships differ from those in the U.S. and occasionally are misunderstood and misinterpreted by some U.S. students studying abroad for a summer, semester or academic year. However, the College believes that no student participating in a Central College study abroad program should have to experience unwelcome sexual or other types of harassment pressures.

Should you at any time in your academic program experience abroad feel unwanted pressures either in or out of the classroom or family home stay environment, you should contact the Central College study abroad program director immediately with your concerns and seek assistance. He/she may be reached in the case of an emergency 24 hours a day, if necessary. You may also call the Central College study abroad office at 1-800-831-3629, which has 24-hour voice mail.

Academic Seriousness and Effort

Central College expects all participants take their academic programs seriously. Students will be expected to perform and achieve as if they were on the home campus. They will enroll for a normal schedule, attend classes, take examinations, and earn the best grades possible. As on the home campus, each student will be treated as an individual. Academic difficulties or failures will be viewed sympathetically if the student is trying; sternly if the student does not seem to care. We know from past experience that it is possible to follow a serious academic program and also find time to explore a different lifestyle and another culture.

Program Director Roles and Responsibilities

Orientation Instructor

The program director is responsible for coordinating all aspects of the on-site orientation program. He or she contracts for any outside teaching, room and board and touring services as needed. The director serves as an instructor and guide for orientation sessions and may teach all, or a portion of, a required orientation seminar.

Academic Advising

The program director is also an academic adviser and registrar. He or she will assist you with course changes and approves all final schedules. The director makes sure you are properly registered and taking a normal load and approves all course drops and adds, withdrawals and exceptions. He or she collects grade reports from the university or instructional faculty, checks for errors, and forwards final course and grade reports to the Central College registrar.

Because the academic program adheres to local standards and methodology, the program director has no direct control over teaching style, academic requirements or grades. However, the director can serve as a liaison, using informal channels to pass along student feedback. Student comments are more likely to yield results if handled by the director than if proposed directly by students to their professors.

Field Trips, Excursions and Cultural Events

The program director has direct responsibility for planning and supervising the field trips, excursions and cultural events that enrich the study program. Many of the additional activities are required as a part of the program, and no refunds will be made to students who do not participate.

For reasons of liability, all Central College study abroad program day trips and excursions are only available to program participants currently enrolled in the program. Visitors may participate in program activities as deemed appropriate by the director. ***Also, during visits from family and friends, students are required to attend all classes and required program activities, as missing these necessary elements can compromise a student's grades and the overall dynamics of the program.***

Counseling and Support

The program director interprets attitudes, customs, values and assumptions to help you get the most out of your environment. If you encounter unexpected difficulties, such as sickness, accidents, conflicts with authorities, or unpleasant news from home, the program director will do his or her best to help resolve the situation. The approach is to work with you as a responsible adult. However, the director may notify your family, academic adviser or home college if the situation requires. Normally, this will occur if you are involved in an accident, hospitalized or if you seem to be in danger of losing academic credit or of being dismissed from the program.

Authority and Discipline

The program director has the responsibility for maintaining an orderly and secure atmosphere for students. If a student's behavior disrupts program order, endangers the reputation of the program or seriously affects group safety or morale, the director must intervene.

Discipline Policy

All students participating in Central College study abroad programs are to comply with the rules and policies of the college as set forth in this policy and in the program handbook. Students must also comply with the rules established by the study abroad program in which they are enrolled. Any student who violates these policies may be subject to warning, probation, or suspension from the semester/program in which they are enrolled. Furthermore, students whose home campus is Central College may be subject to dismissal from the College in accordance with existing policies and procedures set forth in the Central College Student handbook.

Students suspended from study abroad programs as a result of disciplinary action may forfeit all credits for the courses in which they are enrolled abroad. For students whose home campus is Central College in Pella, the student will be suspended for the semester and will be required to reapply to be readmitted to Central College. Students whose home campus is not Central College in Pella are subject to the policies and procedures of their respective colleges and universities regarding suspension and readmission.

Procedures:

Upon arrival, program directors will review policies and procedures for each program during on-site orientation. Student participants are responsible for knowing and following all program expectations, policies, local laws and procedures. The director will warn students who are abusing the rules. **However, when an offense is of such significance as to warrant immediate suspension for the semester, a warning is not necessary.**

On those occasions when a student's behavior disrupts good order, endangers the reputation and good standing of the program, seriously affects group safety or morale, or violates Central College regulations or local laws, the director must intervene. Intervention can be in the form of written warning and probation, immediate provisional suspension, full suspension from the semester/program, or dismissal from the college. At every stage in the procedure, a student is given the opportunity to present her/his own position to the program director abroad and/or to the Pella campus representatives involved in the decision making process.

1) Warning and Probation Generally, when behavior requiring disciplinary action occurs, students are first counseled about the disruptive behavior and given a written **warning** and **terms of probation**. A copy of the warning, signed by both the program director and the student, will be forwarded to the Central College study abroad office at Central College. For

undergraduate students whose home campus is not Central College, a copy of the notification will be forwarded to the appropriate representative of the home campus.

2) Immediate Provisional Suspension If the behavior continues, the terms of the probation are not met, or the initial offense is of such significance as to warrant immediate suspension, the director of the study abroad program will render a recommendation to suspend in writing to the Associate Dean of Global Education and will make a good faith effort to provide the student with a copy. The director of the program may choose at this time to place the student under **immediate provisional suspension** for one week while final decisions are made in collaboration with the following Pella campus representatives: the Associate Dean of Global Education and/or the Vice President for Academic Affairs. The one-week provisional suspension may either be determined as “in-house” or the student may be asked to find a hotel at his/her own expense. During this one-week period, the student has the right to present his position verbally and in writing to the aforementioned Pella campus representatives through the program director or the Associate Dean of Global Education. For undergraduate students whose home campus is not Central College, a copy of the notification will be forwarded to the appropriate representative of the home campus.

3) Suspension from the semester/program A decision will be reached and communicated to the program director who will, in turn, make a good faith effort to communicate those outcomes in both written and verbal form to the student. Notification will include an outline of the offense and the terms of the **suspension from the semester/program**. A copy of all related documents will be sent to the Pella Campus where they will be kept as a part of the current Student Life Office and Central College study abroad office files. For undergraduate students whose home campus is not Central College, a copy of the notification will be forwarded to the appropriate representative of the home campus.

As defined in the notification of suspension, the student will be expected to make arrangements to leave the program and vacate college-provided housing after the final conversation between the program director and the student, wherein the terms of the suspension are communicated. The student may be required to find a hotel at his/her own expense until arrangements to return home can be finalized.

For students enrolled in an undergraduate institution, Central College will notify the home campus of the student’s suspension. The student is expected to contact the family before finally departing the country. No refunds are given to students suspended from the program or dismissed from Central College. Any unpaid balance on the student’s account will be due and payable at the time of dismissal. Central College will inform all students accepted to Central College programs of this policy in advance of participation in any program.

Academic Planning and Policies

Academic Integrity

Academic integrity requires scholars at all levels to take on the responsibility of being honest in the production of scholarly work, which extends to the work you do for courses you take abroad. Academic honesty requires that we do not plagiarize, engage in inappropriate or unauthorized collaborations, cheat, aid others in being academically dishonest, or engage in other activities that are dishonest such as misusing technology or other resources.

Procedures for Violations of Academic Standards of Integrity

Incidents of academic dishonesty that occur in courses with affiliate universities will follow the policies and procedures outlined by that institution. Incidents that occur in Central College courses will be documented and discussed with the Resident Director as soon as possible. Sanctions will depend on the nature and severity of the offense and could include additional work or reassignment, failing the project or exam, or failing the course. Especially serious violations may result in immediate dismissal from the program. The Resident Director will submit a written report of each academic integrity violation to the Associate Dean for Global Education. For undergraduate students whose home campus is not Central College, a copy of the written report will be forwarded to the appropriate representative of the home campus. Those involved with cases of academic integrity violations will maintain strict confidentiality and follow the provisions of the Family Education Rights and Privacy Act as it applies to the release of information in student records.

Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act of 1974* helps protect the privacy of student education records. The *Act* provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The *Act* applies to all institutions that are the recipients of federal aid administered by the Secretary of Education. Central College, in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), has designated the following items as directory information: name, home address (city and state/country only), parent(s) name, parent(s) address (city and state/country only), campus mail box, Central College electronic mail address, phone number (including cell phone), major(s)/minor(s), dates of attendance, date and title of degree, honors and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, thesis titles/topics, photograph/image, current enrollment status (full time/part time), class standing anticipated graduation date, previous institutions attended.

Central College may disclose any of the above listed items without the student's prior written consent. To withhold directory information, students must file a Request for non-Disclosure of Directory Information for with the Registrar's Office.

All other information (i.e. grades, course schedule, financial aid, tuition/fees owed, and disciplinary records) are considered confidential and will not be released, with certain exceptions, without the student's written permission. Students who wish to grant parents or guardians access to their education record must submit a signed *FERPA Consent to Release Education Record* form directly to the Central College registrar's office. Forms are available from the registrar.

For a complete copy of Central's FERPA policy, contact the registrar's office, 641.628.5442 or registrar@central.edu. Additional information is also available at: <http://departments.central.edu/registrar/student-privacyferpa/>

Planning Your Courses

Before you leave home, work out a tentative course schedule with your academic adviser covering the semester abroad and the year you return. Make sure to review all requirements for graduation. These may include meeting general graduation requirements or requirements for your major, minor or concentration. When your tentative schedule is approved, get the adviser's signature and place a copy on file at your home campus. Bring another copy with you to the program. Make sure you know the person at your home campus with whom you must correspond about changes in your tentative schedule.

Since final registration takes place upon arrival to your program site, course availability cannot be guaranteed prior to arrival. Plan alternate courses prior to arrival in case course offerings change or you are unable to take certain courses due to scheduling conflicts.

Before you leave, review with your adviser and/or the registrar the procedure for enrollment for courses upon return. Since you will not be able to pre-register in person, clarify what you will do. In addition, if you plan to transfer after the term abroad, contact the institution to which you will transfer for academic advice.

Total Credits

You must take a minimum of 12 semester hours each term and may not register for more than 17 semester hours of credit without prior written approval from the program director.

Class Attendance

Attendance is required at all classes. Clear all intended absences directly with your professors. No absences are allowed the week before or the week after a holiday. Unexcused absences from any class may result in the lowering of grades. ***During visits from family and friends, students are required to attend all classes and required program activities, as missing these necessary elements can compromise a student's grades and the overall dynamics of the program.***

Grades

At the end of each semester, grades are figured by the program director and professors abroad and then sent to the Central College registrar. You will receive grades using the American system (A, B, C, D, F).

You must sign a transcript request to have a transcript sent to your home college. Each home college may handle the transcript as it wishes. For instance, some institutions ignore the grades and give credit for courses in which a grade of C or better is achieved, while others award credit for abroad courses on a pass/fail basis. It is wise to find out how your transcript will be handled before leaving on your program.

Pass/No Record

All internships are graded pass/no record. Central students may take no more than 20 semester hours of pass/no record or experiential credits out of the 120 semester hours required for graduation and should keep this in mind as they plan their course schedules. Students taking courses on a pass/no record must earn at least a C to receive a passing (P) grade, and many schools will convert the P grade to a C when calculating grade point averages. This is especially true for some graduate schools when determining entrance GPA.

Non-Central students should check with the registrar at their home schools for specific requirements.

Drops, Adds and Withdrawals

You may drop a course and add another with permission of the program director. Drops and adds must be completed within the first few weeks of the semester. The minimum load of 12 semester hours must be maintained.

Permission to withdraw from a course may be granted only at the program director's discretion. If approved, the letter W appears on the transcript. No withdrawals are allowed from required courses.

Financial Policies

Deposit

Nearly every part of a Central College study abroad program, from housing to excursions, must be contracted and reserved with advance deposits and often with full payment. Our policies for deposit refunds are based on practical realities. It is imperative your program deposit and payments are made on time.

The final deadline for deposits is 2 weeks after acceptance or May 1 (fall/year) and November 1 (spring), whichever is earlier. You must pay the non-refundable deposit by the due date in order to keep your place in the program and to allow the overseas program director to begin making housing, orientation and other arrangements for you. If Central College cancels the program, this deposit will be refunded.

Payments Due

Please check your online account regarding your home institution's payment of fees procedure. If your home institution's payment of fees procedure is to make payment of program fees on the student's behalf, Central College will invoice the student's home institution directly. The home institution, in turn, will deal directly with the student for payment of program fees. If your home institution's payment of fees procedure is for Central College to invoice the student directly, there will be a document available on your online account called Schedule of Payments. Please refer to this document regarding specific payment details.

Scholarship Awards

If you receive a Central College study abroad scholarship, it will be credited to your account balance.

Withdrawal or Deferral of Acceptance from Program

Students accepted on a Central College study abroad program that withdraw or defer after paying the non-refundable deposit will be charged according to the following schedule:

- Deferral or withdrawal between receipt of deposit and 60% completion of the program: deposit plus all expenses incurred.
- Withdrawal between 61 and 100% completion of the program: Full program fees.

Students who enroll in full year programs and withdraw from the spring semester will be charged spring semester fees as follows:

- Withdrawal from spring semester prior to November 1: no charge for spring semester.
- Withdrawal from spring semester after November 1: expenses incurred for spring semester.

Withdrawal from a Specific Part of the Program

No refunds will be given for withdrawal from a course, for missed meals or unattended excursions. There will also be no refunds for housing arrangements unless approval is granted prior to departure. **Central College students receiving Title IV funds who withdraw from the program will be assessed for expenses and all other funds will be refunded to appropriate agencies.**

Extending a Program

It is possible to extend your stay on a study abroad program; in fact, CCA encourages students to stay for the full year! Students who are uncertain of their intentions at the time of application should apply for the full year. Notification of any change in semester status (fall to full year/full year to fall only) must be given to the program director before November 1. A continuation fee of \$100 is charged if notification is given to the director after November 1.

Involuntary Dismissal from the Program

No refunds are given to students suspended from a program or dismissed by Central College. Any unpaid balance on the student's account will be due and payable at the time of dismissal.

Right of Cancellation

Central College reserves the right to make cancellations for insufficient participation in the Program or other reasons. Central College also reserves the right to make changes (including equipment substitutions) or other alterations in the Program's proposed schedule and I agree in advance to accept such changes or cancellations. In the event that the Program is canceled prior to the commencement of the program, Central College shall have no responsibility beyond the refund of all deposits made and monies paid to Central College by participants. Minor alterations in the Program will not result in refunds.

Alcohol and Drug Policy

At the request of the Department of Education on July 23, 1991, Central College produced the following statement regarding alcohol and drugs for the student handbook on our home campus. CCA has been asked to also distribute this to students on all study abroad programs.

A Drug-Free Campus

In observance of the Drug Free School and Community Act and a strong philosophical belief, Central College establishes the following policy:

- College policy prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on campus or at college-sponsored functions. Related paraphernalia is also prohibited. Violators can expect disciplinary sanctions to be imposed including the possibility of dismissal. Violators of this policy can also anticipate legal action being imposed. Legal sanctions could include monetary fines and/or imprisonment.
- Substance abuse has proven to be injurious to health and very costly to employers as a result of accidents, time lost from the job and related health costs. It has proven to be detrimental to the health and wellbeing of students resulting in lower grades, reduced participation in various college activities and increased health problems. The college, through its counseling service and its contact with other health professionals in the area, is prepared to assist students with substance abuse problems. A contact with one of the college counselors could prove to be helpful.
- Those who have questions regarding this policy should contact the student life office.

Family and Friends Visitation Policy

Central College welcomes family and friends to visit the program during the course of the semester. There are, however, policies that Central College has instituted for reasons of liability, and also to ensure that the student's experience abroad is not disrupted. Our experience with long-term visits (10 days or longer) is that they can prevent a student from becoming settled into the host culture, and can encourage extended homesickness.

For the reasons above, all Central College study abroad program day trips and excursions are **only available to program participants currently enrolled in the program**. Visitors may participate in program activities as deemed appropriate by the director. ***Also, during visits from family and friends, students are required to attend all classes and required program activities, as missing these necessary elements can compromise a student's grades and the overall dynamics of the program.*** Again, Central College does welcome visits from friends and family. These visits are encouraged to take place during semester breaks or at times when program excursions are not planned.

Medical Insurance Policy

It is your responsibility to obtain proper medical insurance prior to departure from the United States. **It is a requirement to have at least \$50,000 in coverage to attend a Central College study abroad program.** Often, the same medical insurance plan that provides coverage for you to attend your home institution is also valid anywhere in the world. However, there are a few policies that are the exception to the general rule, and it is important you call your insurance company to determine if you are covered overseas. If not, you and your parents must find out what exactly is covered and decide whether or not you wish to purchase additional insurance related to your anticipated needs. Also, be sure to discuss with your parents what you should do in an emergency situation. Consider whether you should purchase a policy with air transport medical evacuation benefits. Some medical assistance programs provide such a service.

If you see a doctor or require hospital treatment abroad, usually you must pay cash. Be sure to obtain receipts. Your insurance company can reimburse you upon returning to the United States. A few insurance companies will provide on-site representatives to handle payment and other arrangements, such as emergency evacuation, if deemed necessary. A number of companies offer medical expense insurance and/or travel assistance for people studying or traveling abroad. They offer different forms of coverage, including medical expense benefits, supplemental major medical expense, medical evacuation, referral to local physicians and hospitals, personal accident, etc.

It is solely your responsibility to determine, with or without medical assistance, that you are **physically** and **mentally** able to participate in a study abroad program. Any and all health and accident insurance you consider necessary is your responsibility

to locate and purchase. Central College student health insurance is valid while the student is overseas and does have limited medical evacuation coverage.

The cost of a supplemental travel insurance policy is included as part of your program fees. This policy provides modest accident and sickness insurance and emergency medical evacuation anywhere you travel outside the United States for as long as the policy is valid, generally one year from issuance. We do not recommend that this supplemental travel insurance take the place of your college or other family primary insurance plan as it will **not cover any treatment inside the United States**.

Health Recommendations

Make taking care of your health a priority before you leave! You are required to have a recent physical for the Central College Study Abroad Medical Form, but you'll also want to visit the dentist, optometrist and any doctors you visit for special needs. See a physician for any ongoing or acute medical problem, no matter how trivial. Foreign medical systems are often different from what you are used to – make sure any problems are resolved well before you leave. Below is a checklist to help you get caught up before you go:

Staying Healthy Abroad

- Get plenty of rest, especially when you first arrive as you'll be under a combination of excitement, jet lag and anxiety. Until you adjust to your new surrounds and schedule, you may get worn down or sick more easily . Proper rest will help!
- Eat properly! This may seem obvious, but you will notice a big difference in your body's adjustment.
- Exercise is a great way to keep up your energy and it will help your immune system work properly. Exercising also gets you out into your host city to explore new things!
- Continue with any previously prescribed treatments or medications.

Sickness and Injury

If you become sick or injured, contact the program director right away. All of the director's contact information is located on the first page of this handbook. The director will have local knowledge of hospitals, clinics or other resources. The director may accompany you when appropriate or necessary. ***When you are in an unfamiliar location, check with the U.S. Embassy or consulate for a list of local physicians and dentists.***

Physical and Mental Health

Though it is not required, CCA strongly encourages students who may have special considerations to make the director aware of these early on in the program. Also, try and include as much information as possible on the Medical Form that you turn in to the CCA office before you go. Any pre-existing conditions may be complicated by the initial stress of living abroad, and your experience can be greatly diminished if you do not address them. Whether this condition is a physical or mental health issue, the director is equipped to assist you with the utmost discretion and confidentiality. Counseling, treatment and tutoring services can be found with the director's assistance.

Central College does not employ mental health professionals abroad. In the admissions process, the College does not discriminate against individuals with emotional disorders or conditions, but all students are urged to think carefully about submitting themselves to the additional pressure, fatigue and anxiety of life in a foreign environment. For your own welfare, if you have had any emotional or psychological problem, please consult with a mental health professional in this country to discuss the potential stress of study abroad. We want you to be aware that mental health treatment may not be as widely accessible abroad as it is in the United States.

Immunizations

Discuss your need for immunizations with your health care provider. Ask about shots or boosters appropriate for the area you will be living in. Central College recommends the following for all programs:

- Tetanus-Diphtheria booster if five years or longer since last booster*
- Tuberculosis (TB) test – within one year before leaving the US and within 10 weeks after returning to the US □
Verification of blood type
- Consider having a winter flu booster

**Tetanus vaccine overseas is often a different type of vaccine, and you may have a reaction to it. Centers for Disease Control recommends ALL COLLEGE AGE STUDENTS be immunized for Hepatitis B and receive a second Measles, Mumps (MMR) and Rubella vaccination.*

STDs

Sexually transmitted diseases (STDs) are common in all countries and are more prevalent in developing ones. Check with your health practitioner for tips on prevention and information about the risks of STDs, especially Hepatitis B and HIV.

Dental Care

See a dentist even if you are not having any dental problems. Dental care treatment and practices vary around the world, so it is best to have a thorough checkup before you leave and have any necessary dental treatments taken care of at the same time.

Eyeglasses

We encourage you to bring an extra pair of eyeglasses, prescription sunglasses, and/or contact lenses. Also, bring along a copy of your prescription. Optometrists will be available, but if you arrive prepared you will decrease your waiting time for a new set of glasses or contacts.

Prescription Medicines

If you are on medication, we advise you to take a sufficient amount to last for your entire stay – if possible. Be sure to carry prescription medicines in their original vials or packaging with prescription labels attached. Most prescription medications will be readily available at your program site, but many brand names will be different. Make sure you know what the substance name or ingredients of the medication are – both for prescribed and over-the-counter medicines. If you run out of medicine, and need to get a new supply, the substance name is crucial.

Please note that there are American medicines, both prescription and non-prescription, that are banned or illegal and may not enter certain countries. If found by customs, these medications will be confiscated and destroyed, irrespective of purchase costs. This also goes for medicines sent by mail. Your pharmacist should be able to advise you on legality issues and give the brand names of alternative medicines. Also, check with your airline before departure to learn whether your prescription should be packed in carry-on or checked baggage. Let your director know of any medication you are taking so that they can follow up in case of an emergency.

Medical Records

If you have special medical needs, be sure to hand carry copies of your medical records and/or a letter from your physician describing your circumstance(s).

Review

Review any information available about health care (diseases, health care system) in your study country. This information will help you to know what resources you will be able to rely on and how much you will have to take responsibility for.

Travel Recommendations

Travel away from the program during breaks or over weekends can be one of the appealing benefits of study abroad. However, you must notify the staff at the program office of all your travel plans and the anticipated dates of return. Note that this is solely out of concern for student safety and precautions in the event of an emergency. Please note that students must return from weekend travel in time for Monday morning classes.

Safety Abroad

In addition to adjusting to life in another country, you may be adjusting to life in a big city. Central College is always concerned about the safety and welfare of its students. The program director will discuss student safety during orientation, and we urge you to be guided by these suggestions. Below are common travel guidelines CCA would like all students to follow:

- Travel documents: Make two copies of your passport – leave one at home and pack the other in your bags. Keep your passport and other travel documents on you at all times while traveling. Report a lost or stolen passport to the nearest U.S. Embassy or Consulate **IMMEDIATELY**.
- Car rental: Student car rental is actively discouraged. All program sites have excellent public transportation and all are notorious for overcrowded streets and highways. National laws affecting liability for auto accidents are complex and risky. Car accidents are the leading cause of death for travelers. If a student must have a car, parental authorization and written acceptance of liability must be sent to the program director.
- Hitchhiking: Hitchhiking is practiced by some Americans and Europeans, though forbidden by law in several countries and considered to be dangerous. We actively discourage hitchhiking.

- Prevent pick pocketing: Help prevent theft by carrying your belongings in a secure manner. Consider not carrying a purse or wallet when on crowded streets. Better still, invest in a money belt or neck wallet and keep them concealed under your clothing. Always be cautious in crowds in the subway, marketplace, at a festival, or when surrounded by groups of people. Coat pockets, handbags and hip pockets are particularly susceptible to theft.
- Don't draw attention: Don't flash large amounts of money when paying for items. Talk quietly on public transportation and in eating or drinking venues. In many countries, Americans are stereotyped as being loud. Be especially conscious of this when in a large group.
- Meeting new people: Exercise good judgment when establishing new relationships with strangers. Don't give out your address or phone number to just anyone. Politely decline food or drinks from strangers.
- A note to women: Be aware that many countries have the misconception that American women are somewhat indiscriminately sexually active. We know that our culture values independent, self-assured women, but be cautious of what image you project and do not allow your self-confidence to lead you into dangerous situations.

Safety and Security Plan

Emergency Plan

The Central College Study Abroad Emergency Plan enhances the safety of our participants and guides their response to emergencies. The plan is not a guarantee that a specific action will take place in a specific situation, nor is this document a contract between Central College and any other party. Health, safety, and recovery from emergency situations are the sole responsibility of each participant as outlined in the Conditions of Participation form signed by each participant.

Assessing the Risk

Central College uses a number of sources to assess the safety and security risks for participants. We use data provided by the U.S. Department of State, and gather data provided by our program directors regarding their local situation. Other sources include consultation with other study abroad program providers and recommendations made by NAFSA. We encourage individual participants and their family to remain in close contact with each other and to regularly check travel advisories at www.travel.state.gov.

Role of On-site Program Directors

Our program directors are continually monitoring safety and security in their respective countries. In the event of a local emergency or worldwide crisis, program directors will:

- Contact all participants to ascertain their well-being and to provide information and advice
- Contact the U.S. Embassy, Consulate, or Interest Section, and also confer with other study abroad providers and/or U.S. organizations operating in their city or country
- Gather or not gather the participants in a group based on the particular circumstances
- Advise participants to contact their family as soon as possible
- Contact the Emergency Response Team
- Continue to monitor the local situation and implement instructions from Emergency Response Team as needed

Role of Participants

We encourage our participants to be in routine contact with their family and to advise them of their travel plans during their time outside of the United States. Our program directors also request travel plans from each of their participants as a precautionary measure. In addition, Central College advises participants to:

- Make sure their family has their accurate and up-to-date contact information at all times; Notify the program director of any emergencies and any health condition that lasts a day or two;
- Review travel advisories for countries they plan to visit.

Role of Emergency Management and Emergency Response Teams

Central College's Emergency Communication and Management Team consists of senior staff members, including the President of Central College. In the event of an emergency, the Emergency Communication Management Team will determine the course of action, which will be carried out by an Emergency Response Team. Members of these teams have access to all critical data regarding participants, worldwide staff, sending schools, and other safety and crisis information. In the event of a local emergency or worldwide crisis, Sending schools will be contacted as soon as possible. Participant's family or emergency contact may also be notified depending on the severity of the situation.

To contact the Emergency Response Team **please call our toll-free number at 1-800-831-3629**. After hours instructions will re-direct callers to the main campus switchboard where the call can be re-directed.

In the event of a local emergency or worldwide crisis, the Emergency Response Team will:

- Consult with program directors regarding situation;

- Determine proper course of action and have program directors implement plan of action;
 - Contact sending schools regarding course of action as soon as possible; □
 - Contact the participants' family depending on the severity of the situation.

U.S. Department of State

We continually monitor the travel advisories in the countries in which our programs operate. Travel advisories for specific countries can be viewed at www.travel.state.gov. The U.S. State Department also provides a service to families in the United States whose U.S. Citizen relatives living abroad are directly affected by a crisis. Families can communicate with the Department of State through the Office of American Citizens Services and Crisis Management (202) 647-5225. Participants and their families need to be aware that the U.S. Department of State Office of American Citizens Services and Crisis Management will generally not release individual information to Central College or to other third parties.

Contingency Plans

We do have contingency plans for each country in which we operate. Contingency plans will be put into effect in case there is a known local condition that requires (1) extra caution (2) removal of the program to a different site in the same city or country or a nearby country or (3) suspension of a program and evacuation of participants. For security reasons, these contingency plans are made known only to Central College study abroad staff.

On-site Orientation

As a part of the comprehensive on-site orientation, our program directors have reviewed in-depth safety and security measures for their respective countries. Participants have been given all necessary emergency contact information and have been guided in the steps they should take should an emergency arise. Program directors provide guidance for students to register with the

U.S. Consulate or Interest Section, a step that is strongly encouraged.

Cellular Phone Information

As part of Central College's commitment to your safety abroad, we require all students to have a cellular phone with you at all times while enrolled in our programs so that you can be reached quickly in the event of an emergency. Please check your online acceptance packet for program specific information.

Health Insurance

Participants have been provided information regarding recommended local health care providers. As a requirement to participate in Central College's study abroad programs, participants must have health insurance to cover them while abroad.

Health Care

As always, Central College's top priority is our participants and their well-being. We will continue to monitor the world situation and act in the participants' best interest. If an emergency arises, please know we will act prudently and notify sending schools and family of our actions. We are prepared to act should the need arise.