INTERNATIONAL STUDY PROGRAMS

FACULTY HANDBOOK

OF PLANNING TOOLS AND POLICIES AND PROCEDURES
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PART 1: PROGRAM PLANNING TOOLS

SECTION 1: BEFORE YOUR PROGRAM

ISP Directory

ISP
Lynn Elliott ISP Director 204B HRCB 422-6244 lynn_elliott@byu.edu
Chelita Pate Coordinator 204D HRCB 422-3309 chelita_pate@byu.edu
Aaron Rose Coordinator 204A HRCB 422-8241 aaron_rose@byu.edu
Malcolm Botto Coordinator 204E HRCB 422-6677 malcolm_botto@byu.edu
Christopher Quinlan Coordinator 204F HRCB 422-8535 christopher_quinlan@byu.edu
Angelique Powell Registrar 204 HRCB 422-8687 angelique_powell@byu.edu
Front Desk Students Receptionist 101 HRCB 422-3686 isp@byu.edu

General Kennedy Center
Landes Holbrook Security 280 HRCB 422-4302 international_security@byu.edu
Ryan Zirker Controller 237C HRCB 422-6621 ryan_zirker@byu.edu
Troy Galbraith Accountant 214 HRCB 422-3560 troy_galbraith@byu.edu
Nellie Ashby Accountant 222 HRCB 422-1713 nellie_ashby@byu.edu
Financial Assistants Finances 207 HRCB 422-6690 kennedy_accounts@byu.edu
Kelly Blazian Exec. Secretary 237 HRCB 422-3378 kelly_blazian@byu.edu
Front Desk Students Receptionist 237 HRCB 422-3377 kennedycenter@byu.edu

Travel Agents
Julie Ann Zarbock Travel Agent 280 HRCB 422-3998 jaz5@byu.edu
Todd Bird Travel Agent 280 HRCB 422-9370 todd_bird@byu.edu
Wendy Baumgarten Travel Agent 280 HRCB 422-9371 wendybaumgarten@byu.edu
Karen Brereton Travel Agent 280 HRCB 422-7160 karenb@byu.edu
ISP Faculty Meetings Agenda

Overall Objectives
- BYU—its mission
- Life in the host country

Administration
- Faculty responsibilities
- Spouse responsibilities
- Student facilitator (Study Abroad Appendix)
- Electronic student evaluations

Academics
- Academics
- Curriculum
- Teaching load
- Director reports
- Prep class structure—student handbook
- Syllabi
- Program calendars
- Textbooks and textbook orders
- Course approvals and registration procedures
- Adding and dropping classes
- Grades

Travel
- Field study trips
- Optional travel
- Travel restrictions and guidelines
- Temple visits
- Sunday travel

Health and Safety
- GeoBlue–Faculty and Students
- Health Insurance–Faculty
- Immunizations

Church Relations
- Dress and Grooming Standards
- Involvement in local ward/branch
- Firesides
- Home evenings
- Devotionals
- Missionary work

Miscellaneous
- Faculty/student cell phones
- Communication to home base
- Honor Code
- Dating
- Sexual Harassment
- Note: Students going on winter programs need to make sure their ecclesiastical endorsement is updated and submitted prior to departure.

Next meeting: ________________

Next meeting: ________________

Next meeting: ________________

Next meeting: ________________

Next meeting: ________________

Next meeting: ________________

Next meeting: ________________

Next meeting: ________________

Next meeting: ________________
### Director Timeline Checklist

**Winter Program Director Timeline Checklist**

<table>
<thead>
<tr>
<th>1 Year Prior</th>
<th>Complete new program proposal and faculty application for study abroad.</th>
<th>Meet with your coordinator about the program.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August</strong></td>
<td><em>ISP registrar will be e-mailing you three forms. Complete and return each form as soon as possible.</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Prep class creation form: Creates your section for the prep class.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Course creation form: Creates the courses your students will be taking on the program.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Request for approval for full-time faculty to teach in another department.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attend initial budget and calendar planning meeting. This will be the first of three planned budget meetings.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recruit students.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Determine visas required for your program. Note: Please plan on a block of time during one of the prep class times for ISP to help with visa applications if needed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete the FERPA video request sent by the ISP registrar. This will allow you increased access to your program on the database.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Create or update the program's flyer. (You will correspond with your coordinator’s assistant until it is ready for submission. Your coordinator will then approve it. Once it is published you will receive copies for recruiting purposes.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Read the Faculty Handbook.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>You will be sent an invitation from the ISP registrar to attend the ISP Fair. Your timely RSVP is most appreciated.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Identify logistical and other program needs and discuss these with your coordinator.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Identify a facilitator if your program has been approved for one. He or she should be an undergraduate student participating on the program. The student cannot be on contract with any department. Have them contact your coordinator’s assistant to make a hiring appointment with your coordinator. The facilitator may begin work after their hiring paperwork has been processed by ISP.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Identify the assistance you will need from the ISP office.</td>
<td></td>
</tr>
<tr>
<td><strong>September</strong></td>
<td>Attend the ISP Fair. Make sure all your flyers are completed at least three weeks prior. You will need to be at your booth the entire time recruiting students. If you cannot be there, assign someone to cover for you.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make last effort to recruit before the deadline at the end of September or early October.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Call Landes Holbrook, security analyst, (2-4302) to schedule a security briefing. This is required by the university.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Call Malcolm Botto (2-6677) to schedule a cultural lecture and discussion. This is</td>
<td></td>
</tr>
</tbody>
</table>

*All months given here are prior to the program unless otherwise indicated. Please call your coordinator at any time to discuss your program’s needs. Please read important Travel office note at the end of this document.*
### October

<table>
<thead>
<tr>
<th></th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meet with your coordinator to finalize budget.</strong> Final program cost is due by the end of the month.</td>
<td><strong>Month</strong></td>
</tr>
<tr>
<td>Check the database regularly for changes in applications. If you need help or have questions, contact your coordinator’s assistant.</td>
<td><strong>Month</strong></td>
</tr>
<tr>
<td>Identify international students participating in the program. Your coordinator will need to meet with these students to make sure all paper work is in order for them to leave and return to the United States.</td>
<td><strong>Month</strong></td>
</tr>
<tr>
<td>Make sure students have registered for the prep class. (Prep classes start on the first day of the second block.)</td>
<td><strong>Month</strong></td>
</tr>
<tr>
<td>Remind your facilitator to distribute the prep class handouts on the first day of your prep class before class starts.</td>
<td><strong>Month</strong></td>
</tr>
</tbody>
</table>

*Final program cost announcement.*

### November

<table>
<thead>
<tr>
<th></th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check database regularly for changes in applicants. You will need this information to finalize budget costs.</td>
<td><strong>Month</strong></td>
</tr>
<tr>
<td>Pay necessary deposits.</td>
<td><strong>Month</strong></td>
</tr>
</tbody>
</table>
| E-mail your coordinator’s assistant the following:  
1. Faculty information sheet  
2. Two passport copies of every family member traveling with you | **Month** |

### December

<table>
<thead>
<tr>
<th></th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make all final payments for program. Make sure you have copies of all paid-in-full receipts.</td>
<td><strong>Month</strong></td>
</tr>
<tr>
<td>Hold final budget meeting with your coordinator before you meet with Ryan Zirker (Kennedy Center controller) or his staff. All cash and credit card needs while abroad should be determined prior to this meeting.</td>
<td><strong>Month</strong></td>
</tr>
<tr>
<td>Hold predeparture meeting with Ryan or Troy and your coordinator three weeks before leaving. Ryan or Troy will contact you to schedule this meeting.</td>
<td><strong>Month</strong></td>
</tr>
</tbody>
</table>
| E-mail your coordinator’s assistant the following:  
1. Family flight itineraries  
2. Final program calendar  
3. Course syllabus for each of the courses offered on the program  
4. Hotel contact information for every place you will be staying should be entered into the ITMS.  
5. Cell phone number while abroad  
6. E-mail address while abroad | **Month** |
| Any changes to the program, i.e., hotels, program calendar, etc. should be entered into the ITMS. | **Month** |
Course approval form (e-mailed by the registrar) needs to be completed and returned. Study abroad courses will then be created, and students may begin enrolling in them.

Set up an international phone from the Cell Phone office or international plan on your phone.

<table>
<thead>
<tr>
<th>January</th>
<th>Check in with your coordinator one more time for last-minute items prior to departure.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Check one last time that you have copies of all your paid-in-full receipts.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Within 15 days of your return</th>
<th>E-mail program report to your coordinator.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contact your coordinator for a director debriefing.</td>
</tr>
<tr>
<td></td>
<td>Return completed budget packet and excess program funds (in U.S. currency only) to Ryan Zirker.</td>
</tr>
<tr>
<td></td>
<td>Submit grades by the university deadline.</td>
</tr>
</tbody>
</table>
### Spring Program Director Timeline Checklist**

All months given here are *prior* to the program unless otherwise indicated. Please call your coordinator at any time to discuss your program’s needs. Please read important Travel office note at the end of this document.

<table>
<thead>
<tr>
<th>1 Year Prior</th>
<th>Complete new program proposal and faculty application for study abroad.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Meet with your coordinator about the program.</td>
</tr>
</tbody>
</table>

| August        | Attend initial budget and calendar planning meeting. This will be the first of three planned budget meetings. |
|              | Determine visas required for your program. Note: Please plan on a block of time during one of the prep class times for ISP to help with visa applications if needed. |
|              | Complete the FERPA video request sent by the ISP registrar. This will allow you increased access to your program on the database. |
|              | Create or update the program’s flyer. (You will correspond with your coordinator’s assistant until it is ready for submission. Your coordinator will then approve it. Once it is published you will receive copies for recruiting purposes.) |
|              | Read the Faculty Handbook.                                               |
|              | You will be sent an invitation from the ISP registrar to attend the ISP Fair. Your timely RSVP is most appreciated. |
|              | Identify logistical and other program needs and discuss these with your coordinator. |
|              | Identify the assistance you will need from the ISP office.               |

| September     | Identify a facilitator if your program has been approved for one. He or she should be an undergraduate student participating on the program. The student cannot be on contract with any department. Have them contact your coordinator’s assistant to make a hiring appointment with your coordinator. The facilitator may begin work *after* their hiring paperwork has been processed by ISP. |
|              | Attend the ISP Fair. Make sure all your flyers are completed at least three weeks prior. You will need to be at your booth the entire time recruiting students. If you cannot be there, assign someone to cover for you. |
|              | Recruit students.                                                        |
|              | Enter your program calendar into the International Travel Management System (ITMS) at [https://home.byu.edu/webapp/itms/travelplan/home](https://home.byu.edu/webapp/itms/travelplan/home). Notify your coordinator by e-mail when it has been entered. |

<p>| October       | Call BYU International Security (2-5357) to schedule a Title IX and security briefing. This is required by the university. |
|              | Call Malcolm Botto (2-6677) to schedule a cultural lecture and discussion. This is optional but recommended. |
|              | You can make program payments by forwarding receipts to your ISP coordinator, who will arrange a wire transfer. You can also fill out a T-card application with your ISP coordinator and use that card to pay for program expenses once some of your program participants have paid their fees. You may also pay with your BYU department card and reconcile it to your program’s account code. |
|              | Check the database regularly for changes in applications. If you need help or have questions, contact your coordinator’s assistant. |</p>
<table>
<thead>
<tr>
<th>Month</th>
<th>Tasks</th>
</tr>
</thead>
</table>
| November | *ISP registrar will be e-mailing you three forms. Complete and return each form as soon as possible.*  
1. Prep class creation form: Creates your section for the prep class.  
2. Course creation form: Creates the courses your students will be taking on the program.  
3. Request for approval for full-time faculty to teach in another department.  
E-mail your coordinator’s assistant the following:  
1. Faculty information sheet  
2. Two passport copies of every family member traveling with you  
Identify international students participating in the program. Your coordinator will need to meet with these students to make sure all paperwork is in order for them to leave and return to the United States. |
| December | Check database regularly for changes in applicants. You will need this information to finalize budget costs.  
Pay necessary deposits.  
Make sure students have registered for the prep class.  
Make sure you have a facilitator hired. |
| January | Meet with your coordinator to finalize budget. Final program cost announcement is in February.  
Make last effort to recruit.  
*Your coordinator will hold a facilitator training this month.*  
*ISP winter fair. This is by invitation only.*  
E-mail your coordinator’s assistant your prep class syllabus. |
| February | *Final program cost announcement.*  
Attend the director’s information luncheon.  
Course approval form (e-mailed by the registrar) needs to be completed and returned.  
*Study abroad courses are created, and students may begin enrolling in them.*  
Make all final payments for program. Make sure you have copies of all paid-in-full receipts.  
Remind your facilitator to distribute the prep class handouts on the first day of your prep class before class starts. (Prep classes start on the first day of the second block.)  
E-mail your coordinator’s assistant the following:  
1. Family flight itineraries  
2. Final program calendar  
3. Course syllabus for each of the courses offered on the program  
4. Hotel contact information for every place you will be staying should be entered into the ITMS. |
<table>
<thead>
<tr>
<th>March</th>
<th>Hold final budget meeting with your coordinator before you meet with Ryan Zirker (Kennedy Center controller) or his staff. All cash and credit card needs while abroad should be determined prior to this meeting.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Set up an international phone from the Cell Phone office or international plan on your phone.</td>
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<tr>
<td></td>
<td>E-mail your coordinator’s assistant the following:</td>
</tr>
<tr>
<td></td>
<td>1. Cell phone number while abroad</td>
</tr>
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<td></td>
<td>2. E-mail address while abroad</td>
</tr>
<tr>
<td></td>
<td>Any changes to the program, i.e., hotels, program calendar, etc. should be entered into the ITMS.</td>
</tr>
<tr>
<td>April</td>
<td>Hold predeparture meeting with Ryan or Troy and your coordinator three weeks before leaving. Ryan or Troy will contact you to schedule this meeting.</td>
</tr>
<tr>
<td></td>
<td>Check in with your coordinator one more time for last-minute items prior to departure.</td>
</tr>
<tr>
<td></td>
<td>Check one last time that you have copies of all your paid-in-full receipts.</td>
</tr>
<tr>
<td>Within 15 days of your return</td>
<td>E-mail program report to your coordinator.</td>
</tr>
<tr>
<td></td>
<td>Contact your coordinator for a director debriefing.</td>
</tr>
<tr>
<td></td>
<td>Return completed budget packet and excess program funds (in U.S. currency only) to Ryan Zirker.</td>
</tr>
<tr>
<td></td>
<td>Submit grades by the university deadline.</td>
</tr>
</tbody>
</table>
# Summer Program Director Timeline Checklist**

All months given here are prior to the program unless otherwise indicated. Please call your coordinator at any time to discuss your program’s needs. Please read important Travel office note at the end of this document.

<table>
<thead>
<tr>
<th>1 Year Prior</th>
<th>Complete new program proposal and faculty application for study abroad.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Meet with your coordinator about the program.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>August</th>
<th>Attend initial budget and calendar planning meeting. This will be the first of three planned budget meetings.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Determine visas required for your program. Note: Please plan on a block of time during one of the prep class times for ISP to help with visa applications if needed.</td>
</tr>
<tr>
<td></td>
<td>Complete the FERPA video request sent by the ISP registrar. This will allow you increased access to your program on the database.</td>
</tr>
<tr>
<td></td>
<td>Create or update the program’s flyer. (You will correspond with your coordinator’s assistant until it is ready for submission. Your coordinator will then approve it. Once it is published you will receive copies for recruiting purposes.)</td>
</tr>
<tr>
<td></td>
<td>Read the Faculty Handbook.</td>
</tr>
<tr>
<td></td>
<td>You will be sent an invitation from the ISP registrar to attend the ISP Fair. Your timely RSVP is most appreciated.</td>
</tr>
<tr>
<td></td>
<td>Identify logistical and other program needs and discuss these with your coordinator.</td>
</tr>
<tr>
<td></td>
<td>Identify the assistance you will need from the ISP office.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>September</th>
<th>Identify a facilitator if your program has been approved for one. He or she should be an undergraduate student participating on the program. The student cannot be on contract with any department. Have them contact your coordinator’s assistant to make a hiring appointment with your coordinator. The facilitator may begin work after their hiring paperwork has been processed by ISP.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Attend the ISP Fair. Make sure all your flyers are completed at least three weeks prior. You will need to be at your booth the entire time recruiting students. If you cannot be there, assign someone to cover for you.</td>
</tr>
<tr>
<td></td>
<td>Recruit students.</td>
</tr>
<tr>
<td></td>
<td>Enter your program calendar into the International Travel Management System (ITMS) at <a href="https://home.byu.edu/webapp/itms/travelplan/home">https://home.byu.edu/webapp/itms/travelplan/home</a>. Notify your coordinator by e-mail when it has been entered.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October</th>
<th>Call BYU International Security (2-5357) to schedule a Title IX and security briefing. This is required by the university.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Call Malcolm Botto (2-6677) to schedule a cultural lecture and discussion. This is optional but recommended.</td>
</tr>
<tr>
<td></td>
<td>You can make program payments by forwarding receipts to your ISP coordinator, who will arrange a wire transfer. You can also fill out a T-card application with your ISP coordinator and use that card to pay for program expenses once some of your program participants have paid their fees. You may also pay with your BYU department card and reconcile it to your program’s account code.</td>
</tr>
<tr>
<td></td>
<td>Check the database regularly for changes in applications. If you need help or have questions, contact your coordinator’s assistant.</td>
</tr>
</tbody>
</table>
| November       | *ISP registrar will be e-mailing you three forms. Complete and return each form as soon as possible.  
|               | 1. Prep class creation form: Creates your section for the prep class.
|               | 2. Course creation form: Creates the courses your students will be taking on the program.
|               | 3. Request for approval for full-time faculty to teach in another department.
|               | E-mail your coordinator’s assistant the following:  
|               | 1. Faculty information sheet  
|               | 2. Two passport copies of every family member traveling with you  
|               | Interview and accept students on the database prior to the deadline.  
|               | Identify international students participating in the program. Your coordinator will need to meet with these students to make sure all paperwork is in order for them to leave and return to the United States. |
| December      | Check database regularly for changes in applicants. You will need this information to finalize budget costs.  
|               | Pay necessary deposits.  
|               | Make sure students have registered for the prep class.  
|               | Make sure you have a facilitator hired. |
| January       | Meet with your coordinator to finalize budget. Final program cost announcement is at the first of April.  
|               | Make last effort to recruit.  
|               | *Your coordinator will hold a facilitator training this month.  
|               | *ISP winter fair. This is by invitation only.  
|               | E-mail your coordinator’s assistant your prep class syllabus. |
| February      | Attend the director’s information luncheon.  
|               | Make all final payments for program. Make sure you have copies of all paid-in-full receipts.  
|               | Remind your facilitator to distribute the prep class handouts on the first day of your prep class before class starts. (Prep classes start on the first day of the second block.) |
| March         | Hold final budget meeting with your coordinator before you meet with Ryan Zirker (Kennedy Center controller) or his staff. All cash and credit card needs while abroad should be determined prior to this meeting. |
| April         | *Final program cost announcement.  
|               | E-mail your coordinator’s assistant the following:  
|               | 1. Family flight itineraries  
|               | 2. Final program calendar  
|               | 3. Course syllabus for each of the courses offered on the program  
<p>|               | 4. Hotel contact information for every place you will be staying should be entered into the ITMS. |</p>
<table>
<thead>
<tr>
<th>May</th>
<th>Course approval form (e-mailed by the registrar) needs to be completed and returned.</th>
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<tbody>
<tr>
<td></td>
<td>*Study abroad courses are created, and students may begin enrolling in them.</td>
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<td>Hold predeparture meeting with Ryan or Troy and your coordinator three weeks before leaving. Ryan or Troy will contact you to schedule this meeting.</td>
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<td>E-mail your coordinator’s assistant the following:</td>
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<td>1. Cell phone number while abroad</td>
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<td></td>
<td>2. E-mail address while abroad</td>
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<td></td>
<td>Any changes to the program, i.e., hotels, program calendar, etc. should be entered into the ITMS.</td>
</tr>
<tr>
<td>June</td>
<td>Check in with your coordinator one more time for last-minute items prior to departure.</td>
</tr>
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<td></td>
<td>Check one last time that you have copies of all your paid-in-full receipts.</td>
</tr>
<tr>
<td>Within 15 days of your return</td>
<td>E-mail program report to your coordinator.</td>
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<tr>
<td></td>
<td>Contact your coordinator for a director debriefing.</td>
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<td>Return completed budget packet and excess program funds (in U.S. currency only) to Ryan Zirker.</td>
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<tr>
<td></td>
<td>Submit grades by the university deadline.</td>
</tr>
<tr>
<td>Fall Program Director Timeline Checklist**</td>
<td></td>
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<tr>
<td>-------------------------------------------</td>
<td></td>
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<tr>
<td>All months given here are prior to the program unless otherwise indicated. Please call your coordinator at any time to discuss your program’s needs. Please read important Travel office note at the end of this document.</td>
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<tr>
<th>1 Year Prior</th>
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<tr>
<td>Complete new program proposal and faculty application for study abroad.</td>
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</tr>
<tr>
<td>Meet with your coordinator about the program.</td>
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<thead>
<tr>
<th>August</th>
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<tbody>
<tr>
<td>Attend initial budget and calendar planning meeting. This will be the first of three planned budget meetings.</td>
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<tr>
<td>Determine visas required for your program. Note: Please plan on a block of time during one of the prep class times for ISP to help with visa applications if needed.</td>
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<tr>
<td>Complete the FERPA video request sent by the ISP registrar. This will allow you increased access to your program on the database.</td>
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<tr>
<td>Create or update the program’s flyer. (You will correspond with your coordinator’s assistant until it is ready for submission. Your coordinator will then approve it. Once it is published you will receive copies for recruiting purposes.)</td>
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<tr>
<td>Read the Faculty Handbook.</td>
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<tr>
<td>You will be sent an invitation from the ISP registrar to attend the ISP Fair. Your timely RSVP is most appreciated.</td>
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</tr>
<tr>
<td>Identify logistical and other program needs and discuss these with your coordinator.</td>
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<tr>
<td>Identify the assistance you will need from the ISP office.</td>
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<tr>
<th>September</th>
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<tbody>
<tr>
<td>Identify a facilitator if your program has been approved for one. He or she should be an undergraduate student participating on the program. The student cannot be on contract with any department. Have them contact your coordinator’s assistant to make a hiring appointment with your coordinator. The facilitator may begin work after their hiring paperwork has been processed by ISP.</td>
<td></td>
</tr>
<tr>
<td>Attend the ISP Fair. Make sure all your flyers are completed at least three weeks prior. You will need to be at your booth the entire time recruiting students. If you cannot be there, assign someone to cover for you.</td>
<td></td>
</tr>
<tr>
<td>Enter your program calendar into the International Travel Management System (ITMS) at <a href="https://home.byu.edu/webapp/itmstravelplan/home">https://home.byu.edu/webapp/itmstravelplan/home</a>. Notify your coordinator by e-mail when it has been entered.</td>
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<tr>
<th>October</th>
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<tr>
<td>Recruit students.</td>
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<tr>
<td>Call BYU International Security (2-5357) to schedule a Title IX and security briefing. This is required by the university.</td>
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</tr>
<tr>
<td>Call Malcolm Botto (2-6677) to schedule a cultural lecture and discussion. This is optional but recommended.</td>
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<tr>
<td>You can make program payments by forwarding receipts to your ISP coordinator, who will arrange a wire transfer. You can also fill out a T-card application with your ISP coordinator and use that card to pay for program expenses once some of your program participants have paid their fees. You may also pay with your BYU department card and reconcile it to your program’s account code.</td>
<td></td>
</tr>
<tr>
<td>Check the database regularly for changes in applications. If you need help or have questions, contact your coordinator’s assistant.</td>
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</table>
| November | ISP registrar will be e-mailing you three forms. Complete and return each form as soon as possible.  
1. Prep class creation form: Creates your section for the prep class.  
2. Course creation form: Creates the courses your students will be taking on the program.  
3. Request for approval for full-time faculty to teach in another department.  
  E-mail your coordinator’s assistant the following:  
1. Faculty information sheet  
2. Two passport copies of every family member traveling with you  
  Interview and accept students on the database prior to the deadline.  
  Identify international students participating in the program. Your coordinator will need to meet with these students to make sure all paper work is in order for them to leave and return to the United States. |
| --- | --- |
| December | Check database regularly for changes in applicants. You will need this information to finalize budget costs.  
  Pay necessary deposits.  
  Make sure students have registered for the prep class.  
  Make sure you have a facilitator hired. |
| January | Make last effort to recruit.  
*Your coordinator will hold a facilitator training this month.*  
*ISP winter fair. This is by invitation only.*  
  E-mail your coordinator’s assistant your prep class syllabus. |
| February | Attend the director’s information luncheon.  
  Remind your facilitator to distribute the prep class handouts on the first day of your prep class before class starts. (Prep classes start on the first day of the second block.) |
| March | Meet with your coordinator to finalize program cost. Final program cost announcement is at the end of April. |
| April | Final program cost announcement.  
  Make all final payments for program. Make sure you have copies of all paid-in-full receipts. |
| May | Course approval form (e-mailed by the registrar) needs to be completed and returned.  
*Study abroad courses are created, and students may begin enrolling in them.*  
  Hold final budget meeting with your coordinator before you meet with Ryan Zirker (Kennedy Center controller) or his staff. All cash and credit card needs while abroad should be determined prior to this meeting. |
### June
- **Hold predeparture meeting with Ryan or Troy and your coordinator three weeks before leaving.** Ryan or Troy will contact you to schedule this meeting.
- **E-mail your coordinator’s assistant the following:**
  1. Family flight itineraries
  2. Final program calendar
  3. Course syllabus for each of the courses offered on the program
  4. Hotel contact information for every place you will be staying should be entered into the ITMS.

### July
- **Set up an international phone from the Cell Phone office or international plan on your phone.**
- **E-mail your coordinator’s assistant the following:**
  1. Cell phone number while abroad
  2. E-mail address while abroad
- **Any changes to the program, i.e., hotels, program calendar, etc. should be entered into the ITMS.**
- **Check in with your coordinator one more time for last-minute items prior to departure.**
- **Check one last time that you have copies of all your paid-in-full receipts.**

### Within 15 days of your return
- **E-mail program report to your coordinator.**
- **Contact your coordinator for a director debriefing.**
- **Return completed budget packet and excess program funds (in U.S. currency only) to Ryan Zirker.**
- **Submit grades by the university deadline.**

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**Travel Office**

**Student Group Space**
Notify the Travel office as soon as the dates of the program are established to request group space for ten or more on the same itinerary.

**Student Individual Ticket**
Notify the Travel office as soon as the student has determined where they want to go and when.

**Faculty and/or Family Individual Ticket**
Notify the Travel office as soon as faculty and their families have decided on their final travel dates. If family members have deviations, bring details.

Normally, international tickets have a change fee of at least $250 per person plus any increase in fare. Changing after the tickets have been issued can be expensive, but we want to purchase flights as far out at possible in order to get the lowest fare. Try to be accurate as possible when purchasing your tickets.
International Study Programs Acceptance Form

Student Name: ______________________ BYU Student ID #: ______________________
Program: ______________________ Type: ______________________ Semester/Term: ______________________

I confirm my acceptance into the following ISP Program and I willingly and knowingly agree to the following (check each box):

FOR ALL ISP PROGRAM PARTICIPANTS

☐ I will work closely with my facilitator and/or director and make every effort to complete all requirements that are asked of me including, preparation course assignments, approvals, release paperwork, program/tuition payments, etc.

☐ I am responsible for knowing the ISP deadlines and paying my tuition through my BYU student account.

☐ I understand that while abroad I will be required to maintain adequate health insurance coverage as defined by the university’s insurance requirement either by enrolling in the BYU Student Health Plan or by waiving that plan through the steps outlined by the BYU Student Health Center (see http://health.byu.edu/req.html). I am also responsible for maintaining domestic health insurance for any spouse or dependents traveling with me while on my program.

☐ I understand that I will also be enrolled, along with any spouse or dependents, in an international student health insurance plan through GeoBlue (see www.geobluestudents.com) for the duration of my time abroad and will be billed for this coverage through my BYU student account upon my submission of this acceptance form. (This fee will be included in the program costs of my Study Abroad).

☐ I will take and fully participate in the mandatory ISP preparation course or seminar and any other required prerequisite courses prior to leaving for my international study program. (If I am within 50 miles of the Provo area during the semester of the preparation course, I am required to attend the course, if not I understand that I am responsible for working with the program director/facilitator to see if it will be possible to satisfy course prerequisites off campus.)

☐ In order to be considered for ISP financial aid, I understand that I must have a current FAFSA (www.fafsa.ed.gov) form on file with the BYU Financial Aid by the established deadlines and apply for it before I get accepted into the program.

☐ I will personally arrange and take responsibility for my immunizations, passport, necessary visa, and flight plans. (Flight plans can be made at our travel office 280C HRCB and can be reached at: 422-3991, 422-1291, or 422-2989.)

☐ I will enter my passport number and send my flight itinerary to the ISP Office (isp@byu.edu) before I leave for my program.

☐ I understand that I must pay all existing fees and debts on my BYU student account (ISP fees, tuition, insurance, health center bills, parking tickets, etc.) and sign the admittance requirement forms online before I will be allowed to check-out for my program and pick up my ISP flight bag.

☐ I agree to start and end the program on the designated dates. I assume full responsibility for any travel arrangements before or after the program dates, and agree to abide by the BYU travel policy by not traveling to areas of the world on BYU’s Student International Travel Alert List (see http://travelsmart.byu.edu/content/brigham-young-university-international-travel-policy-travel-restrictions-list)

☐ I agree to complete the ISP Evaluation Form regarding my experience abroad at the end of my program.

☐ I am currently abiding by the BYU Honor Code and I have a current ecclesiastical endorsement form on file. I understand that my current ecclesiastical leader may be contacted regarding my personal worthiness to represent the Church and university while abroad.

☐ I have never been on academic or honor code probation at BYU or at any other school.

☐ I understand that if I am currently or during the time abroad put on probation, my courses will be dropped, and I may be required to conclude my International Study Program at my own expense.

(Continued on back)
INTERNATIONAL STUDY PROGRAMS

☐ I will pay the $500-$1,000 deposit for my program, $1,000-$2,000 second payment, and balance of the program costs in addition to tuition that will be charged to my student account, by the deadlines outlined on the payment information sheet emailed with my acceptance letter.

☐ I understand that the first program payment and $500 of the second payment are non-refundable for my international study program. If I cancel after the 3rd payment due date I will be charged an additional fee of 25% of the remaining cost of my program (including tuition).

☐ If my program cost is tuition only or less than tuition, I will consult with the program director and the ISP office at isp_registrar@byu.edu; 204 HRCB, regarding my payment schedule.

☐ I understand I will be required to take 6.0 credits per term or 12.0 credits per semester, and (5.0 credits for graduate students) while studying abroad. If my program is for two terms, I will be required to take 4.5 credits per term or 9.0 credits per semester. I will work with faculty members, under the advisement of the ISP office, to develop course contracts for the academic work I complete abroad if my program does not have a set list of classes to choose from.

☐ I will personally arrange and take responsibility for my immunizations, passport, necessary visa, flight plans, and U.S. Embassy registration.

☐ I will personally arrange and take responsibility for my travel plans, housing arrangements, visa documents, and registration with the US Embassy.

INDIVIDUAL EXPERIENCE INTERNSHIPS ONLY

☐ I will pay the $200 GeoBlue insurance fee that will be charged to my student account.

☐ I will work closely with my facilitator and make every effort to complete all requirements that are asked of me including research proposals, course contracts, log-off paper work, and tuition payments.

☐ I will personally arrange and take responsibility for my housing arrangements, and visa documents.

☐ I am responsible for submitting my in-country contact information to the ISP office before I leave the country (including contact information for my housing arrangements, internship location, etc).

☐ I will work with faculty members, under the advisement of ISP staff, to develop course contracts for the academic work I complete abroad.

☐ I understand that if I withdraw from the program after having signed this acceptance form, I will not receive a refund for program fees paid up to that point, including the application and international insurance fees.

☐ Before leaving the United States, I will work with my facilitator to be sure I have submitted all necessary items to ISP.

I have carefully read this ISP Acceptance Form (front and back) before signing it.

Student Signature: ____________________________ Date: ____________________________
IMMUNIZATION RELEASE FORM
(For Tours to Countries Where CDC Recommends Immunization)

I, ________________________________, hereby acknowledge that I understand all the materials, including the U.S. Centers for Disease Control (please refer to www.cdc.gov) guidelines, regarding recommended immunizations for foreign travel to the countries I will visit or travel through as indicated in my provided or will be provided flight itinerary.

I certify that I have followed all CDC recommendations concerning immunizations for my itinerary, or that I have not done so according to my physician’s advice or for other, valid personal reasons for which I accept full responsibility. I further acknowledge and agree that if I for any reason fail to follow all of the CDC recommendations for my itinerary, that I do so of my own volition and at my own risk, with the specific understanding that my decision not to follow said recommendations may have serious and possibly life-threatening consequences. In any event, I expressly and voluntarily release the BYU Student Health Center and Brigham Young University, and their employees and agents, from any and all liability to me or my heirs which may arise by my failure to secure such immunizations or follow said advice, and hereby waive any and all claims which may arise concerning such immunization recommendations.

**If the participant is a minor, his or her parent or guardian hereby agrees to and is also bound by the terms of this release, both for and in behalf of the minor and in the parent or guardian’s own right.

Student Name (Print): ____________________________________________

BYU Student ID #: ________________________________

Parent Signature: ________________________________ Date: ____________

Witness: ____________________________________________ Date: ____________

Please return to: ISP 101 HRCB, Provo, UT 84604 isp@byu.edu
Phone (801) 422-3686 Fax (801) 422-0651
CONDITIONS OF PARTICIPATION: STUDY ABROAD
and DIRECT ENROLLMENT PROGRAMS

This agreement is made this _____ day of _______ 2018, by the between _________ (hereafter referred to as “the applicant”) and Brigham Young University (hereafter referred to as “BYU”). This agreement is made in connection with my acceptance for admission to BYU’s International Study Program in _________, during ________ [term] (hereafter referred to as “the program”). I understand and agree that each of the following is a condition of my application and my status in the program, once I am accepted. I agree to the following terms:

1. I understand that each of BYU’s contract suppliers is an independent contractor, is not an agent of BYU, and that BYU shall not be responsible for the failure of any of the hotels, youth hostels, airlines, travel agencies, restaurants, surface transportation companies, and the other suppliers of arrangements, services, and accommodations as set forth in the program literature.

2. I agree that BYU, its agents, servants, employees, and trustees, is not responsible for events beyond its control such as, without limitation, strikes, war, loss or theft of personal belongings, delays, weather, acts of God, governmental restrictions, or the acts, errors, or omissions of contract suppliers as set forth herein above in section 1.

3. I understand that there will be limitations imposed by the faculty directors on my ability to separate myself from the group and operate any vehicle, including bicycles, mopeds, and motorcycles, or leave the group at any time during the term of the program.

4. I do hereby, for myself, my heirs, executors, administrators and personal representatives, remise, release, and for ever discharge Brigham Young University, its faculty members and other employees and agents, from any claims, damages, actions or causes of action on account of any loss, injury or damage to my person or property, as a result thereof, if I am a passenger in or on such a vehicle, as set forth herein above in paragraph 3 or if I am absent from the group with or without permission from the faculty director, or if I purchase, borrow, rent or otherwise acquire or operate any vehicle during the term of the program.

5. In connection with this application I have signed an Assumption of Risk and Limited Release Agreement, which I have attached, (or in the appropriate case, I have caused my parents to sign a similar agreement which has been prepared for applicants under the age of 18 years), I agree to be bound by all terms and conditions thereof. I have read the agreement, or I represent that my parents have read the agreement, I understand it, and I have obtained independent legal advice with respect to its meaning and application where I have had a question about its application to the program.

6. I understand that I am ultimately responsible for providing my own health, medical, travel and accident insurance while participating in this program.

7. I agree that I will accept the suggestions and directions of the faculty director in all matters pertaining to the program with respect to personal conduct, health, and hygiene practices. In the event that I fail or refuse to follow such reasonable instructions, I understand that BYU reserves the right, at its absolute discretion, upon the recommendation of the faculty director,
to return me to the United States at my own expense. Should I be returned to the United States with respect to personal conduct, health, or hygiene practices, BYU will not refund any of the program costs, and I will receive an E (failing grade) for the program courses.

8. I acknowledge the right of Brigham Young University to cancel any program for lack of participation, or for other reasons, and in such cases, that it will refund all monies paid by me in connection with the program, including the application fee. At my request and with the approval of the substitute program director, the university may transfer all funds to another program of my choice.

I acknowledge the right of Brigham Young University to increase the price of the program by the amount of any increase in its cost including, without limitation, increases in currency exchange rates, applicable government tax, housing, meals, and surface transportation. If such an increase is equal to ten percent (10%) or more of the total cost of the program I reserve my right to cancel my application and withdraw from the program at any time up to the date of departure. Any cancellation and withdrawal shall be in writing and refunds, excluding the application fee, will be based on the provision of the university’s financial policies and procedures as the same are included in an exhibit to this agreement.

**If the participant is a minor, his or her parent or guardian hereby agrees to and is also bound by the terms of this release, both for and in behalf of the minor and in the parent or guardian’s own right.**

Student Name (Print) : ________________________________________________

BYU Student ID #: ____________________________

Parent Signature: ____________________________ Date: ________________

Witness: ____________________________ Date: ________________

Please return to: ISP 101 HRCB, Provo, UT 84604 isp@byu.edu

Phone (801) 422-3686 Fax (801) 422-0651
ASSUMPTION OF RISK AND LIMITED RELEASE AGREEMENT:
Study Abroad and Direct Enrollment Programs

Read this section carefully and sign all the applicable sections:
Section A. If you are over 18 years old, you only need to complete Section A
Section B & C. If you are under 18, complete Section B & the Parental Release for Independent Travel.

Section A.
In consideration for being permitted by Brigham Young University to participate, and as an inducement to BYU to permit me to participate in the following program: __________, I, the undersigned, recognizing the hazards and dangers inherent in said program/activity(s) and/or in the transportation to and from said activity(s), and already knowing and having been advised of said dangers and fully acknowledging the risk of injury or death inherent therein, whether by my own actions, the actions of others or events beyond my control, do hereby agree to assume, and do knowingly and voluntarily assume, full responsibility for all the risks surrounding my participation in said activity(s) and any other activity(s) undertaken as an adjunct thereto, and all risks associated with my own health problems and physical or emotional limitations, and, furthermore, for myself, my heirs, and personal representative(s). I hereby fully release Brigham Young University and all its officers, employees and agents, without any limitation or qualification, as to any and all liabilities, claims, demands and actions which might be made by me or any estate on account of any losses, expenses, or damages of any kind concerning property or personal injuries (emotional or physical) or death which may result, directly or indirectly, from my participation in the aforesaid activity(s), unless any such damage or injury is primarily the direct result of a negligent act or omission by Brigham Young University or any of its officers, employees or lawful agents and not caused in part by my own negligence.

The undersigned, by his/her signature below, affirms that he/she has carefully read this Assumption of Risk and Limited Release Agreement, understands its contents and purposes, and voluntarily agrees to all the terms set forth above.

Section B.
In consideration for my minor son/daughter, or legal ward, __________, being permitted by Brigham Young University to participate, and as an inducement to BYU to permit him or her to participate in the following program: __________, I, the undersigned, as parent or legal guardian of said minor, recognizing the hazards and dangers inherent in said program and/or in the transportation to and from said program, and already knowing or having been advised of said dangers and fully acknowledging the risk of injury or death inherent therein, whether by his or her own actions, the actions of others or events beyond his or her control, do hereby agree to assume, and do knowingly and voluntarily assume, full responsibility for all the risks surrounding his or her participation in said program and any other activity(s) undertaken as an adjunct thereto, and all risks associated with his or her own health problems and physical or emotional limitations; and, furthermore, for him or her, myself, and his or her heirs and personal representative(s), I hereby fully release Brigham Young University and all its officers, employees, and agents, without any limitation or qualification, as to any and all liabilities, claims, demands and actions which might be made by said minor, me or his/her estate on account of any losses, expenses, or damages of any kind concerning property or personal injuries (emotional or physical) or death which may result, directly or indirectly, from his or her participation in the aforesaid program, unless any such damage or injury is primarily the direct result of a negligent act or omission by Brigham Young University or any of its officers.
employees or lawful agents and not caused in part by his or her own negligence. I also agree to fully indemnify BYU and its employees and agents against any liability, claims, damages, losses or expenses that may incur as a result of said minor’s participation in said program.

The undersigned, by his/her signature below, affirms that he/she has carefully read this Assumption of Risk and Limited Release Agreement (for Minors), understands its content and purposes, and voluntarily agrees to all the terms set forth above.

**If the participant is a minor, his or her parent or guardian hereby agrees to and is also bound by the terms of this release, both for and in behalf of the minor and in the parent or guardian’s own right.

Student Name (Print): __________________________________________

BYU Student ID #: ____________________________ Date: ____________

Parent Signature: ____________________________ Date: ____________

Witness: ______________________________________ Date: ____________

Section C.
Parental Release for Independent Travel (If the applicant is under 18 years of age, please complete the following)

I certify that I am the parent or legal guardian of the above-named applicant, that I have carefully read and that I understand the above agreement, that I have signed the Assumption of Risk and Limited Release Agreement and that I accept and will be bound by the terms and conditions of the agreement on my own behalf and on behalf of the applicant. It is my wish that my son/daughter be permitted to travel separately from the BYU Study Abroad group at times when it will not interfere with academics or other elements of the program. I understand that no approval for travel can be granted except in groups of three or more and only after the itinerary has been approved by the faculty director. Any exception to the terms of this release will be granted to certain regions or countries except in authorized groups accompanied by the director, or in some cases not at all. Please sign one of the following sections:

1. I hereby assume full responsibility and agree that neither BYU nor the faculty director shall be liable in any way while my son/daughter is not with the entire group, whether with or without permission. This waiver shall specifically extend to those circumstances when my son/daughter is traveling with a group of three or more students by not with the entire group.

Signature of Parent/Guardian ____________________________ Date ______

2. I do NOT give my permission for my son/daughter to travel independently of the group irrespective of whether or not the faculty director has approved of such travel.

Signature of Parent/Guardian ____________________________ Date ______
Payment Information 2019

**IMPORTANT!** Carefully read the information below. Please note that the payment deadlines listed below are the official ISP payment due dates. Due dates posted on My Financial Center may be incorrect. Failure to pay by the official schedule listed below may result in you being dropped from the program. If you have additional questions regarding your payments, contact ISP Accounting at kennedy_accounts@byu.edu or (801) 422-6690.

<table>
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<tr>
<th>WINTER 2019 PROGRAMS</th>
<th>SPRING 2019 PROGRAMS</th>
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<tr>
<td>1st Payment: $1,000 due upon acceptance (nonrefundable)</td>
<td>1st Payment: $500 due upon acceptance (nonrefundable)</td>
</tr>
<tr>
<td>2nd Payment: $2,000 due 28 Sep 2018 ($500 nonrefundable)</td>
<td>2nd Payment: $1,000 due 25 Jan 2019 ($500 nonrefundable)</td>
</tr>
<tr>
<td>Program Discount Application Deadline—19 Oct 2018</td>
<td>Program Discount Application Deadline—8 Feb 2019</td>
</tr>
<tr>
<td>3rd Payment: Program balance due by 2 Nov 2018</td>
<td>3rd Payment: Program balance due by 22 Feb 2019</td>
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<tr>
<td>Tuition due by 31 Dec 2018</td>
<td>Tuition due by 23 April 2019</td>
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<tr>
<th>SUMMER 2019 PROGRAMS</th>
<th>FALL 2019 PROGRAMS</th>
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<tbody>
<tr>
<td>1st Payment: $500 due upon acceptance (nonrefundable)</td>
<td>1st Payment: $1,000 due upon acceptance (nonrefundable)</td>
</tr>
<tr>
<td>2nd Payment: $1,000 due 1 Mar 2019 ($500 nonrefundable)</td>
<td>2nd Payment: $2,000 due 12 Apr 2019 ($500 nonrefundable)</td>
</tr>
<tr>
<td>Program Discount Application Deadline—29 Mar 2019</td>
<td>Program Discount Application Deadline—26 Apr 2019</td>
</tr>
<tr>
<td>3rd Payment: Program balance due by 12 Apr 2019</td>
<td>3rd Payment: Program balance due by 10 May 2019</td>
</tr>
<tr>
<td>Tuition due by 17 Jun 2019</td>
<td>Tuition due by 27 Aug 2019</td>
</tr>
</tbody>
</table>

Note: If you are accepted to a program after any of the above payments are due, you will have two weeks from the time you are accepted to pay them.

**PROGRAM COSTS / TUITION QUESTIONS**

- The exact cost of your program will not be available until after the 2nd payment due date because of currency and enrollment fluctuations. When the total program cost has been determined, you will receive an e-mail with information about the cost and the final payment amount. You will not receive a billing statement in the mail from ISP.

- If the 1st payment is not made within 15 days of acceptance you WILL be dropped from your study abroad program.

- The price of your program includes LDS, undergraduate tuition. You will be charged the additional cost of tuition if you are a graduate or non-LDS student. Participants who fail to register for the full academic course load required by the program will be assessed additional program fees.

- Tuition for ISP programs is to be paid as scheduled above and is due before the university tuition deadlines. You will need to sign up for the courses required by your program so tuition will be charged and you can pay it before the deadlines above.

- If your program cost is tuition only or less than tuition, consult with the ISP registrar at isp_registrar@byu.edu; 204 HRCB, regarding your payment schedule.

- Please note the tuition deadlines above. The university will drop all of your courses if you haven’t paid your tuition by the university add/drop deadline. This does not cancel you from a program you have registered for. To cancel from a program, you must fill out the official cancellation form online (see below).

- Financial aid is first applied to your tuition charge—any remaining amount may then be applied to the 3rd payment then to the 2nd payment. If you are using financial aid (i.e., scholarship, Pell grant, Stafford loan, or benefit), you need to notify ISP Accounting (kennedy_accounts@byu.edu) of the type and amount you are to receive.
CANCELLATIONS/FEES

• The 1st program payment and $500 of the 2nd program payment are nonrefundable. If you cancel after the 3rd payment due date, you will be charged an additional fee of 25 percent of the sum of the remaining portion of the 2nd program payment and the 3rd program payment.

• To cancel log into myBYU and click on the “Intl Study Prgms App Status” link under the Miscellaneous heading. At the bottom of the “Personal Information” page that appears click “Continue.” On the “Application Selection” page that results, click on the cancel button next to the program you need to cancel from, fill out the cancellation form and click “Submit.” (When we receive your web cancellation, you have then officially cancelled from a program and any resulting fees will be assessed.) No other method of cancellation will be accepted. For assistance you can e-mail isp@byu.edu or call (801) 422-3686.

HOW TO PAY

• Charges are billed to your myBYU student account and can be paid the same way you pay other university charges. https://onestop.byu.edu/login-my-financial-center. If you have problems making payments contact the Cashier’s office at (801) 422-4104.

IMPORTANT! All debts owed to the university (program costs, traffic tickets, health insurance, and other health center charges, etc.) must be paid prior to your departure and before an ISP backpack or ISIC card will be issued.

Preparation Course Suggestions

IAS 201R
Second Semester Block
1.0 credit hour
Graded
Meets for two hours once per week

Objective
The objective of this course is to prepare students to enjoy what could be potentially the greatest academic experience of their life.

The class should focus on the following:

• Providing practical information that students need to successfully participate in a study abroad program.
• Preparing the students intellectually and culturally for the experience
• Creating a spirit of cooperation and cohesiveness among the group.

Besides these areas of preparation, other areas may be addressed depending on the host country and/or the nature of the program.
The time spent with the students in the prep class is your opportunity to communicate your expectations while on the program, such as academic standards, church attendance/involvement, curfews, safety guidelines and Honor Code, etc.

At the conclusion of the course, students should feel like their time in the prep class was time “well spent” and should feel confident, well informed and well prepared to make the most out of their study abroad experience.

**Best Practices**

1. Select the time and date before information sheets are printed so students can include the class into their schedules for the upcoming semester. It is usually best to have the class right before the students leave; having a break may disrupt cohesiveness.
2. Compile syllabi, cases, readings, *CultureGrams*, and other related material into one spiral-bound textbook as a one-stop resource for students. (This is strongly suggested for all directors.)
3. Assign one or two readings that will augment students’ learning experience. Readings may be assigned before or during the program. (Keep in mind students will likely have time to complete readings during long bus and train rides.)
4. Invite interesting guest speakers to address the class (veterans, returned expats, exchange rates lecturers, or other faculty who are experts in the culture of that area).
5. Divide the class into groups to research the various countries or cities they will be visiting. Have students give a solid overview highlighting economy, exchange rates, politics, etc. They should become the country expert.
6. Start each class with an update from class members on current news of the countries they will be visiting.
7. Assign students to research ten things they want to do in each city you are visiting. Then have your student facilitator compile those lists into one comprehensive list. The students should include costs, hours of operation, etc. Include the list at the back of the final itinerary.
8. Plan team-building activities during class time. It is the number-one suggestion from students to get to know each other before the program begins.
9. Schedule a pre-trip briefing discussing exactly what students may expect on the trip.

Consider holding a pre-departure party at a director’s house. This is an optional event, but many directors have found it beneficial to build unity before the group leaves. (The logistics briefing is often combined with this last class period.)

**Suggested Assignments**

Students should be expected to be prepared for the class and to participate.

- Quizzes
• Working in groups of two, have students prepare a brief presentation on one of the sites the group will be visiting. Have the students prepare a more in-depth pocket guide to the site.
• Final exam based on readings and class discussions.
• ISP requires that a one hour (minimum) Title IX and security presentation be incorporated into the prep class schedule. Please contact BYU International Security (2-5357) to schedule a date and time for this presentation.
• ISP requires that a twenty-minute Honor Code presentation be incorporated into the prep course. Please contact your coordinator to schedule a date and time for this presentation. You may also request a presentation on culture and culture shock by Malcolm Botto (2-6677), or you may present your own lesson on it.
• Prior to the first prep class session, please make arrangements with the Travel office to request one of them attends your first class to discuss with the students airfare options.

Week 1
Objectives
• Introduce participants and course
• Review fundamental logistics
• Begin any necessary forms

Activities
• Icebreaker activity
• Film on host country

Preparation/Materials
• Have logistics forms ready
• Select and hire a facilitator
• Your syllabus for the prep class
• Visa forms (if applicable)
• Student handbook
• Schedule for a travel presentation

Lesson Content
Introductions (getting to know each other)

If you have program facilitators, introduce them and explain their role on the program.

Involve facilitators by giving them charge to pass out and collect all the forms and ask them to return the forms to our office the following morning.

Introduce the program. Sometimes it’s helpful if you tell the students how they were selected. In some cases this information can help set the tone for the class if it helps the student to know that not all applicants were accepted.

Remind students that this is a graded course, and should therefore expect assignments, some reading, and a final. Thoroughly discuss and review the Conditions of Participation and Assumption of Risk Release forms with the students.
Logistics: Conditions of Participation form, passports, visas. If applicable—housing forms, church callings form, application for museum passes, applications for tube passes or any other form specific to your program.

If visas are necessary, fill out application form and ask the students to bring their passports to class the following week. Have program facilitators collect the forms and keep the program coordinator and assistant posted on the status of the process.

It is also a good idea to explain to the students exactly what will be covered in the program cost and how much money they will need to cover themselves for other expenses.

Discuss and remind students about payment deadlines. Discuss cancellation policies and deadlines (refer to Student Handbook).

Make arrangements to have someone from the Travel office come and talk to the students about group travel options and prices.

Assign the students to read the ISP Student Handbook before the next class session. The students are very excited about their program and their host country. If possible, show a short documentary film, sing the National Anthem of the host country (even if nobody knows how to sing and you only know the tune somewhat), etc.

Discuss what types of government, economic systems, and religious foundations are important in the host country.

Please review the courses offered on the program, as students will register for these online.

**Week 2**

**Objectives**
- Become familiar with the academic program abroad
- Become familiar with policies abroad

**Activities**
- Review handbook
- Quiz
- Honor Code presentation

**Preparation/Materials**
- Course syllabi for classes abroad
- Packing list
- Quiz

**Lesson Content**
Discuss in detail the academic program (course syllabi), textbooks, registration, and schedule.
All students must register for 12.0 credit hours for a semester program and 6.0 credit hours for a term program. Students should be reminded that they may register only for courses available through their study abroad program. Students may not take any other courses on this program, including day school sections, BYU Online courses, Independent Study Courses unless they have prior approval by the program director and ISP. There is no auditing on study abroad.

Discuss class change policies once the program has begun.

Review ISP Student Handbook and have quiz.

Discuss Study Abroad Travel Policies (see Student Handbook).

Discuss how to handle money while in the host country; traveler’s checks, ATM machines or cash.

Discuss packing tips.

Assign the students to read host country *CultureGram*.

Have a group presentation on one of the sites the group will be visiting.

**Week 3**

**Objectives**

- Become more familiar with policies abroad and the Honor Code abroad
- Review culture

**Activities**

- Honor Code Presentation
- Q&A with former program participants

**Preparation/Materials**

- Set up Honor Code presentation
- Set up visits from former students

**Lesson Content**

Discuss specific sections of the ISP Student Handbook, such as Honor Code, reasonable behavior, dating policies, and curfews. (Students may need a reminder from Week 1 of the prep class). Refer them to the Student Handbook.

Schedule to have your coordinator present on the Honor Code on study abroad.

Discuss how to avoid the “Ugly American” image.
Arrange for a presentation by guest lecturer.

Arrange for a presentation by former participants (contact the previous program director or your program coordinator for suggestions.) *This is a favorite of students.*

Discuss and review host country *CultureGram*, and give students a quiz.

Discuss another article or reading.

**Week 4**

**Objective**
- Learn how to deal with culture and culture shock
- Cultural game/discussion

**Activities**
- Student guest presentation
- Culture presentation
- Invite student guest from host country
- Invite Malcolm Botto for culture presentation
- Prepare copies of *Cultural Anthropology*

**Lesson Content**

Arrange for a student guest from the host country (International Student office, 2-2695).

Discuss another article or reading.

Have group presentations on one of the sites the group will be visiting.


Optional: Invite Malcolm Botto (2-6677) to present on culture shock.

Discuss a specific section of the ISP Student Handbook.
Week 5

Objectives
- Set up committees for time abroad
- Tie up loose ends concerning visas and passports

Activities
- Group presentations on sites

Preparation/Materials
- Prepare ideas of committees

Lesson Content
Remind students of payment deadlines.

Ask the students if they have their passports. Everyone should have one by now.

Have group presentations on one of the sites the group will be visiting.

Week 6

Objectives
- Finish all unfinished business
- Review meeting procedure for 1st day
- Prepare students for leaving

Activities
- Final group presentations

Preparation/Materials
- Provide emergency information to the students
- Prepare information on transportation to the in-country meeting spot

Lesson Content
Finish all unfinished business.

Review what system is in place for the students to get from the airport to their host family or wherever they will be staying while in the host country. Make sure they have instructions on how to get to their accommodations if the students are responsible to get there on their own.

Provide for the students an emergency telephone where you can be reached.

Remind students to make sure they take their passport and visa with them. (Believe it or not, we’ve had students stop by to ask us if they need to take them with them.)
Remind students to be sure to check if they are financially cleared to go (no charges on their student account).

Remind students to pick up their complimentary study abroad travel bag before they leave. Please remind students that they may pick up their bag only after they have been financially cleared.

Please remind students that they need to provide a photocopy of their itinerary to the program director and record their flight schedule in ITMS.

Have final group presentations on one of the sites the group will be visiting.

### Week 7

**Objectives**
- Final exam

**Activities**
- Final exam

## Petitions for General Education Substitutions and Waivers

If you would like to offer a class for GE credit, you will need follow the process outlined at http://ge.byu.edu.
SECTION 2: AFTER YOUR PROGRAM

Director Report

Your written program report is invaluable for future programs. It will help future directors avoid problems and continue successful practices. At the end of your program, please compile a written report covering the following categories: (Please skip any categories that do not apply to your program.)

Cultural Experience
How well do you feel the students related to the host culture?
How well do you feel they communicated with the local people?
How important is fluency in the host-country language for a successful experience?
What aspects of the program gave students the best understanding of the people and their way of life?

Academics
Courses
- Which courses were taught?
- Describe the teaching methodology of the course.

Texts
- Were the texts used adequate?
- Did the students purchase their textbooks from the BYU Bookstore or in-country?
- What are your recommendations for the future?

Student Selection
- List the criteria used in selection process
- List any language background prerequisites.
- What should be the ideal number of participants for your particular program?

Preparation Class
- What do students need to know before departure?
- Please identify areas of the preparation class you wish you would have spent more time on during class.
- Please identify areas of the preparation class you thought were unhelpful or unnecessary.
- Were students made aware of how much money they would spend during the program?
- While in country, was it obvious which students had not attended the prep class?
**Finances**

**Budget**
- Was the program budget adequate?
- Was the program budget accurate?
- What would you add or delete from the program budget?

**Handling of Money**
- How did the students handle their money i.e., (cashier’s checks, ATM machines, cash, or debit/credit cards)?

**Housing**
- Was housing adequate?
- Do you have contacts that might be helpful for future directors/students? If so, please list them here.
- What were the benefits of your housing arrangements?
- What do you recommend for the future?

**Travel**
- How did students get around?
- What are the expenses for individual travel?
- Please identify any problems or issues students should be aware of if traveling on their own.

**Field Trips**
- Was the transportation company reliable and safe?
- Did you run into any scheduling difficulties?
- Would you use the same companies again?
- How far in advance should a director make reservations with transportation companies?
- On your field trips did you use a guide? Was it necessary to use a guide?

**Contacts**
- Please provide names, contact telephone numbers, and addresses for individuals or companies who were helpful to use in the future.

**Facilitator**
- If you used a program facilitator, in what ways did you utilize him or her?
- How essential was he or she to you for logistics prior to the program?
- How helpful was he or she during the program?
Student Involvement

Church
- What impact did the students have on the local Church unit?
- How well did the local members accept the students?
- Overall, was it a good experience for all involved?

Community
- What impact did the students have on the community?
- How well did the students fit in to the local community and culture?
- Were the local people willing to converse with the students?
- Overall, was it a good experience for all involved?

Health and Safety
- If a program member became ill, please provide information about the medical service the student received. Would you choose a different medical treatment or facility on a future program?
- What were the costs for receiving such help?
- If any, what were the typical illnesses your students confronted?
- Please provide an overall evaluation of student safety.

Overall Evaluation/Program Improvement
- What is your overall impression of our policies and guidelines?
- Were the faculty training meetings prior to departure helpful?
- How many faculty training meetings did you attend?
- Was the amount of faculty training meetings adequate? Excessive?
- Do you have any suggestions on how we can improve these meetings?
- What was your overall experience with our office?
- What were the benefits and drawbacks of directing or facilitating the program?
- What would you do differently next time?
- What did you do that you found most successful?
- What would you recommend to improve the program?

Miscellaneous
Please detail anything else that would be helpful but is not listed above.

Feel free to include any additional information or comments that would be helpful for us. If you have questions, contact your program coordinator.
PART 2: POLICIES & PROCEDURES

SECTION 1: MISSION STATEMENT AND PHILOSOPHY

Mission, Learning Outcomes, and Guiding Principles

Mission
Brigham Young University’s International Study Programs office serves students by developing and implementing life-changing international academic experiences.

Vision
To enable students to reach the Aims of a BYU Education in a culturally diverse setting.

Aims of a BYU Education
BYU seeks to develop students of faith, intellect, and character who have the skills and the desire to continue learning and to serve others throughout their lives. These are the common aims of all education at BYU. Both those who teach in the classroom and those who direct activities outside the classroom are responsible for contributing to this complete educational vision. A BYU education should be:

- Spiritually Strengthening
- Intellectually Enlarging
- Character Building
- Leading to Lifelong Learning and Service

Learning Outcomes
International Study Programs (ISP) provides enriching intercultural academic experiences by working with students, faculty, and local communities in mutually beneficial relationships. All International Study Programs should be designed to help participating students achieve the following outcomes:

1. Demonstrate an in-depth understanding of the people, worldview, culture (and language, where applicable) of the foreign setting in which they study.
2. Recognize one’s cultural presuppositions and biases through sustained exposure to, and study of, foreign perspectives on one’s own culture.
3. Articulate a deeper awareness of one’s academic discipline by comparing and contrasting how it is understood and practiced in a foreign setting.
4. Express a broader understanding of the Church in a global context and a more refined insight into its core beliefs by exposure to cultural variation in religious expression and practices.

**Guiding Principles**

- Academic departments will collaborate with the ISP office to administer all international credit-bearing experiences including internships, field schools and individual research.
- All students must pay BYU tuition for International Study Program-administered credit.
- All program costs charged in excess of tuition are justifiable and reasonable and based on approved budget policies and procedures.
- International Study Programs will follow all professional accounting and record keeping standards.
- International Study Programs will continually look for ways to provide high-quality programs for a reasonable cost.
- International Study Program discounts and grants are extended based on merit and financial need.
- International Study Programs will share our knowledge and experience with other universities through regular collaboration.
- While encouraging active participation with local Church units, ISP will not burden local Church leaders or members. ISP will strive to practice appropriate engagement and reciprocity with local Church units and members.
- ISP promotes increased participation in its sponsored programs through providing financial support and new program development.
- ISP costs charged in excess of tuition are justifiable, reasonable, and based on approved budget policies and procedures.
- ISP assists in budget preparation, financial compliance, and training faculty directors in professional accounting and record keeping standards for administering these funds.

**Program Types**

**Study abroad** is guided by a BYU professor in the field and offers lectures, study, and research on-site. Field trips to important locations of cultural and historical significance support the program’s academic aims and bring to life theory and principles gained in the classroom.

**Field school** is a research-based program where students work on research projects in an international setting under the mentorship of a BYU faculty member.

**International internships** are an independent, work-oriented experiences in an international setting. Students bridge the gap between their academic and professional career as they pursue personalized study with the guidance of a faculty mentor and receive individualized training under the tutelage of a field professional. Internship programs are limited to BYU–Provo students.
**Direct enrollment** are individual students immersing themselves with local and international students on a foreign campus for a semester independent of any BYU professor or other BYU students. Students are directly enrolled in the foreign institution while earning BYU credit. Direct Enrollment only exists with universities for which BYU has official agreements. Direct enrollment programs are limited to BYU–Provo students.

**SECTION 2: FACULTY ROLES**

Faculty serve in a number of different roles with International Study Programs. These roles include:

**Faculty Director (Study Abroad, Field School)**

Nominated by an academic department to partner with ISP to promote the program, select and prepare students, and oversee study abroad groups onsite. Responsibilities may include teaching, academic advising, personal mentoring, and managing logistical details of programs. (Please refer to Section 6 for more detailed responsibilities.)

**Faculty Director (Internships)**

Nominated by an academic department to partner with ISP in program promotion, student selection, student preparation, internship provider relations, and student mentoring. Faculty director responsibilities typically include the responsibilities of the visiting faculty. (Please refer to Section 5 for more detailed responsibilities.)

**Visiting Faculty (Internships, Direct Enrollment)**

Based on enrollment and program budgets, and as assigned by ISP or an academic department, make a short visit (1 to 3 weeks) during an ongoing program to:

- mentor students in the field by
  - evaluating academic coursework and research
  - assisting students with cross-cultural differences
  - addressing individual needs of students
- further increase international relationships for ISP
- gather relevant logistical and cross-cultural information for ISP
- develop interests of the academic department

Visiting faculty are responsible for providing a personal meeting and a written report to ISP upon return. (Please refer to Section 7 for policies for visiting faculty.)
Faculty Responsibilities Matrix

<table>
<thead>
<tr>
<th>Program Description</th>
<th>Study Abroad / Field School</th>
<th>International Internships</th>
<th>Direct Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Faculty-led program in a foreign country for a period of time that focuses on specific academic coursework.</td>
<td>Short-term, on-the-job apprentice training experiences to provide students practical application of academic work.</td>
<td>Academic experience in an international university taking BYU-approved courses taught by faculty native to the country.</td>
</tr>
<tr>
<td>Faculty Roles</td>
<td>faculty director</td>
<td>faculty mentor; faculty director and visiting faculty also possible</td>
<td>faculty advisor; visiting faculty also possible</td>
</tr>
<tr>
<td>Recruitment</td>
<td>faculty, facilitator</td>
<td>faculty, facilitator</td>
<td>faculty</td>
</tr>
<tr>
<td>Selection</td>
<td>faculty</td>
<td>faculty, ISP coordinator, facilitator</td>
<td>faculty</td>
</tr>
<tr>
<td>Orientation and Preparation</td>
<td>faculty: 1.0 to 2.0-credit prep class</td>
<td>faculty or ISP: 1.0 to 2.0-credit prep class</td>
<td>ISP: prep seminar</td>
</tr>
<tr>
<td>Course Instruction</td>
<td>faculty: 2 to 3 courses on-site</td>
<td>faculty: distance mentoring</td>
<td>faculty: approve course equivalencies</td>
</tr>
<tr>
<td>Program Finances</td>
<td>faculty and ISP Coordinator</td>
<td>ISP Coordinator</td>
<td>ISP Coordinator</td>
</tr>
</tbody>
</table>

SECTION 3: ISP AND COORDINATOR ROLE

International Study Programs and Coordinators

International Study Programs is the office designated to work with faculty and academic departments to ensure that all international study programs leaving BYU campus have a safe and academically enriching experience. Once selected, each faculty director will be assigned to work with an ISP coordinator. The services provided by ISP and ISP coordinators include the following:
**Professional Study Abroad Consultation**

ISP coordinators have knowledge in cultural preparation, logistical planning, risk and liability concerns, and institutional knowledge of the best practices. The coordinators experience and insights help faculty produce the best program for their students.

**Budget Assistance**

ISP has a standardized budgeting system to help faculty project the costs of their program. Throughout the year, faculty will meet with their assigned coordinator to update and approve their budget as program itineraries solidify.

**Accounting Assistance**

ISP will train faculty on how to accurately account for their spending on a program. Faculty will receive an official ISP budget and ledger that they will use to track and record their spending. Faculty may then easily reconcile the program expenses within fifteen days after the director returns to campus.

**Visa Assistance**

Although ultimately it is the responsibility of the faculty and student to obtain the necessary visa prior to departure, ISP may assist in processing any visas that are required for the program.

**Travel Logistics**

ISP has recommendations for accommodations, transportation, and activities in many cities throughout the world. ISP coordinators can help faculty directors in making these arrangements when necessary. However, logistical details are the responsibility of the program director so they are well prepared to lead the program.

**Payment and Wiring Funds**

Faculty can work with their coordinator to make payments for arrangements. As many payments as possible should be made prior to departure.

**Flight Reservations**

BYU Travel in 280 HRCB purchases flights for all faculty directors. Faculty should set up an appointment with one of the travel agents at least three months prior to departure to purchase their airline tickets. Faculty will need to give their flight itinerary to their ISP coordinator. (Please refer to the Faculty Information Sheet.)
SECTION 4: STUDENT SELECTION PROCESS

Application Process

Students begin and complete most of their application via the online application processes. All required portions must be completed before the student may be considered for participation in an international study program. The application consists of the following:

1. Student information, including emergency contact information, bio data, and passport information
2. Letter of intent
3. Ecclesiastical Endorsement (BYU students need to have an active endorsement on file. Non-BYU applicants, including BYUI and BYUH students must be endorsed by both their bishop and stake president. This may be completed at endorse.byu.edu.)
4. References
5. Transcript (non-BYU applicants only)
6. Application fee
7. An online legal agreement covering issues such as finances, cancellations, and health
8. Online Honor Code commitment

As a director, you can view all applicants to your program through the ISP web site. Go to kennedy.byu.edu/isp/faculty. Click on “Application Login” and log in with your BYU Net ID and password. Select the correct semester or term and your program should appear. Once you click on the name of your program, you will be able to see the following information: program info, course list, faculty list, and participant list.

Once a student has completed the entire application (indicated by bold text), he or she is eligible to be interviewed.

Faculty can receive access to the database of student applicants for a program and their applications. Federal law requires that faculty take specific Family Education Rights and Privacy Act (FERPA) training which is available at ferpa.byu.edu. ISP Faculty Directors should view both the section for faculty and the section for employees in order to gain access to the complete student record.

Interviewing Students for Selection

Once students have completed the application, you should contact them to arrange an interview. For out-of-state applicants, interviews are typically done over the phone. The timing of an interview is up to a director. Directors may choose to interview each applicant on a rolling basis upon completion of their application or wait until after the deadline has passed to fully evaluate
and ensure they accept only the best applicants for their program. Please e-mail the out-of-state students and arrange a time for a Skype conversation or phone interview. ISP recommends Skype (or other video telephone technology) over just a regular phone interview. While it will never replace face-to-face interviews, you will be able to have a “face-to-face” discussion via technology.

The interview assists the director in three ways:

1. Becoming better acquainted with the applicant.
2. Assessing the student’s maturity and ability to benefit from an International Study Program experience.
3. Providing the initial orientation for the student about adhering to standards and policies (including the BYU Honor Code and Dress and Grooming Standards, and specific program policies) expected of all participants.

Directors use the interview to share their philosophy for the entire program. They explain the commitments to academic excellence and to group and spiritual unity. They determine through questions and discussions how well students are prepared for the experience and how well they will contribute to group program objectives.

Important topics for directors to cover in an interview include a student’s academic preparation, general expectations, general maturity, emotional stability, ability to adapt to a group living or family stay environment, and commitment to the BYU Honor Code and Dress and Grooming Standards and other program policies and guidelines.

Students must understand and support the overall objectives of the program and all travel must support program learning objectives.

Directors should carefully consider the level of maturity of each applicant and assure themselves he or she will contribute to, rather than detract from, the unity of the group.

It is important for directors to discuss potential problem areas and solicit from each applicant a commitment to abide by the program policies and to contribute to the success of the program. It is much easier to counsel and correct during the program if expectations have been discussed in the initial interview. However, this is not a bishop’s interview and restraint must be exercised when discussing personal conduct more appropriately left to ordained ecclesiastical leaders.

Students majoring or minoring in the subjects related to the International Study Program curriculum should receive priority in acceptance. Matriculated BYU students should be given preference over similarly qualified students from other institutions. And freshmen and other young applicants should only be accepted after it is determined that there will be enough
vacancies to accept future applicants who may be better prepared. However, well-qualified applicants should be accepted as early as possible.

**Typical Interview Questions and Responses**

When possible, use questions as a basis for communicating information that you want to make sure is presented. Some sample questions are listed below.

*Exploring Your Background Questions*

Tell me about yourself.

What are your greatest strengths?

What are your greatest weaknesses?

What will you want your host(s) to learn about you? About the United States?

*Personality Questions*

How do you envision spending your free time while abroad?

In what way(s) would you have a positive influence on your group?

*Motive Questions*

How can you contribute to this program?

Why should I accept you for this program?

Why do you want to go on this program?

What interests you most about this program?

How does this program fit into your academic goals?

How will you profit both academically and personally from this study abroad experience?

What do you think your directors’ obligations are to you?

What are you doing to achieve your goals?

*Medical and Health Questions*

Do you have any medical issues (including special dietary needs) we need to be aware of to ensure you have a positive experience while overseas?
Program-Specific Questions

How familiar are you with the host country?

What do you expect to get out of this experience?

What do you perceive your responsibilities to be as a member of your study abroad group?

How do you envision a typical day during the program?

Tell me how you live the Honor Code while on an education abroad experience. (The answers to this question are quite interesting. This gives the student the opportunity to explain to you how they understand the Honor Code.)

Any specific program objective questions the director may have.

Once interviews have been conducted, use the ISP’s online application system to indicate whether the student is accepted, an alternate, or denied. Once this is done, their name will be submitted to the university to check to see if they are in good Honor Code standing—a process that can take up to a week—and the student will then be automatically notified by e-mail of their accepted, alternate, or rejected status. Once accepted, students will be charged the first program payment. Please keep in mind that before you are able to make changes on the database, you must have taken care of the FERPA requirement. Please contact your program coordinator if you have any questions.

SECTION 5: GENERAL POLICIES

Approval of Faculty

Faculty should be cleared by their department chairs, deans, and ISP before participating in an International Study Program. This clearance will be indicated by a signed program application (Faculty Application for Study Abroad Programs available at kennedy.byu.edu/isp).

Academic Guidelines

Courses and other academic work in international study programs should focus on meeting the program’s learning outcomes, including the general ISP outcomes (please refer to “Learning Outcomes” in Section 1). All coursework should be geared toward assisting students to experience and understand the new ideas, institutions, social patterns, and traditions they confront daily in their host country. Current research suggests that the most effective international programs are those which immerse
students in the foreign culture but also include some faculty-led discussion from the perspective of an American experience. Course work should include appropriate texts and in-country experiences to maximize learning opportunities.

All courses must be approved by the respective academic department prior to departure.

Because these are experiential programs, faculty should weigh carefully the amount of reading and writing assignments given to students on these programs. The primary text for each program should be the location of the program. Where possible, all assignments—writing, reading, presenting—should focus on helping participants come to understand the program locations by meeting the ISP learning outcomes. In most cases, it is appropriate for faculty to replace long reading assignments with educational experiences such as visiting museums and historical sites, engaging locals in pertinent conversations, etc.

**Ecclesiastical Guidelines**

Studying abroad with Brigham Young University is a unique personal and spiritual experience. As with all things of great value, there are responsibilities associated with this privilege. BYU students are seen as representatives of the university and the Church. Therefore, students and faculty have a responsibility to exhibit the highest standard of behavior.

**Dress and Grooming Standards**

BYU standards of dress and modesty apply to students and faculty during the entire enrollment in the program. In addition to observance of the BYU dress and grooming standards, students and faculty need to be sensitive to customs of the host culture and avoid culturally unacceptable dress or behavior. (Refer to the Student Handbook, Dress and Grooming Standards, pp. 4–5.) Faculty involved with an ISP should expect student compliance with the Honor Code.

**Sabbath Day Observance**

ISP students and faculty are expected to observe the Sabbath by attending all church meetings at local wards/branches and engaging in other appropriate ward/branch activities. Program activities and travel should be organized to make this church attendance possible. For programs that take place in areas where there are no established Church units, the faculty directors should contact their ISP coordinator to discuss other options for church attendance.

**Missionary Work**

International Study Programs are primarily educational experiences. Activities that detract from this purpose, including formal missionary work, should be minimized. Moreover, formal missionary work may compromise BYU’s standing in various countries and, in these cases, should always be avoided.

**Relations with Local Church Leaders**
Although BYU students on an ISP do not transfer their records to the local Church units, ecclesiastical leaders in the host country assume some accountability for the spiritual welfare of students assigned to their wards/branches. However, there should be no ordinations or temple recommends issued to BYU students on an international study program. All assignments in local units should be cleared with the program director and/or the program coordinator prior to issuing the callings. While students are encouraged to participate in the ward activities and to accept teaching or speaking assignments, ISP participants should not be issued major callings, nor given church assignments that detract from their academic work. Faculty should discuss church attendance plans with their ISP coordinator. In some instances, special requests may need to be made to attend certain wards or branches.

Firesides, or similar events, need to be preapproved by the international vice president. Those interested in offering firesides should work with their assigned ISP coordinator to get them approved.

**Living with Local LDS families**
LDS families cannot be targeted for student homestays. Faculty directors must never use ward, stake, district or branch leaders, former missionary companions, or any other Church contact to arrange host families. Arrangements with host families may only be made on a business basis through trusted housing agencies or language schools. Students may live with LDS families only if the arrangements are made through these third party providers.

**Payment of Tithes and Offerings**
Students and faculty directors and their families should not pay tithing to the Church unit they attend while they are abroad. Tithing should be paid to the home ward of record, but ISP participants are welcome to pay fast offerings and contribute to the mission fund in their international ward.

**Temple Visits**
Temple presidents have conveyed some concerns relative to touring groups dropping in at the temple without prior notification and requesting to do baptisms for the dead. Groups planning on visiting temples should make a request for this privilege well in advance so that appropriate accommodations can be made. Faculty directors should assess before leaving the U.S. how many students in their program can attend the temple.

If a visit to the temple is planned for a program, student participants should be informed of this during the preparation class. Students wishing to do temple work abroad must obtain their temple recommend from their home bishop. Bishops and branch presidents in the host country should not issue temple recommends to ISP students.
Programs visiting the temple should arrange for enough endowed brethren to accompany the group to help perform the ordinances. Temples often do not have sufficient priesthood available to perform the ordinances for large groups unless previous arrangements have been made.

Temple presidents have also expressed concern about BYU student groups who visit the temple dressed inappropriately. Although most students will understand the need to dress appropriately for a temple visit, directors should remind students of the sacred nature of temple attendance and should plan so that students have the time and facilities necessary to dress appropriately. They should also remember the need to set a good example to local saints, as well as represent the university and the Church.

**Temple Housing**

Approval to request temple housing from a BYU group can be granted only by the International Vice President’s office. If ISP groups wish to use the temple housing, the ISP coordinator must be notified at least two months in advance to start this process. If approval is given, faculty should contact the temple presidency at least one month in advance and wait for confirmation of scheduling. The temple presidencies are often eager to serve student groups, but priority for the use of temple housing is given to local members who are attending the temple. Approval from BYU to contact the temple presidency is not approval to stay in the temple housing. This approval must come from the temple presidency. Please be aware that in order to use temple housing, the group will be expected to participate in temple work while staying there. Please make sure you take this into consideration as you manage your travel itinerary.

**Accompanying Student Spouses/Family**

ISP seeks to make its programs as available as possible to all BYU students, regardless of their diverse personal circumstances. Nevertheless, given the diversity of program design, length, facilities, and objectives, ISP reserves the right to determine if and under what conditions married student couples and/or their children may participate in its programs.

**Participant Spouses**

In general, married couples may participate in an international study program only when both are admitted as full participants. Furthermore, some programs have living facilities that cannot accommodate married students, and participation in these programs are contingent on the couple finding approved housing.

For programs that can accommodate couples, the acceptance of one spouse to the program does not give a presumptive right of acceptance to the other. This means that each spouse must apply separately to the program and meet all of the qualifications of the program, such as language prerequisites or other qualifiers specified by individual programs, including being enrolled in the prep class the semester before departure. There is no discount for spouses who are participating in the program as full participants.
Nonparticipant Spouses

Directors of specific programs may apply to ISP for permission to allow spouses of participating students to accompany them on the program. When such an application is made, ISP will work together with program directors to determine during the program approval process if spouses may accompany student participants on international study programs and under what conditions they may do so. ISP will only consider applications that have been endorsed by the director’s department chair and dean. Factors to be considered include the importance of the program in the students’ chosen major or minor curriculum; the length, size, and location of the program; the nature of the program’s facilities; and any other issues that may bear on questions of the academic integrity of the program, the students’ health and safety, and BYU’s liability. The conditions for non-participant spouses’ presence on the program will be set at the time the program is approved (and before it is advertised). As is true for all matters of ISP policy, any exceptions to this policy as stated herein must be approved by both the ISP coordinator and the program director.

The following guidelines will be used for granting programs this special designation:

- Nonparticipant spouses will not interfere with the academic goals and the administration of the program. Nor will they distract their spouses from their responsibilities to the program and to the other students. That is, the presence of such spouses will not keep the enrolled spouse from completing all program curriculum and keeping to the program’s schedule. The nature and location of the curriculum and cultural customs and conventions will not be compromised when these spouses accompany their enrolled spouses.
- The participation of nonparticipant spouses will not place undue liability on BYU. Nonparticipant spouses must be completely insured and meet the same standards of physical and mental health required of the students admitted to the program. Their presence will not substantially increase the safety and security risks to the program or its enrolled students. For instance, they will not require program directors or students to spend significant time chaperoning them.
- Programs require participating students to bear all costs associated with their nonparticipant spouses coming along on the program, including housing, food, transportation, administrative, and logistic costs. Programs with large numbers of enrolled students may make it impractical or financially undesirable for a large number of nonparticipant spouses to accompany them.
- Nonparticipant spouses should in no way cause undue burden on local members of the community, especially local Church members.
- The program has designed activities and opportunities for nonparticipant spouses to learn about the culture which their student-souses are studying. All such spouses must attend the prep course taught in Provo, but it is strongly recommended that international study programs seeking this special designation also provide some kind of meaningful experience for these spouses with the culture and, ideally, the language of the country of the program.
• Participant and spouse will sign the Assumption of Risk and Limited Release Agreement and the Disclosure Agreement for Married Couples on BYU International Study Program. Student and spouse need to notify the ISP coordinator and assume risks and costs of any health condition, including pregnancy.

Accompanying Family Members
The policy for spouses also applies to children and other dependents of student participants. In most cases, these children/dependents may only participate in the program if they are admitted as full participants. Nonparticipant dependents may only come on the program if they meet the criteria for nonparticipant spouses.

Accompanying Graduate Students
Graduate students are required to apply to the program through the same process as undergraduates. If the graduate student is participating in the program either as a faculty TA or in another capacity, they are still required to apply to the program. They need to be enrolled in courses, which should be decided in conjunction with the program coordinator, and pay graduate tuition.

Graduate student grants or other funds awarded to the student are still applicable, though graduate students are not eligible for ISP funding.

Dating on Programs
Relationships between men and women are viewed differently by other cultures and are often subject to norms, traditions, and taboos that may be difficult for foreigners to grasp. As a consequence, dating between student participants or dating locals of the host country, no matter how innocent, is not allowed. Program directors should not hesitate to place additional restrictions on male/female interactions if needed to comply with local custom. When this policy is violated, directors have the responsibility to report this to their program coordinator so appropriate action can be taken.

Curfew on Programs
The standard curfew for all BYU international programs is 11:00 p.m. on weekdays and midnight on weekends. There can be exceptions to this policy to meet specific travel or activity needs, but these exceptions should be kept to a minimum. Directors can make this curfew earlier to meet local customs or security concerns.
High-Risk or Adventure Activities

High-risk or adventure activities are not allowed on an international study program because such activities nullify insurance coverage. This includes, but is not limited to skydiving, bungee jumping, and skin/scuba diving.

Mental Health, Eating Disorders, or Other Medical Concerns

You can use this language when working with students to decide if they are healthy enough to join a program. Please contact your ISP coordinator if you have any questions.

Study abroad experiences can be stressful because of the change in environment, diet, sleep, routine, and relationships. Because of this stress, some medical conditions may worsen while abroad. You should consult with your health care provider before applying to verify that you are adequately prepared to participate. If you have a regimen of treatment, it should not be altered in order to participate in a study abroad, and you must make arrangements to continue while abroad. Please keep in mind that some foreign countries do not have the same accessibility laws and treatment options available, and some countries limit the prescription drugs you can carry into their boundaries. If your treatment program is not available, you may need to choose a different study abroad experience.

Study abroad staff will make a determination of your qualification and readiness to participate in the specific international experience to which you are applying. The study abroad office also reserves the right to revoke the opportunity for a student to participate at any point should there be any changes to a student’s qualifications, standing at the university, and readiness to participate.

Faculty who learn of mental health, eating disorders, or other medical concerns in the field should immediately contact their ISP coordinator. Remember the student’s safety and well-being are most important. In instances where it is decided that a student should no longer continue on the program, faculty need to work with their ISP coordinator before sending the student home.

Removing a Student from a Program

If a student violates the law of chastity or the word of wisdom during the program, in most cases, the student should be removed from the program and be encouraged to return to their home. If a faculty director learns of an infraction like this, they should immediately contact their ISP coordinator and work with them to develop a proper course of action.

Other infractions committed by students may also warrant being removed from a program, but this will vary on the frequency and severity of the infraction. If a student is continually behaving in a way contrary to the norms of BYU, breaking local laws, or disregarding the conditions of
participation and the faculty director has warned the student that continual misbehavior is unacceptable, it may be appropriate to remove the student from the program.

It is important that faculty directors work with their ISP coordinator in any case which may result in a student being removed from a program. The director could face personal legal liability if proper procedures are not followed.

In considering whether or not to remove a student, the faculty director should first make sure that they have accurate information. Where did the information on the student’s behavior come from? Is this information coming secondhand, and if so, is it reliable? Did you personally witness an infraction? Did the student confess?

If it is clear that the student violated program rules or the Honor Code, the faculty director should pursue the following procedure:

- Visit with the student about the situation. It is important to let the student know that it will be necessary to discuss the situation with the ISP office and that instructions will be given to the director on how to proceed. This will assist the student in realizing that this won’t be a decision made by the director only and that this is not a “personal” issue, but a university issue.
- Contact your ISP coordinator. Depending on the severity of the problem, the program coordinator will contact the necessary offices on campus. This can include the Legal Counsel office, the Honor Code office, and the director of ISP.
- The ISP coordinator will convey any directions from the university to the faculty director and will determine with him or her how best to follow this direction.

**Traveling to Restricted Countries**

BYU goes to great lengths to keep faculty and students safe. Travelsmart.byu.edu has lists of restricted countries where it is deemed unsafe for faculty and students. Countries on the red list are not eligible for student travel. However, countries on the black list may have some exceptions granted. Faculty who want to travel to restricted countries need to work with their ISP coordinator for approval.

**Student Housing Guidelines**

In planning housing for students, faculty directors should follow BYU Residential Living Standards for off-campus housing, which stipulate that genders must not share sleeping quarters and respect for privacy be given for all other living areas. Efforts should be made for each student to have separate beds. If this is not a possible, the director needs to discuss this with their program coordinator so they can jointly decide on the best course to follow.
Living with local families may enhance the academic value of an international study program. However, there are also risks involved, and before pursuing this option, faculty directors should keep the following in mind:

- Faculty directors must never use ward, stake, district or branch leaders, former missionary companions, or any other Church contact to arrange host families. LDS families cannot be targeted for student homestays.
- Arrangements with host families may only be made on a business basis through trusted housing agencies or language schools. Students may live with LDS families only if the arrangements are made through these third party providers.

**Director Housing Guidelines**

**General**
Students must be able to contact and receive aid from their director at any time during the program. Because of this, directors must stay at the same locations (same hostels or hotels) whenever possible. If this is not an option, directors must receive special approval from their program coordinator to stay at another location. In this case, director housing should be geographically close and of similar quality to their students’ housing.

**Flats for BYU Study Abroad Programs**
For the Paris, Vienna, and Spain programs, BYU maintains apartments for the use of faculty directors. The following policies regulate the use of these apartments:

Within reason, faculty directors are welcome to host family and friends in the BYU apartments. Before making these plans, however, faculty should remember:

- The faculty’s primary duty is to the students, and visits that detract from this duty should be avoided.
- In order to be a good citizen in the communities where the apartments are located and to abide by local housing laws, faculty should be careful in hosting a large number of guests at one time.

Please report any damage or needed maintenance to the International Study Programs office. While minor damage and regular wear and tear to the flat is expected and planned for, any significant damage incurred will be the responsibility of the faculty directors, and they should be prepared to pay for damage to the apartments caused by dependents or guests.

Faculty are welcome to occupy the apartments a few days before and a couple of days after the program. Longer stays must be cleared through ISP coordinators since they may conflict with
other programs. In general, faculty who stay longer than two or three days before and after the program will be charged a day rate for continued use of the apartment. Contact the ISP coordinator for information on the day rates for these apartments.
SECTION 6: POLICIES FOR STUDY ABROAD (ON-SITE)
DIRECTORS

General Policies

On-Site Faculty Duties
Study Abroad directors who lead their programs in person are responsible for the following items:

1. Recruiting student participants through on-campus outreach, class visits, etc.
2. Selecting students by reviewing applications and interviewing applicants.
3. Managing program logistics, including local arrangements, housing, budgets, visas, onsite payments, field trips, local Church relations, and student standards.
4. Overseeing academic content of the program.

Time Commitment before Program
The semester before the program, study abroad directors should be prepared to commit several hours each week in preparing for the program. A portion of this time will be spent teaching the preparation course while the rest will be spent dealing with the obligations noted above. (Please refer to the Director Timeline Checklists for more information.)

Time Commitment while on the Program
Directing a program places unique and often challenging pressures on the on-site director and accompanying family members. While on the program, faculty directors should:

1. Be available to address student concerns at any time.
2. Demonstrate a sincere concern for mentoring students in an international and cross-cultural setting, and put the welfare of the students involved and the program above personal considerations, including family activities, research, travel, conferences, and other interests.
3. Be prepared to take needed action in case of medical emergencies, violations of BYU standards, political unrest, etc., and to contact the ISP coordinator, and parents as required.
4. Take responsibility for delegated decisions made for and in behalf of the program by assistant director(s), facilitators, student instructors, or teaching assistants.

Programs with Multiple Faculty Directors
In cases where there is more than one faculty on-site, one of the faculty members will be designated as the program director while the others will be designated as associate or assistant directors. While the director will act as the faculty team leader, all faculty members share the
responsibility for the success of the program. Typically the faculty team will divide various duties of the program—counseling, chaperoning, planning program activities, managing finances, reviewing class registrations, leading students’ organizations or socials, and so on—amongst themselves. In cases with multiple faculty, at least one faculty member should be accessible to the students at all times.

**Student and Part-Time Employees**

In addition to faculty directors, programs may also have a student instructor, teaching assistant, and/or student facilitator to help carry the program’s administrative load.

The duties for these employees could include program promotion and recruitment, student selection interviews/schedules, communication, planning/teaching preparation class; logistical arrangements for the program, such as culture, housing, field trips, travel, and in-country needs, and teaching in-the field under the direction of the faculty.

Student facilitators are required to attend relevant ISP-sponsored meetings and the preparation class, make sure that absentees receive updated information weekly, follow-up with students on payment schedules under the direction of ISP’s controller, and fulfill other tasks as assigned by the ISP coordinator.

**Facilitator Job Description**

Student employees can be an integral and valuable part of the program and its success. As program facilitator, the student participant will aid the program director(s), Study Abroad office, and the BYU travel agents with logistics prior to departure. These logistics should be determined by the director but may include some or all of the following:

1. Complete the FERPA training for employees at ferpa.byu.edu. (Required)
2. Promote the program.
3. Schedule interviews for the director for each applicant if needed.
4. Communicate with students. **If you’re using e-mail, be sure to BCC students and CC the program coordinator and directors on ALL correspondence.**
5. Help the director plan and prepare for the preparation classes. This includes compiling a comprehensive spreadsheet with all relevant student info for the program.
6. Monitor prep class registration.
7. Make sure all participants have current passports. Also make sure . . .
   a. The passport is signed.
   b. That it expires at least six months after you return to the United States.
   c. At least 3 pages are available for visas and stamps.
8. As part of the prep class, send out a link to our student handbook to all the students going on the program (kennedy.byu.edu/pdfs/ISPstudent-handbook_jan16.pdf).
9. After prep class, you’ll bring your coordinator’s assistant one copy of every passport (the page with the photo and signature); keep the other set of copies to take on your program as backup.

10. Monitor class registration.

11. Make sure all forms for each participant are filled out online. These forms include the following: Acceptance, Immunization, Conditions of Participation, and Assumption of Risk.

12. If required, maintain contact with the BYU travel agent concerning travel to and from the program.

13. Attend a facilitator ITMS training meeting (put on by your coordinator’s assistant) and help the director enter the program’s information into its ITMS plan for all travel done during the program (hilt.byu.edu/webapp/itms/travelplan/home).

14. Follow up with students on payment schedules under the direction of the ISP accountant, Troy Galbraith (214 HRCB or 422-3560).

15. Make certain that each participant has checked out or obtained take-off status with International Study Programs, 101 HRCB, by being financially cleared and receiving their backpack.

16. Three weeks prior to departure, all facilitators must e-mail or stop by the program coordinator’s office to report on how things are going in the program. Please schedule this time through the coordinator’s assistant.

17. The program director and the coordinator will determine how many hours of work are anticipated or needed while on the program. It is not required or expected for student facilitators to work while on the program. That is completely up to the director and his/her needs. If the director decides to have a facilitator work on the program, they must give an estimate of the hours to the coordinator as part of the budget meeting. While on the program, if the facilitator doesn’t have Internet access to clock in, the facilitator must e-mail the hours worked, dates, and in/out times to Nellie (nellie_ashby@byu.edu) to be entered in the time clock. Facilitators do not receive a program discount. They will be paid for the hourly work they complete while on the program.

18. Any student not holding a U.S. passport must make an appointment with the program coordinator’s assistant to meet with the coordinator. The student needs to bring in their passport, I-20, and F1 visa for the coordinator to look over. This ensures that they can leave and return to the United States.

19. When you arrive in the country, please e-mail your coordinator to let him/her know you’ve all arrived safely.

We can assist some programs when all students require a visa. The cost will be a part of the program fees.

The process is as follows:

- The facilitator will meet with the assistant to discuss the application process.
• The facilitator will collect all the passports and visa applications. **Make sure the applications are complete and accurate. Do not bring them until you are sure there are no mistakes.**
• The facilitator will collect all the passports and make sure they are signed and expire at least 6 months after the program finishes.
• The facilitator will collect all supporting documents, such as letters of invitation, copies of applications or passports, proof of address, flight itineraries, etc.
• The facilitator will then make an appointment with the assistant, and he/she will do a final check on everything. If the assistant finds any mistakes, the incorrect applications will be given back to the facilitator to be redone.

If individuals require a visa due to citizenship, they are responsible to research and apply for the visa on their own.

**Academic Policies**

**Teaching Load**
Directors of semester programs teach up to three classes as directed and approved by their respective department. Some programs (such as those at the London Centre) may have specific curricular requirements. Directors should check with the program coordinator to make sure their courses meet the requirements and needs of a particular program.

Directors of term programs teach up to two classes as directed and approved by their respective department.

While on study abroad programs, faculty will only teach courses created as study abroad sections, and the courses must be created by the ISP registrar.

**Class Schedules**
Forty-five contact hours are required for a three-credit class. Contact hours can be fulfilled through excursions and other out-of-classroom activities. The weekly schedule for teaching courses on-site is flexible, but regular and consistent contact with students is expected, and long gaps of several days between classes, excursions, or other meetings with students should be avoided.

**Course Approvals**
All courses taught during a program must be processed on course approval forms through the ISP office and approved by respective department chairs and deans before the courses can be cleared to receive registration. This should be completed the semester before the program starts.
Student Course Loads
All student participants are required to carry a full time course load during the entire program. For undergraduate students on most programs, this is 12 credit hours per semester and 6 credit hours per term. For some programs, such as internships, this can be reduced to 9 credit hours per semester and 4.5 per term. Graduate students are required to carry a full graduate load.

Ecclesiastical Policies

Pre-Program Preparation
In the interview process, directors should carefully screen and counsel applicants regarding emotional and spiritual expectations. Directors should secure a firm commitment from each applicant to participate actively in Church activities and uphold all BYU and Church policies including the Honor Code and Sabbath day observance.

During the preparation class and other orientation meetings, faculty directors should spend time instructing students about local priesthood leadership, meeting schedules, student/missionary relations, ward assignments, etc.

Worship Service While Traveling
It is expected that students on international study programs will regularly attend established branches or wards. Church attendance takes precedence over travel plans. If this is not possible, the program director should consult with the ISP coordinator to discuss options.

Firesides/Devotionals
In order to maintain spiritual unity of a program, directors typically hold regular devotionals. Likewise, students can gain spiritual insight to the local area by inviting local Church members, local families, and faculty members to speak to the students in a fireside setting. Both devotionals and firesides can be organized by a designated student committee. Firesides need to be preapproved by the ISP coordinator.

Non-LDS Participants
Students who are members of other faiths are welcome to participate in international study programs. However, they are expected to be as involved in opportunities for spiritual and personal growth as LDS participants and should be aware of these expectations before they are accepted into the program.

Relations with Local Church Leaders
Contact with local Church leaders before the start of the program should be coordinated with the ISP coordinator.
Upon arrival in a country, efforts should be made to meet with the local Church leaders to discuss with them the nature of the program, the number of participants who will be in their wards/branches, Sundays when participants will be away from the units, and service opportunities/callings that may be available. In this meeting local leaders can also share information on meeting schedules and the expectations the Church has for study abroad students in the host culture.

Local leaders should also be encouraged to introduce students and faculty families to the ward as early as possible and promote fellowship between students and members. Please make sure that the local bishop/branch president is aware that all callings of students should be approved by the faculty director. (Please refer to “Ecclesiastical Guidelines” in Section 5.)

**Financial Policies**

**Program Expenses**
All approved budgeted expenses will be covered by the revenues raised from student payments. Unapproved expenses will become the personal responsibility of the director. Unused funds must be returned to the university and must be reconciled during the final program expense review.

**Personal/Family Expenses**
Expenses not specifically approved will not be reimbursed to the directors, and those personal expenses paid for with university funds may be treated as taxable fringe benefits and added to gross wages. Faculty are responsible for taxes applicable to such fringe benefits.

**Budgets**
Budgets will be developed by the ISP coordinator. Directors must use the official ISP budget form.

**Equipment**
Any equipment purchased with program funds is the property of ISP and will be returned for use on subsequent programs.

**Program Expense Review**
A review of all expenses will be made within *fifteen working days* of each director’s return. Expenses must be logged on the appropriate sheet in U.S. dollars along with documented exchange rates and supporting receipts. Reporting format will be explained to each director during the budgeting process with the accountant prior to departure.
Faculty Benefits

Guiding Principles
Certain costs for the faculty and their accompanying dependents are approved to be covered by the program budgets. However, smaller programs (generally fewer than twelve students), shorter programs (less than four weeks), and high-cost programs (those with a lot of air travel) usually don’t qualify for full benefits. The following principles guide the decisions in determining these approved costs:

- ISP discourages separation of program faculty from their families for longer than a month.
- International Study Programs should be structured so that a faculty director’s accompanying family members can participate and make a positive contribution to the success of the program.
- Since the financial burden on students is a primary consideration in all program budgets, approved faculty costs will be balanced against the potential cost to students.

Salary
Faculty approved to direct an academic program will be eligible for compensation as agreed with the sponsoring department. The assignment with study abroad will be considered part of the BYU faculty member’s regular load for the duration of the program and salary will continue as if teaching on campus.

Taxable Benefit
For tax purposes, the university is only allowed to cover a certain amount of faculty (and their family) expenses. Specific amounts vary by location and can be viewed at https://aoprals.state.gov/web920/per_diem_action.asp?MenuHide=1&CountryCode=0000. Upon completion of the study abroad program, the ISP office will calculate the total expenses paid for the faculty and family members. This amount will be compared to the allowable expense amount per the posted U.S. government rates for the relevant locations. Any expenses paid for the faculty and family members that exceeds the allowable government amount will be reported as a taxable benefit for the faculty on their W-2 for that year.

The allowable government rates are per employee rates. So if an accompanying director spouse is an actual employee of the university, the allowable government expenses would be double. If the accompanying director spouse is not an employee of the university, no additional expense allowance will be granted, regardless of any assistance provided by the spouse.
**Approved Faculty Costs**

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<td>Field Trips</td>
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<tr>
<td>Local Transportation</td>
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*Children of the director who have graduated from high school and want to participate in a study abroad program as students will need to register and pay all the normal fees, including their own airfare. If the student is able to live with the family at no additional housing costs, a housing discount will be given to the student.

**Children of the director who have graduated from high school and want to participate in a study abroad program but not as a student will need prior approval by the director of International Study Programs. Also, they will be responsible to pay all expenses related to their stay, including their own airfare.

***Spouse and dependent benefits generally do not apply to any program less than four weeks in length.

****ISP is not liable for lost spousal income and taxes.
Airfare
Airfare for the faculty member, spouse, and qualifying dependent children is provided via the least expensive fare direct from Salt Lake City to the program destination. Extensions, stopovers, or other adjustments that result in an increased airfare will be charged to the faculty member. Dependent children are defined as those who are under eighteen years old or who have not yet graduated from high school. Airfare is covered to and from the program location. Any additional director, spouse, or dependent travel will be at the director’s expense.

Housing
Primary lodging is provided for eligible family members.

Meals/Per Diem
Faculty directors for most programs can claim per diem up to the amount allowed by the university. In cases where the cost of living is very low, faculty may choose a lower per diem. However, faculty are required to deduct the value of any meal provided by the program (such as breakfasts provided by hotels, group meals etc.) as stipulated by university policy from the per diem they receive. Per Diem is only provided for faculty directors and not for their family members.

Faculty at the London Centre do not claim a full per diem as most meals are provided by the program. (Please refer to “Faculty Benefits” in the Appendix for more information.)

Other Approved Costs
Travel costs on program-sponsored “excursions” (lodging, admissions, and transportation expenses) are provided for the faculty member, spouse, and qualifying dependents.

Local Transportation
Local transportation is provided for faculty member and spouse, but not dependent children.

Concurrent Enrollment for Accompanying Children Who Have Not Yet Graduated from High School
Faculty children that have completed junior year in high school may be able to take courses on the program for credit through concurrent enrollment, and typically there is no tuition charge for these courses. Please contact BYU Admissions at 801-422-4104 for further questions.

Children over Eighteen
Faculty dependents who have graduated from high school or are at least eighteen years of age and who are full time students on the program will pay the full program cost, which includes
tuition. The BYU Benefits office, at the request of the faculty, will cover half tuition for qualified dependents. All program costs are payable prior to departure.

**Health Insurance (For more information, see Appendix: “GeoBlue”)**

**Primary Health Insurance**
All faculty must ensure that they have adequate health and medical insurance covering themselves and their dependents while abroad and on their return. BYU faculty have regular DMBA coverage, which remains in effect during the time abroad. Refer any questions or concerns to the BYU Benefits, D-240 ASB, (801) 422-4716.

**Additional Insurance**
All students and faculty are provided with limited, secondary insurance coverage through GeoBlue. Coverage details can be found at their web site: www.geobluestudents.com.

**Nonemergency Situations**
In a nonemergency situation, you should log on to www.geobluestudents.com and search the online database under your international destination for GeoBlue-recommended doctors, dentists, hospitals, and clinics. These are healthcare professionals recommended by GeoBlue who have generally been trained at Western medical schools, speak English, and have worked with international patients before. Contact the doctor’s office or hospital/clinic directly to set up an appointment. If possible, call GeoBlue to let them know of your appointment. They can begin to work with the doctor or hospital/clinic directly to negotiate payment and begin medical monitoring of your case prior to your visit. GeoBlue will also set up the appointment for you, if you like.

**Emergency Situations**
In an emergency situation, follow the instructions on your GeoBlue insurance card. You should go to the nearest facility that can provide you with the best quality of care possible. This may be a GeoBlue-recommended facility or not. In either case, be prepared to guarantee payment of care. Contact GeoBlue as soon as possible. They will open up a case on you and notify their medical teams both domestic as well as international regional medical directors. GeoBlue will begin to work with the local hospital to guarantee payment of services rendered and will involve their regional medical directors to help monitor the quality of care you receive. If better care is available and necessary, GeoBlue will work with the attending doctors and hospitals under the direction of the regional medical directors to transport you to a higher quality facility of care, home to the U.S., or another location.

**What do I do if there is not a GeoBlue-recommended hospital or clinic in my area?**
If there is not a GeoBlue hospital or clinic in your area, you should determine beforehand which hospitals and clinics provide the highest quality professional care. You can call GeoBlue and ask
for recommendations/advice for doctors, hospitals, and clinics. If there is not a GeoBlue-recommended medical facility or doctor in your area, simply visit the best-known and highest quality doctors or facilities in your area. Although they may not be GeoBlue-recommended, you can pay for any medical services rendered and be reimbursed by GeoBlue later. Make sure to obtain and keep all receipts so you can submit a reimbursement request to GeoBlue at a later date.

In either case, it would be best to notify GeoBlue as soon as possible so they can help you with payment of services and monitoring of your case to ensure that you receive the best possible care.

For help with registration or if you have a question about your plan, contact 1-844-268-2686 (+1-610-263-2847 for international calls). If you need medical assistance or help scheduling an appointment, call 1-800-257-4823 (+1-610-254-8771 for international calls). Or send your inquiries to globalhealth@geo-blue.com. Your ISP coordinator and BYU international security contact at international_security@byu.edu or 801-422-5357 can also help you find adequate health care facilities.

**Marketing Expectations**

**ISP Support**
ISP will maintain a program web site, print fliers, and provide other printed advertising.

**Director’s Responsibility**
Directors need to supply ISP with the content for the web site and the flyers. It is ultimately the director’s responsibility, with the support of ISP, to recruit enough students for their program. Suggested marketing includes:

- participating in the ISP Fairs
- actively distributing flyers
- hosting information sessions
- conducting class presentations
- writing for college newsletters
- advertising on digital screens in buildings
- posting 11x17 posters on bulletin boards
- representing your program at tables in the WSC
- strategically e-mailing and presenting to a target group of students
Travel Policies

Because of the field-based learning emphasis, travel is an integral part of the international experience. There are several travel-related opportunities as a part of an international program.

Program Excursions

Program excursions are mandatory, curriculum-based, budgeted parts of the program. These trips must fit into the framework of the academic program, and faculty directors are expected to accompany program participants on these trips.

Optional Travel

Optional travel is curriculum-based, approved by directors, and student-financed. Directors should give clear guidelines during the prep class about arrival and departure dates and the number of days students may have for personal travel during the program.

Unchaperoned travel is limited to groups of three or more persons for no more than three consecutive nights. Exceptions or extensions of this policy come only after consulting with the ISP program coordinator. Under no circumstances may unmarried men and women be permitted to travel together as couples. Mixed gender groups of students are permitted to travel overnight and unchaperoned, but they are not permitted to share bedrooms.

Optional travel must not interfere with attendance at class, church, or cultural involvement activities.

Every student who desires to travel overnight must submit a written request with the following information:

1. A detailed itinerary of projected travel;
2. A list of traveling companions; and
3. Lodging arrangements including contact telephone numbers in case of an emergency.

Directors should keep these travel applications on file so they know where all students are on any given day. They are responsible to make sure these itineraries are added to the program’s ITMS plan. No student can travel overnight before submitting this itinerary and receiving approval from the program director. Adherence to this policy does not, by any means, commit the director to grant approval to the request.

Travel Restrictions and Guidelines

Travel on a study abroad program with a home base cannot exceed 15 percent of the total number of days of the program. Exceptions must be approved by the ISP coordinator and ISP director.
Students, directors, and family must maintain BYU Honor Code and Church standards at all times. This includes when they are traveling in small groups.

**Student Travel with Family Members**
Students are not permitted to interrupt the academic program to travel with parents or friends. Families and friends should plan on spending time with their student before the program starts or after it ends, but not during the program.

**Faculty Travel during the Program**
If faculty desire to do individual travel, the schedule should be set up for at least one director to be available at all times to answer student concerns. Students should be supplied with this schedule and should know at all times where they can reach the faculty member who is “on call.” Under no conditions should faculty consider international study programs to be a time when they are free to do independent travel.

**SECTION 7: POLICIES FOR MENTORING/VISITING FACULTY**

**Summary of Faculty Duties**
Faculty mentors oversee distance courses as previously agreed with students and ISP.

Visiting faculty, as assigned by ISP and/or the advising faculty committee of the specific international program, make a short-term visit during an ongoing program to:

1. Mentor students in the field.
2. Further increase international relationships for BYU ISP.
3. Gather relevant international and cross-cultural information for ISP.
4. Conduct personal research.

Mentoring faculty agreed to provide oversight of students’ academic work. Grades for these courses should be turned in according to the terms of the course—typically within thirty days of the end of the program.
APPENDICES

Best Practices

1. Start everything early.
2. Be honest and realistic about the expectations of the trip; students will be happier if they can do more than what is on the itinerary rather than less.
3. Don’t be too modest in your budget planning—when in doubt, guess a little high.

General

Holidays
- Research local holidays before purchasing travel fares to plan ahead for detours and extended visits.

Gifts
- You may want to bring gifts to thank those you work with on your program. Consider customizing gifts when possible and appropriate.
- Bring extra gifts to avoid offending anyone.
- For traveling, you may consider distributing the gifts among the students. Be sure to keep an inventory of each gift.
- To avoid tattered packaging, assemble and wrap gifts after arriving in your country. If you choose to wrap your gifts before embarking on the plane, wrap each gift a second time in brown paper to protect the packaging.
- Gifts are cheaper when purchased in bulk

Culture Visits

Community Interaction
- Schedule activities that will allow students to interact with locals. Some activities may include visiting an orphanage, touring a university, or going to karaoke.

Group Activities
- Try to plan one activity per month to visit main attractions.
- Plan activities you can do as a group but which also allow for independent exploration.
- Many activities include a discount for students. Be sure to ask if a discount is available for either students or student groups.
- Free activities are also available. Consider adding some of these free activities to your itinerary to increase each student’s study abroad experience.


**Temple Visits**

- Contact the temple to schedule baptisms and endowment sessions. Be sure to bring enough priesthood holders to administer ordinances in the baptistery if necessary.

**Lodgings**

*Hotel and Host Family Business Card*

- Be sure all students have several business cards with either the hotel’s or host family’s address. These will ensure students will not get lost.

**Location Reviews**

- Research hotel and host family reviews before making reservations. TripAdvisor is one reliable site.

**Non-Smoking Rooms**

- Make sure all hotel and host family contracts **clearly** state all rooms must be non-smoking rooms.

**Hotel Rooming Lists**

- E-mail all hotels a specific rooming list.
- Take extra lists with you to record room assignments.
- Make sure students stay with different roommates for each excursion.

**Check In**

- Send one person to check in and fill out the rooming list. Send students to wait in the lobby to receive their keys and any announcements.

**Fun Ideas**

*Scavenger Hunt in Your Last City*

- Divide the students into groups.
- Include a list of items they have to find or do. For example: Find landmarks, embassies, and someone in uniform. Teach a local person to say “Rise and shout the cougars are out.”
- They have one hour to complete the task (Amazing Race style).
- Award bonus points if they take pictures that represent specific events on the program.
Globalization Fail
Take pictures of products that would not likely succeed in America (sushi Pringles, dried fish skin, etc.).

Surprise Activities
In each city have a surprise for the students. This can be indicated on your itinerary as Group Activity. It builds excitement and increases bonding.

Group Meals
Again, do not tell your students you are planning any group dinners, and they will be happy and surprised when you tell them you are treating them all to dinner. If possible, try to schedule four or five dinners.

Treats
Find a special local treat such as ice cream or hot chocolate to share with your students. Again, it does not need to be included on the itinerary.

Free Time
Try to keep track of what students are doing during free time so they can share the fun things they did with the group. Consider incorporating their activities into a group FHE.

Nightly Sign-In
Have a sign-in sheet for free nights when staying at hotels. Tell students you expect them back at midnight. Check the list at midnight to ensure everyone is accounted for.

Hikes
Hikes are a great way for students to be active together and overcome jetlag. Consider including one or two hikes on the itinerary.

Sleep
Make sure to allow for as much time to sleep as possible. It may also be necessary to enforce a curfew if you have something early or important scheduled for the next day.

Bus Seats
Consider rotating bus-seat assignments to ensure students are always getting to know each other (this also reduces the potential of cliques).
Rooming Lists
Rotate roommates so students never stay with the same people (this reduces cliques and ensures that students do not get sick of staying with the same roommates).

Buddy System
Implement a solid, accountability buddy system so no one person is ever left behind.

Group Journals
Consider giving personalized journals to students in the pre-departure class. It is a great way to encourage students to document their thoughts.

Testimony Meeting
Many groups feel it is appropriate to have a testimony meeting at the end of the trip. This is up to the discretion of the director.

Bonding with Local Saints
Look at possibilities of interacting with local saints, such as holding potlucks after church. If possible, try to avoid travel on Sunday. This allows students to attend church with local members and gives students a chance to relax and recoup before the next event.

Optional Post-Trip Activities
Top-Ten Lists
Have students produce “top-ten takeaways list” to reflect on what they learned.

A to Z: Create a list of words, statements, etc., for each letter pertaining to the group’s experiences on the program.

Pictures
Some programs may want to compile the student’s pictures and burn them onto a DVD. Nominate a group photographer whose camera will be used for all group photos. This prevents unnecessary duplicates. Open a Dropbox or Shutterfly account and ask students to only upload a maximum of fifty pictures per person.
Recap Video
Have a student put together a short video highlighting the group experience. It is fun to show at the reunion and can be useful for recruiting the next year.

Fall Reunion
Consider holding a reunion in the fall semester following your program. This would also be an appropriate time to distribute any photo slideshows or videos.

Travel In . . .
It may be beneficial for you to create a document titled: “Travel in [list your country].” You can put information into each section and update the document with specifics about where you are going. Many students find it helpful to have a quick reference list of what they should know before they leave. We hope this template proves helpful. Please note there are several places within the template that include information specific to a certain program that you will want to edit to make applicable to your own program. Please e-mail your coordinator or coordinator’s assistant if you would like an electronic copy of this to update and modify.

<table>
<thead>
<tr>
<th>TRAVEL IN (List your country)</th>
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<tr>
<td>Title of STUDY ABROAD</td>
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Medical

1. You may want to obtain a prescription for a general antibiotic and any other medications that you need. Please carry these in the original container to avoid customs and other problems.

2. Please carry the following items with you in your carry-on luggage:
   a. Pain reliever such as Aspirin, Tylenol, etc.
   b. Travel or motion sickness medication such as Dramamine or Bonine
   c. Antacid such as Pepto-Bismol
   d. Antidiarrheal such as Imodium A-D
   e. Band-aids
   f. Antibacterial hand soap
   g. Bactine, Neosporin, or other antibacterial ointment
   h. Insect repellent
   i. Sunscreen
3. Traveling is hard work. Consider starting an exercise program to get in shape, and get as much rest as you can before we leave. Any efforts you make to get yourself in better physical shape will pay off in name of country!

4. Drink plenty of water. Drink before you are thirsty, and never pass up a clean restroom.

5. Drink only canned or bottled drinks or beverages made with boiled water (use a straw to sip from potentially dirty bottles or cans). Do not drink beverages with ice. Do not use tap water for brushing your teeth. Be careful about real versus fake bottled water (never drink from a bottle with a broken seal).

6. In general, all raw food is subject to contamination. Use good judgment. Avoid salads, uncooked vegetables, and unpasteurized milk and milk products. Only eat cooked food that is still hot. Only eat fruit that you peeled yourself.

7. Be wary of food from street vendors.

8. Tips for dealing with jet lag include:
   - Asking your doctor about using a mild over-the-counter sleep medication to help you adjust.
   - Taking a blow-up pillow to use on the airplane. You may also want to take some eyeshades and earplugs.
   - Trying to adapt to the local time at your destination immediately upon departure (while en route). Do this by setting your watch to your destination’s local time and eating, sleeping, etc., according to that time zone.
   - Get some light exercise before bedtime.
   - Expose yourself to sunlight. This may help reset your biological clock.

Safety

1. Leave costly jewelry or expensive watches at home. That includes any sentimental jewelry (wedding rings, graduation rings, etc.).

2. If you get lost, get in a taxi. Always carry the hotel card with you.

3. Do not carry large amounts of cash, and do not show your cash. We recommend using a neck purse or money belt of some kind. Fanny packs or similar packs are not safe.

4. Lock valuables in hotel safes.

5. Carry a photocopy of your passport with you; do not carry your passport, except when entering each country or otherwise required. Also make copies of your visa stamps.
6. Avoid giving money to beggars. We have been advised to not encourage begging. Also, many more beggars might be attracted to our group, posing potential problems.

7. If a strange person climbs in a cab with you, just get out the other door. If you stay in groups of three or more, this will rarely be a problem.

8. Nightclubs and massage parlors (including those in the hotels) are off limits. You make speak with the director for any exceptions. The BYU travel policy also strictly forbids dating locals.

9. Exploring on your own in each city is encouraged. However, make sure there are at least three in a group. It is recommended that women be in a group with at least one man. We will do a safety update for you on each country as we arrive.

### Money Management

#### Carrying Cash
- Do not flash a lot of cash around.
- BYU Travel recommends not carrying more than $150 to $200 in U.S. currency.
- Keep your cash and important documents in a belt pack that can be carried underneath your clothing. A neck wallet works really well. We recommend that you do not take your regular wallets. Carry only the amount of money needed for the day.
- Be careful when in crowds. A pickpocket’s favorite place is wherever a crowd is assembled.
- Be wise about where you exchange money. Use only reputable exchange offices. Changing money with private individuals is illegal in many countries.

#### Taking Traveler’s Checks (we advise against doing so, but if you do please follow these guidelines)
- Keep a record of the serial numbers separate from the checks.
- Check at your bank now to determine how to obtain traveler’s checks most economically. If you are a member of AAA, you can get traveler’s checks for free.

#### Taking Credit Cards
- One or two credit cards are enough; do not bring your whole collection.
- In case of emergency, a credit card can come in handy.
- Make sure to contact your bank or credit card company to let them know the countries you are going to so they do not shut down your card.
- Record the numbers and phone numbers for your credit cards. Keep these numbers separate from your cards. Also, leave a copy of the numbers with a family member or friend at home.
- Keep a copy of all receipts to make sure you are charged the correct amount (in U.S. dollars).
United States Customs
- Permanent residents of the U.S. are allowed to bring $800 worth of goods back into the country without paying any customs duty.
- For the next $1,000, a duty is charged.
- For amounts above $1,400, you are charged duty rates based on the specific items you purchased overseas.
- It is easy to cheat on customs; do not do it.

Packing

Luggage
- There will be many times when you will have to carry your own luggage. Choose luggage with strong, sturdy wheels and good handles. Soft-sided luggage generally is lighter than hard-sided luggage. However, if you choose soft-sided luggage, make sure it is strong.
- Make sure to bring a good lock for your luggage. You can now lock your luggage when flying if you have a TSA-approved lock. You will also want to consider locking your valuables in your luggage in your host family’s homes to act as a security box. In addition, you may want to consider a nylon luggage strap that wraps completely around the case. The strap helps discourage theft, helps keep the case from springing open if the clasps and lock are broken, and can make the suitcase easier to identify. It is a good idea to put an identification tag both inside and outside of your suitcases and to put something bright colored on your suitcase to help identify it.
- For many flights, we will be restricted to fifty pounds for each individual’s checked luggage. Please keep this in mind when shopping.
- You will be responsible to pay for any additional luggage. We encourage only one checked piece of luggage. Ask your director for program-specific guidelines.

Carry-On Bag
- When traveling, you should keep your passport and travel documents with you in a safe but easily accessible location.
- Carry any necessary prescriptions and suggested medications, your medical records (if necessary), toiletries, and an extra change of clothing. This will ensure you can survive a few days in the event your luggage gets lost.
- You may want to carry your camera, snacks, and reading material with you.
- Keep your eyeglasses or contacts with you. Do not pack them in your luggage.
- You may want to carry a sweater or sweatshirt with you if you get cold on airplanes.
- Remember to use 3-1-1 when it comes to carry-ons: a three-ounce bottle (or smaller); one quart-sized, clear, plastic, zip-top bag; one bag per passenger placed in screening bin. One-quart bag per person limits the total liquid volume each traveler can bring.
### Clothing
- Coordinate your wardrobe so items are interchangeable.
- Other than business attire, clothing should be comfortable, durable, wrinkle resistant, and hand washable. Avoid dry-clean-only clothing.
- Bring a small container of detergent (we recommend Woolite) so you can hand wash your clothes. Lightweight clothing dries best.
- Take clothing that you can layer for cooler weather. A sweater or sweatshirt and a lightweight rainproof windbreaker or jacket will work well for this purpose.
- You will likely want some nice casual shorts for touring. Remember the BYU Honor Code and dress code. Please be respectful if the program directors request you change your attire. Remember we represent BYU wherever we go.

### General Suggestions
- **Pack light.** When in doubt, leave it out.
- Put the heaviest items in the bottom of your suitcase.
- Put small, fragile items inside shoes, and then put shoes into shoe covers or plastic bags to protect your clothing.
- Place liquids in Ziploc bags; this is very important. Do not use glass containers.
- Take both a plug adapter and a voltage converter. Sometimes these two items are combined as one item. A plug adapter is necessary to convert our two-prong appliances into three-prong or two long thin, round-prong appliances. Do not confuse a plug adapter with a voltage converter. Voltage in the U.S. is 110V. Voltage in the countries we will be visiting is generally 220V. No voltage converter = ruined electronics. Some appliances have a built-in converter. However, some of these converters are automatic, while others require you to turn a switch.

### Working Together
- The majority of you will have the opportunity to give a devotional. Make preparations before we leave so you will have the materials you want for your devotional.
- We will need to give gifts to some individuals during the program. At our last meeting before departure for the program, we will distribute the gifts so everyone can help by packing them in your luggage.
- Remember we are a unified group; do not form cliques.

### A Few Final Items and Recommendations
- You may want to do some exploring in small groups. However, when preparing to go to a tourist or cultural site, consider asking others in the group. There may be someone else who is anxious to visit the same site. Please be aware of others and include them in your plans.
- With a large group it is especially important that everyone be on time. Please do not make others wait. If you are late, we will leave you.
- If you discover something interesting in your explorations, please share with the group so we can all learn from each other. We will have daily sharing time each morning meeting.
- There will be times when we are especially tired and/or jet lagged. Let us work together to get things done quickly during those times.
- Be open-minded about various cultures, governments, and economic systems. Use common sense.
- Have a great time, and learn as much as possible!

**Faculty Information Sheet**

Please send your coordinator a copy of this information for you and your accompanying family members.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Place of Birth</th>
<th>Passport Number and Expiration Date</th>
<th>Country of Citizenship</th>
<th>Flight Itinerary</th>
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<tr>
<td>Director:</td>
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<td>Dependents:</td>
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**GeoBlue Insurance**

*GeoBlue Insurance*

GeoBlue protects you from costly health expenses incurred abroad by providing you with excellent medical coverage and care as well as natural disaster, political, and security evacuation benefits. Once enrolled, you will have access to GeoBlue’s web site, www.geobluestudents.com. This site gives you full access to qualified prescreened doctors, dentists, clinics, hospitals, city health and security profiles, medical translation guides, and travel health information.

*When does my GeoBlue insurance coverage begin and end?*

Your GeoBlue insurance coverage begins and ends according to the dates of your ISP program. If you choose to travel internationally before or after your program dates, you must extend your GeoBlue insurance coverage to include these travel plans. You will be charged for additional coverage. Please call (801) 422-3686, visit 101 HRCB, or send an inquiry to isp@byu.edu for more information on enrollment and purchasing additional insurance coverage.
Do I still need a domestic health insurance plan even though I’m not going to be in the U.S.?
Yes! Some medical situations that occur abroad may require you to return home for further treatment. However, as soon as you return to the United States, you are no longer covered by GeoBlue. So **do not cancel** your current domestic insurance plan.

How do I enroll in the GeoBlue International Health Plan?
Upon acceptance into your ISP program, you will be enrolled with GeoBlue. Before departure, GeoBlue will send you a welcome e-mail to help you prepare for your trip abroad. Activate your personal account to access your GeoBlue Insurance Identification Card and the online medical and health tools and information provided by GeoBlue's web site: www.geobluestudents.com. Before leaving, save your ID card in an easily accessible format and print several copies of it to carry with you while you are abroad.

How does GeoBlue work while I am abroad?
Contact GeoBlue for information on local healthcare providers and facilities, to arrange medical appointments, and for general medical advice. GeoBlue also arranges payment and reimbursement for any medical expenses you incur while you are abroad. See “Medical Situation Guidelines” below for more information on the steps to take in emergencies and nonemergencies.

How do I receive reimbursement from medical expenses I paid?
If you contact GeoBlue before your appointment or visit to a healthcare professional, hospital, or clinic abroad, in most cases GeoBlue will work with that provider to guarantee payment for your medical expenses. However, there may be situations where you will be required to pay for your medical expenses. That is why you should always bring a means of payment (card or cash) with you whenever you receive medical care. If you pay for your medical expenses, obtain and keep all receipts, including for medications.

You can complete a claims form and submit it to GeoBlue for reimbursement, but the form must be submitted within a year from the date you received medical care. This form is found on www.geobluestudents.com on your account under the “My Benefits” and “Coverage and Benefits” tabs.

There, you will find both the medical and prescription drugs reimbursement forms as well as information on where to submit them. If you need help, you can call GeoBlue collect from outside the U.S. at +1-610-254-8771 or toll-free from inside the U.S. at 1-800-257-4823.

Who do I contact at BYU if I have additional questions?
**For Coverage, Enrollment, and Reimbursement**
International Study Programs: (801) 422-8687 or (801) 422-3686, globalhealth@geo-blue.com, or isp@byu.edu.
For Medical Emergencies
Contact your ISP director or coordinator
BYU International Security: (801) 422-5357 or (801) 422-4302, international_security@byu.edu

What should I do in a medical emergency?
Note: Before you go abroad and upon arrival, research GeoBlue contracted facilities (if applicable) and the best non-GeoBlue facilities nearest your residence, study, and work locations. Know where to go before you have an emergency and what medical services can be provided to you at these facilities.

1. Follow the instructions provided on your GeoBlue insurance identification card.
2. Go to the nearest reliable medical facility (GeoBlue-contracted or not). Take a valid debit/credit card or cash and your GeoBlue card. Be prepared to pay up front for your medical care.
   Contact GeoBlue at 1-800-257-4823 (+1-610-254-8771 for international calls) or e-mail globalhealth@geo-blue.com as soon as possible. Be prepared to inform them of your current situation, your certificate number on your GeoBlue card, your current location, information on your program, and a number they can contact you at. Stay in regular contact with GeoBlue advisors and follow their instructions. They will monitor your medical condition and may arrange guarantee of payment with your medical facility. Let them know of any concerns or questions you may have.
3. As soon as possible (after receiving initial treatment), you or an able peer must contact your BYU program director, supervisor, or ISP coordinator. Inform him or her of your current situation, location, a number to contact you at, and any concerns or questions you have.
4. Stay in contact with your BYU director, supervisor, or ISP coordinator with regular updates on your condition and progress.
5. If you pay for your medical expenses, keep all of your receipts so you can file a reimbursement claim later.

What should I do in a medical nonemergency?
1. Contact your BYU program director or supervisor and inform him or her of your situation.
2. Find a GeoBlue-contracted doctor or hospital near you using the search on www.geobluestudents.com. If you do not have a GeoBlue-contracted hospital or doctor in your area, go to the best possible hospital, clinic, or doctor available.*
3. After choosing a doctor or hospital, contact GeoBlue (1-800-257-4823/+1-610-254-8771 or globalhealth@geo-blue.com) for additional help, instructions, and information. If needed, they will arrange an appointment for you.
4. If GeoBlue does not arrange an appointment for you, contact the doctor or hospital and arrange an appointment. Mention that you are GeoBlue-insured. If they do not recognize
GeoBlue insurance, be prepared to pay for any medical services and medication given to you.

5. Take a valid debit/credit card or cash to guarantee payment if required and your GeoBlue card. If you have misplaced yours or forget to take it with you, you can access it online at www.geobluestudents.com.

6. Remind the clinic or hospital upon arrival that you are GeoBlue-insured.

7. At the end of your visit, the clinic or hospital you attended should bill GeoBlue directly. If you are required to pay, obtain receipts for any and all services, including medications, so you may complete the reimbursement process later.

8. Provide regular updates to your BYU program director, supervisor, or ISP coordinator.

*Note: You may also visit any doctor or medical facility in your area, pay for the services, and submit reimbursement to GeoBlue at a later date. If you need help with reimbursement, you can call GeoBlue collect at +1-610-254-8771 (international calls).
Your Guide to GeoBlue®

Welcome to GeoBlue, a program designed to keep you safe and healthy throughout your journey. Your GeoBlue® health insurance plan provides you access to global medical expertise with responsive, multi-channel service. Download our app or register online to learn about the extra care you receive when you travel with GeoBlue.

Getting Started
Important plan information and health tools

Getting Care
How to get care when you are abroad

Accessing Self-Service Tools
Convenient online and mobile tools

Submitting a Claim
File a claim for reimbursement

Reviewing Plan Benefits
What is covered by your plan?

GeoBlue is the trade name of Worldwide Insurance Services, LLC (Worldwide Services Insurance Agency, LLC in California and New York), an independent licensee of the Blue Cross and Blue Shield Association. GeoBlue is the administrator of coverage provided under insurance policies issued in the District of Columbia by Aetna Life International Limited, Bermuda, an independent licensee of the Blue Cross Blue Shield Association.

This coverage is offered to the members of the Global Citizens Association, Washington, D.C.
Getting Started
Important plan information and health tools

Download the GeoBlue app to register
Download our app from the Apple, Amazon or Google Play app stores to put your plan in the palm of your hand.
- Display an electronic ID card
- Locate carefully selected, trusted providers and hospitals outside of the U.S.
- Arrange direct payment to your provider
- Access global health and safety tools including translations, drug equivalents, news and safety information
- Submit and track claims

You can also register online at www.geobluestudents.com.

Get your GeoBlue ID card
It is important to have your GeoBlue ID card to access healthcare services; you will need to present your ID card whenever you receive medical care. This card can be accessed from multiple sources:
- You can show, fax or email your ID card through the app
- Your ID card is available in the Member Hub on www.geobluestudents.com

When you receive your ID card, please check the information for accuracy. Call Customer Service if you find an error.

Visit the GeoBlue Member Hub
Visit the Member Hub on www.geobluestudents.com to view important plan information and to access convenient self-service tools. Login with the username and password you created when you registered through the app. If you have not previously registered through the app, you can register directly online.

Need help with registration?
Contact us for assistance:
Inside the U.S. call 1.844.286.2686
Outside the U.S. call +1.310.203.2847
customerservice@geo-blue.com

This pamphlet contains a brief summary of the features and benefits for insured participants covered under your school health insurance. This is not a contract of insurance. Coverage is provided under an insurance policy under which your school is a participating school. Coverage is provided under insurance policies issued by 4 Ever Life International Limited, Bermuda. Complete information on the insurance is contained in the Certificate of Insurance which is on file with the school and is made available to all insured participants. If there is a difference between this program description and the certificate wording, the certificate controls. GeoBlue is the trade name of Worldwide Insurance Services, LLC (Worldwide Services Insurance Agency, LLC in California and New York), an independent licensee of the Blue Cross and Blue Shield Association. GeoBlue is the administrator of coverage provided under insurance policies issued in the District of Columbia by 4 Ever Life International Limited, Bermuda, an independent licensee of the Blue Cross Blue Shield Association.

This coverage is offered to the members of the Global Citizens Association, Washington, D.C.
1. Find a provider

Outside the U.S. you have access to care through the GeoBlue provider network. To find a contracted doctor or facility, visit the “Provider Finder” section in the Member Hub on www.geobluestudents.com or in the app. For optimal service, request Direct Pay at least 48 hours prior to your appointment to avoid paying out-of-pocket for medical care and submitting claims.*

Outside of the U.S., you are free to see any provider you choose without a reduction of benefits. If you see a non-contracted provider, you may have to pay out of pocket for treatment and submit a claim.

2. Schedule an appointment

To schedule an appointment, choose a participating provider or hospital through the Member Hub or app. Contact them directly using the information in their profile. After you make your appointment, contact us to provide the doctor's office with the information required to arrange Direct Pay. For optimal service, request Direct Pay at least 48 hours prior to your appointment. This is necessary when scheduling follow-up appointments as well. In many countries providers require payment at the time of the visit unless Direct Pay has been arranged.

Contact us to arrange for Direct Pay:
- Use www.geobluestudents.com or the GeoBlue app
- Email globalhealth@geo-blue.com
- Call collect on +1.610.254.6771
- Call toll free inside the U.S. on 1.800.254.4823

3. Request Direct Pay

To avoid paying up front for medical care and submitting a claim, arrange for Direct Pay:
- Use www.geobluestudents.com or the GeoBlue app to find a provider, view a profile and complete a request form
- Email globalhealth@geo-blue.com with the name of your provider, the reason for your appointment and the date and time of your scheduled visit
- Call collect on +1.610.254.6771

For optimal service, request Direct Pay at least 48 hours prior to your appointment.

In the event of a medical emergency

You should go immediately to the nearest physician or hospital and then call the Medical Assistance phone number for 24/7 care located on the back of your ID card. We will then take the appropriate action to assist and monitor your medical care until the situation is resolved.

*Members are required to pay any applicable copayments, coinsurance or deductibles at the time of service.

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Getting Care
Get care when you are abroad: prescriptions, assistance and other services

Prescription benefits
Your prescription medications are covered at 100%.* Simply pay out of pocket and submit a claim for reimbursement. Submit claims electronically using the GeoBlue app or the “File an eClaim” link on the Member Hub. If you prefer to submit a paper claim form, click “How to File a Claim” in the Member Hub on www.geobluestudents.com to download the appropriate claim form.

Service requests
If you need assistance with any non-urgent medical issue, you can submit a service request directly to our Global Health and Safety team. Common service requests include help managing prescriptions and finding specialists overseas.

To place a service request, visit the “Service Requests” section in the Member Hub on www.geobluestudents.com.

Assistance with appointment scheduling
While it’s often easier to set up your own appointments, we can help when you are unsure about where to seek care. You may have a new diagnosis, be in a remote area with limited options, in need of translation, or struggling to adapt to your new surroundings.

To request help scheduling a convenient, cashless office visit with one of GeoBlue’s trusted English-speaking doctors, contact us 24/7: +1.610.254.8771.

Political and natural disaster services
Your plan includes political and natural disaster evacuation services. If you experience a political event or a natural disaster, please contact us immediately:
- Call collect on +1.610.254.8771
- Call toll free inside the U.S. on 1.800.257.4823
- Email globalhealth@geo-blue.com

*Certain limitations and exclusions apply to your coverage under this plan and may affect your coverage. Your Certificate of Insurance is on file with your school and in the Member Hub on www.geobluestudents.com.

The Political, Military and Natural Disaster Evacuation Services (PEND) are provided through Drum Cussac Group Ltd. (Drum), an independent third party, non-affiliated service provider based in the UK. Drum does not supply Blue Cross or Blue Shield products or other benefits, and is therefore solely responsible for and accepts all liability for PEND and other collateral services it provides. GeoBlue makes no warranty, express or implied, and accepts no responsibility resulting from the provision or use of Drum PEND or other Drum services.

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This coverage is offered to the members of the Global Citizens Association, Washington, D.C.
Check your symptoms
Translate symptoms into action with this authoritative triage tool. You can decide to seek treatment in an emergency room, schedule a doctor visit or employ home remedies.

Find a doctor or facility
Review detailed profiles of contracted doctors to find the best match and then locate the office.

Translate medications
Find country-specific equivalents for prescription and over-the-counter medications.

Translate medical terms and phrases
Translate hundreds of key medical phrases and terms into the most widely spoken languages with audio clips and translations.

Understand health and security risks
Receive daily alerts detailing the latest security and health issues in your destination. View country or city profiles on crime, terrorism or natural disasters.

Visit www.geobluestudents.com or download the GeoBlue app to access self-service tools for navigating risks and finding the best care options.

*Available on www.geobluestudents.com only.

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Submitting a Claim
File a claim for reimbursement

eClaims
You can quickly and conveniently submit claims electronically, through the app or through the Member Hub on www.geobluestudents.com. Scanned paper documents are delivered directly to our Claims Department and your eClaims are saved in the Claims section of the Member Hub.
Choose “Claims” in the GeoBlue app or visit the “File an eClaim” section of the Member Hub on www.geobluestudents.com.

Email and fax
If you prefer to submit a claim via email or fax, a printable claim form and detailed instructions are available in the Member Hub on www.geobluestudents.com.
Visit the “How to File a Claim” section of the Member Hub on www.geobluestudents.com and click “How do you file a claim with GeoBlue?” to download the appropriate claim form.
Email: claims@geo-blue.com
Fax: +1 610.482.0623

Postal mail
If you prefer to submit a claim via postal mail, a printable claim form and detailed instructions are available in the Member Hub on www.geobluestudents.com.
Visit the “How to File a Claim” section of the Member Hub on www.geobluestudents.com and click “How do you file a claim with GeoBlue?” to download the appropriate claim form.

Claims Incurred Outside the U.S., Puerto Rico and U.S. Virgin Islands:
GeoBlue, Attn: Claims Department, P.O. Box 1746, Southeastern, PA 19399-1746, USA.

Checking the status of your claim
To check your claim status, choose “Claims” in the GeoBlue app or visit the “View My Claims” section of the Member Hub on www.geobluestudents.com.
## SCHEDULE OF BENEFITS

### TABLE 1

<table>
<thead>
<tr>
<th></th>
<th>Limits Individual Insured</th>
<th>Limits Spouse</th>
<th>Limits Dependent Children</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MEDICAL EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coverage Year Limit</td>
<td>$250,000</td>
<td>$250,000</td>
<td>$250,000</td>
</tr>
<tr>
<td>Coverage Year Deductible</td>
<td>$0 per Coverage Year</td>
<td>$0 per Coverage Year</td>
<td>$0 per Coverage Year</td>
</tr>
<tr>
<td><strong>EMERGENCY MEDICAL EVACUATION</strong></td>
<td>Maximum Benefit up to $200,000 per Year</td>
<td>Maximum Benefit up to $200,000 per Year</td>
<td>Maximum Benefit up to $200,000 per Year</td>
</tr>
<tr>
<td><strong>EMERGENCY FAMILY TRAVEL ARRANGEMENTS</strong></td>
<td>Maximum Benefit up to $1,500 per Year</td>
<td>Maximum Benefit up to $1,500 per Year</td>
<td>Maximum Benefit up to $1,500 per Year</td>
</tr>
<tr>
<td><strong>REPTATION OF MORTAL REMAINS</strong></td>
<td>Maximum Benefit up to $50,000 per Year</td>
<td>Maximum Benefit up to $50,000 per Year</td>
<td>Maximum Benefit up to $50,000 per Year</td>
</tr>
<tr>
<td><strong>ACCIDENTAL DEATH &amp; DISMEMBERMENT</strong></td>
<td>Maximum Benefit: Principal Sum up to $10,000</td>
<td>Maximum Benefit: Principal Sum up to $5,000</td>
<td>Maximum Benefit: Principal Sum up to $1,000</td>
</tr>
</tbody>
</table>

### TABLE 2

**MEDICAL EXPENSE BENEFITS**

<table>
<thead>
<tr>
<th>Coverage Area</th>
<th>Certificate Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician Office Visits</td>
<td>100% of Reasonable Expenses</td>
</tr>
<tr>
<td>Inpatient Hospital Services</td>
<td>100% of Reasonable Expenses</td>
</tr>
<tr>
<td>Hospital and Physician Outpatient Services</td>
<td>100% of Reasonable Expenses</td>
</tr>
<tr>
<td>Emergency Hospital Services</td>
<td>100% of Reasonable Expenses</td>
</tr>
</tbody>
</table>

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GeckoBlue is the trade name of Worldwide Insurance Services, LLC (Worldwide Services Insurance Agency, LLC in California and New York), an independent licensee of the Blue Cross and Blue Shield Association. GeckoBlue is the administrator of coverage provided under insurance policies issued in the District of Columbia by 4 Ever Life International Limited, Bermuda, an independent licensee of the Blue Cross Blue Shield Association.

This coverage is offered to the members of the Global Citizens Association, Washington, D.C.
# SCHEDULE OF BENEFITS

## TABLE 1

### MEDICAL EXPENSE BENEFITS

<table>
<thead>
<tr>
<th>Medical Expenses</th>
<th>Covered Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maternity Care for a Covered Pregnancy</td>
<td>Reasonable Expenses</td>
</tr>
<tr>
<td>Inpatient treatment of mental and nervous disorders including substance abuse</td>
<td>Reasonable Expenses up to $10,000 Maximum per Coverage Year for a maximum period of 30 days per Coverage Year</td>
</tr>
<tr>
<td>Outpatient treatment of mental and nervous disorders including substance abuse</td>
<td>Reasonable Expenses up to $10,000 Maximum per Coverage Year</td>
</tr>
<tr>
<td>Treatment of specified therapies, including acupuncture and Physiotherapy</td>
<td>Reasonable Expenses up to 20 visits per Coverage Year on an Outpatient basis</td>
</tr>
<tr>
<td>Annual cervical cytology screening for woman 18 and older</td>
<td>100% of Reasonable Expenses</td>
</tr>
<tr>
<td>Low dose mammography screening, one baseline mammogram and one mammogram per year</td>
<td>100% of Reasonable Expenses</td>
</tr>
<tr>
<td>Colorectal cancer screenings</td>
<td>100% of Reasonable Expenses</td>
</tr>
<tr>
<td>Diabetic Suppl. / Education</td>
<td>100% of Reasonable Expenses</td>
</tr>
<tr>
<td>Prostate screening tests</td>
<td>100% of Reasonable Expenses</td>
</tr>
<tr>
<td>Child Preventive and Primary Care Services</td>
<td>100% of Reasonable Expenses</td>
</tr>
<tr>
<td>Breast Reconstruction due to Mastectomy</td>
<td>100% of Reasonable Expenses</td>
</tr>
<tr>
<td>Repairs to sound, natural teeth required due to an injury</td>
<td>100% of Reasonable Expenses up to $5,000 per Coverage Year maximum</td>
</tr>
<tr>
<td>Dental Treatment (including extractions) to alleviate pain</td>
<td>100% of Reasonable Expenses up to $5,000 per Coverage Year maximum</td>
</tr>
<tr>
<td>Outpatient prescription drugs including oral contraceptives and devices</td>
<td>100% of actual charge, limited to a 31 day supply for initial fill or refill</td>
</tr>
</tbody>
</table>

### GENERAL CERTIFICATE EXCLUSIONS

Unless specifically provided for elsewhere under the Certificate, the Certificate does not cover loss caused by or resulting from, nor is any amount charged for, any of the following:

1. Expenses incurred in excess of Reasonable Expenses.
2. Services or supplies that the insurer considers to be Experimental or Investigative.

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Geocare is the trade name of Worldwide Insurance Services, LLC. Worldwide Services Insurance Agency, LLC in California and New York, an independent licensee of the Blue Cross and Blue Shield Association. Geocare is the administrator of coverage provided under insurance policies issued in the District of Columbia by 4 Ever Life International Limited, Bermuda, an independent licensee of the Blue Cross Blue Shield Association.

This coverage is offered to the members of the Global Citizens Association, Washington, D.C.
Reviewing Plan Benefits
What is covered by your plan?

3. Expenses incurred prior to the beginning of the current Period of Coverage or after the end of the current Period of Coverage except as described in Covered General Medical Expenses and Limitations and Exclusion of Benefits.
4. Preventive medicines, routine physical examinations, or any other examination where there are no objective indications of impairment in normal health, including routine care of a newborn infant, unless otherwise noted.
5. Services and supplies not Medically Necessary for the diagnosis or treatment of a Sickness or Injury, unless otherwise noted.
6. Surgery for the correction of refractive error and services and prescriptions for eye examinations, eyeglasses or contact lenses or hearing aids, except when Medically Necessary for the Treatment of an Injury.
7. Cosmetic surgery and therapies. Cosmetic surgery or therapy is defined as surgery or therapy performed to improve or alter appearance or self-esteem or to treat psychological symptomatology or psychosocial complaints related to one's appearance.
8. Surgical breast reduction, breast augmentation, breast implants or breast prosthetic devices, except as specifically provided for in the Certificate.
9. Expenses incurred for elective treatment or elective surgery except as specifically provided elsewhere in the Certificate and performed while the Certificate is in effect.
10. Elective termination of pregnancy.
11. For diagnostic investigation or medical treatment for reproductive services, infertility, fertility, or for male or female voluntary sterilization procedures, or for the reversal inale or female voluntary sterilization procedures.
12. Expenses incurred for, or related to gender reassignment surgery.
13. Organ or tissue transplant.
14. Participating in an illegal occupation or committing or attempting to commit a felony.
15. While traveling against the advice of a Physician, while on a waiting list for a specific treatment, or when traveling for the purpose of obtaining medical treatment.
16. Expenses incurred within the Covered Person's Home Country.
17. The diagnosis or treatment of Congenital Conditions, except for a newborn child insured under the Certificate.
18. Treatment to the teeth, gums, jaw or structures directly supporting the teeth, including surgical extraction of teeth, TMJ dysfunction or skeletal irregularities of one or both jaws including orthognathia and mandibular regrowth, unless otherwise noted.
19. Expenses incurred in connection with weak, strained or flat feet, corns or callouses.
20. Diagnosis and treatment of acne.
21. Diagnosis and treatment of sleep disorders.
22. Expenses incurred for, or related to, services, treatment, education testing, or training related to learning disabilities or developmental delays.
23. Expenses incurred for the repair or replacement of existing artificial limbs, orthopedic braces, or orthotic devices.
24. Divided nasal septum, including submucous resection and/or surgical correction, unless the treatment is due to or arisen from an Injury.
25. Expenses incurred for any services rendered by a family member or a Covered Person's immediate family or a person who lives in the Covered Person's home.
26. Loss due to an act of war; service in the armed forces of any country or international authority and Participation in a Riot or Civil Commotion.
27. Riding in any aircraft, except as a passenger on a regularly scheduled airline or charter flight.
28. Loss arising from
   a. participating in any professional sport, contest or competition;
   b. while participating in any practice or condition program for such sport, contest or competition;
   c. SCUBA diving, sky diving, mountaineering (where ropes and climbing equipment are customarily used), ultra-light aircraft, parasailing, sailplaning/gliding, hang gliding, parachuting, or bungee jumping.

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29. Medical Treatment Benefits provision for loss due to or arising from a motor vehicle Accident if the Covered Person operated the vehicle without a proper licence in the jurisdiction where the Accident occurred.
30. Under the Accidental Death and Dismemberment provision, for loss of life or dismemberment for or arising from an Accident in the Covered Person’s Home Country.
31. Inpatient room and board charges in connection with a Hospital stay primarily for diagnostic tests which could have been performed safely on an outpatient basis.
32. Telephoned, e-mail, and internal consultations unless specifically approved by the Administrator due to limited resources while located in a country outside of the United States.
33. Orthopedic shoes (except when joined to braces) or shoe inserts, including orthotics.
34. To the extent that such payments would be prohibited by law.
For questions about your medical plan:
Outside the U.S. call +1.610.263.2947
Toll free within the U.S. call 1.844.268.2666
customerservice@geo-blue.com

For medical assistance,
(including Direct Pay outside the U.S.):
Collect calls accepted on +1.610.264.8771
Toll free within the U.S. call 1.800.267.4223
globalhealth@geo-blue.com
ITMS

The International Travel Management System (ITMS) is an online tool that Brigham Young University (BYU) uses to keep track of international study program dates, locations, and itinerary items for security purposes. When emergencies such as terrorist attacks or natural disasters occur, it is vitally important that BYU security personnel have access to program itinerary items and participant contact information in order to help.

As a faculty director of a BYU international study program, updating ITMS is your responsibility. In certain circumstances, you may have a facilitator, student, or spouse help update your program’s ITMS plan. In these cases, you can designate them as a limited planner under the “View Travel Plan” tab, where you can click “Edit Plan.” Limited planners will have access to only BYU directory information (phone numbers, e-mail addresses, names, and so on) and will not need to complete the FERPA employee training unless you choose to officially hire them. (See https://registrar.byu.edu/records-privacy-ferpa#FERPA3 for more information.) Students on the program who are not listed as planners or limited planners may access only their portion of the plan.

You may create and update your travel plan anytime, but we encourage you to take care of this important step before your program leaves. If you book your group’s flights through the BYU Travel, the flight information should automatically appear in ITMS. If your students book their flights through a different organization, you will need to add this information to the plan manually.

We hope you can use ITMS as a helpful tool for your students. For example, you can e-mail a PDF version of your plan to travelers and use the calendar feature to help them better understand your program.

Please let us know if you have questions or concerns!

How to create a travel plan if you do not already have one

2. Click “Start New Travel Plan.”
3. Under “Trip Title,” enter the information for your program or individual traveler. Please follow this format for program titles: “Ghana Nursing SA—Spring 2016.”
4. Under “Description,” enter the first paragraph from your flyer.
5. Under “Departure Date” and “Return Date,” add the dates for your program.
7. Under “Are you traveling with a BYU group?” click “Yes,” and select “International Study Programs.”
8. Under “Travel Planners,” add the names of anyone who should be editing the plan.*
a. To add a facilitator or other student as a planner, click “Add Planner,” type their name or Net ID into the provided space, and then click “Save.” They will be added as limited planner and will be able to add or remove itinerary segments for other travelers on the plan. 

*Limited planners can add individual travelers by Net ID only if the limited planners are already BYU employees, and they can add groups only if they have been given group rights. However, we ask that directors add their own group and individual travelers to the plan rather than request group rights for their facilitators.*

9. Click “Save.” (If you need to come back to this screen to make changes later, you can click “Edit Plan” under the “View Travel Plan” tab.)

10. Click “Edit Travelers.”

11. Click “Add BYU Person” or “Add Non-BYU Person.” You can select an already-created list of your accepted program participants by clicking “Add New Group” and selecting the term and name of your study abroad or internship program.* (This group list doesn’t include directors, who will need to be added separately by clicking “Add BYU Person.”)

12. Click “Done.”

* If you don’t have certain access privileges, you may not be able to add planners, individual travelers, or groups. If this is the case, please contact your ISP coordinator to request group rights.

How to edit the plan and add itinerary items*


2. Click on your program’s travel plan.

3. Click on the “View Travel Plan” tab.

4. You can add or delete planners and travelers as necessary, but please leave the ISP contact name on the list of planners if you see one.

5. Click on your name and select “Edit.”

6. Type in a phone number and e-mail address that you will have access to on the program. Add this information under “Contact While Abroad.” This will be used to reach you in case of emergency.

7. Click on the “Itinerary” tab.

8. Add itinerary items (Transportation, Accommodation, Activity, and Excursion). Some itinerary items, such as flights, may appear automatically on the plan if they were booked through BYU Travel.

*Do not create a new plan for each itinerary item. You can add them all to one plan.
**Frequently Asked Questions**

*Will travelers be able to access the plan?*

Travelers can see their own part of the plan. For example, they would be able to see their own room number in the hotel they are staying at, but they would not see other members of the group, nor would they see other room numbers. You may also ask students to add their own contact information to the plan, which they can do by clicking on their name on the “View Travel Plan” tab.

If you don’t want travelers to see the plan or certain itinerary items on the plan, you can select “Hide this travel plan from travelers” under “View Travel Plan” and “Edit Plan.” Or you can click “Hide this segment from participants” under “Add Itinerary Item.”

NOTE: Students will need to be listed on at least one itinerary item in order to see the plan.

*Can travelers add their own itinerary items?*

If they are listed as travelers, students will be able to add and remove their own itinerary segments to your plan. However, this should be used only for students who are arriving early or leaving late from the program (for example, traveling after the program). As the director, you or your facilitator should add all other itinerary items for the group.

*What will the e-mailed itinerary look like?*

The e-mailed itinerary will be a PDF file, and it will match the settings you’ve marked on the itinerary page. (“Summary View” shows only the days where there is a new itinerary item, and “Detailed View” shows every day—including those where there are no changing itinerary items.)

Example PDF Plan E-mail:
If students add or drop the program after the plan has been created, will they show up on the plan?

Your traveler list in ITMS will reflect the most updated list of students in the International Study Program (ISP) database. Students who add late will show up as travelers, but they may not be included in itinerary items that have already been created.

What is Pre- and Post-Travel? Can I edit those?

Pre- and Post-Travel covers the time before and after a program. If a student stays in the country after a program officially ends, the dates selected for their itinerary item will signal ITMS that this is a post-travel itinerary item. You can list itinerary item dates up to a month before and after the official program start and end dates. You can add travel information for students who stay in the country after the program ends, or the student can add their own itinerary items to your plan.

What is the difference between excursions and activities?

The excursion itinerary item should be used for anything that takes you or your students away from your “home base” city or location overnight. The activity item should be used for large events where your group spends a good portion of the day (for example, attending a conference or visiting a nearby site). Use your best judgment to document these. The objective is for BYU to know where your group is in order to help during emergencies.

How can my facilitator help me with ITMS?

You can list your facilitator as a limited planner (click “Edit Plan” and “Add Planner” on the “View Travel Plan” tab). When you add a non-director as a planner, that person will be automatically listed as a limited planner. Limited planners can add and remove itinerary items for other travelers on the plan. Limited planners can access only directory information for travelers, so they don’t need to complete FERPA in order to edit the plan.

Do I have to list everything we do on the plan?

Use your best judgment to document itinerary items. The objective is for BYU to know where your group is in order to help in times of emergency. Please include at least your contact information, individual traveler flights, accommodations, and excursions (including those taken by small groups or individual travelers).