Non Hub Site Program Application Information Template

Please use the following set of questions to submit information required to build your program application.

I. *Location:*

1. Where will this program be primarily located?
2. Is this the only area or region that you are traveling to?

II. *Term/Trip Dates:*

1. When will your program depart?
2. When will your program return?

II. *Program Description:*

1. Provide a 3-4 sentence description of your program.

2. What type of program is this? (Check all that apply).
    - ☐ Exchange program
    - ☐ Faculty/Teacher Led
    - ☐ Fellowship
    - ☐ Group Travel
    - ☐ Internship
    - ☐ Research
    - ☐ Scholarship
    - ☐ Service Learning
    - ☐ Study Abroad
    - ☐ Teaching English
    - ☐ Virtual
    - ☐ Volunteer
    - ☐ Working
    - ☐ Other
3. Will professors/staff travel with the students? If so, list their names and titles:

4. List your program locations (City, Country):
5. Is there an additional instructional language besides English? If so, what is it?:
6. What type of housing will be provided? Check all that apply.
   - ☐ Host family
   - ☐ Hostel
   - ☐ Hotel
   - ☐ International student house
   - ☐ Private apartment
   - ☐ Residence hall
   - ☐ Shared apartment
   - ☐ Ship
   - ☐ Other
   - ☐ Not sure

III.   Basic Academic Information:

1. What are the subject areas for this experience? (i.e. Consumer Merchandising, Business Management, HR Services, etc.)
2. Is there any relevant course information applicants should know? Is there any other academic information applicants should know? Is there a host organization?

IV.   Mandatory Miscellaneous

1. What are the eligibility requirements for the program? The student must be an Educational Leadership Research Fellow
2. What is the program cost information for the program? Do you want applicants to see the total cost or would you prefer a "please inquire" message?
3. Who is the main program contact?
4. Are there any other additional administrators of the program?
5. What dates should the application open and close? (our typical timeline is July 1 - November 1 (final deadline)
6. Is there a specific date (and time) you'd like the program decisions to be released?

V.   Program Amenities

1. Select what is included in the program.
   - ☐ Academics
       - ☐ Books & Supplies
       - ☐ Custom internship placement
       - ☐ Official Transcript
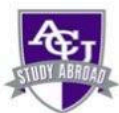   - ☐ On-site orientation
       - ☐ On-site staff support

- [ ] Pre-departure advising
- [ ] Tuition
- [ ] Accommodations
  - [ ] Excursions
  - [ ] Housing
  - [ ] Laundry
  - [ ] Meals
  - [ ] Meals on excursions
  - [ ] Some meals
- [ ] Fees/Permits
  - [ ] Administrative fees
  - [ ] Application fees
  - [ ] Country visa or permits
  - [ ] International medical insurance
  - [ ] Passport application expenses
  - [ ] Personal expenses
  - [ ] Refundable deposit
- [ ] Miscellaneous
  - [ ] Cell/mobile phone
  - [ ] Internet access in housing
  - [ ] Internet access on site
  - [ ] Language training
  - [ ] Tips for local guides
- [ ] Transportation
  - [ ] Airfare
  - [ ] Airport drop-off
  - [ ] Airport pick-up
  - [ ] Excursion transportation
  - [ ] Local transportation
  - [ ] Travel insurance
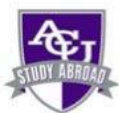
VI.   *Traveler Application*

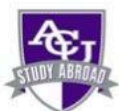| This template allows proposers to create an application from an existing list of standard list of application questions as well as propose new custom questions. Please select questions you would like to keep in column A. Propose two questions by adding a new row and indicate what kind of question you would like to apply in Column D. Note any fields that are known to Banner will automatically be "pulled down" from Banner's data archive.			
Accept	**Field**	**Question Text**	**Question Category:**
[ ]	1	First Name:	Banner Pulldown ▾

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Accept	Field	Question Text	Question Category:
☐	2	Last Name:	Banner Pulldown ▾
☐	3	Preferred First Name:	Banner Pulldown ▾
☐	4	Email:	Banner Pulldown ▾
☐	5	DOB	Banner Pulldown ▾
☐	6	Sex assigned at birth	Banner Pulldown ▾
☐	7	Phone number	Banner Pulldown ▾
☐	8	Banner ID	Banner Pulldown ▾
☐	9	Local address	Banner Pulldown ▾
☐	10	Permanent address	Banner Pulldown ▾
☐	11	Have you traveled outside of the US before?	Banner Pulldown ▾
☐	12	If so, where?	Banner Pulldown ▾
☐	13	Number of semesters completed at ACU	Banner Pulldown ▾
☐	14	Classification	Banner Pulldown ▾
☐	15	GPA	Banner Pulldown ▾
☐	16	Major - Primary	Banner Pulldown ▾
☐	17	Major - Secondary	Banner Pulldown ▾
☐	18	Are you a Presidential Scholar or LYNAY student?	User input ▾
☐	19	Why do you wish to participate in ACU study abroad?	Long answer ▾
☐	20	How will Study Abroad contribute to your academic and personal development?	Long answer ▾
☐	21	Do you have any academic/special needs we should know about to better your study abroad?	Long answer ▾
☐	22	How did you hear about ACU Study Abroad?	Long answer ▾
☐	23	Were you referred to Study Abroad by a friend?	Short Answer ▾
☐	24	If so, who?	Reference (Staff/... ▾
☐	25	I affirm that I am not on CONDUCT probation or ACADEMIC probation, nor subject to being placed on probation. (Please initial if you are not. If you are on probation, please specify and explain below)	Long answer ▾

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| Accept	Field	Question Text	Question Category:
☐	26	I understand that my acceptance is based on a variety of factors, including my academic record and interests, my standing with the university, my suitability for inclusion in the program, and reference forms.	Long answer ▾
☐	27	I also understand that, after acceptance into the program, my university account will be charged the full cost of the program (tuition, fees, and expenses) at the appropriate time and that it is my responsibility to see that arrangements are made to pay the expenses in full, prior to the start of the program.	Confirmation/Initial ▾
☐	28	I also understand that if I choose to switch programs I will be immediately responsible for a $150 change fee, in addition to non-recoverable expenses incurred from my commitment to my previous program. (This does not apply if I switch from a wait list to another program occurring the same semester as the original program.)	Confirmation/Initial ▾
☐	29	I give permission for the Study Abroad Office to consult with all ACU offices necessary to complete the application process, including Student Financial Services and Student Life. I hereby authorize the release of information from my student personnel record upon request of the Abilene Christian University Study Abroad Office.	Confirmation/Initial ▾
☐	30	I understand that if I choose to stay after the appointed dates set by the Study Abroad program, I am responsible for all housing and travel arrangements as well as any additional charges.	Confirmation/Initial ▾
☐	31	I also authorize the release of information regarding my study abroad program to my parent/legal guardian or the individual(s) listed as my emergency contact(s)	Confirmation/Initial ▾
☐	32	I certify the information on this application to be correct and understand that upon becoming a participant in the program I shall be subject to all rules, regulations, and requirements for conduct and scholarship in ACU. I further understand that failure to comply with rules and regulations of the university could result in sanctions including dismissal from the program.	Confirmation/Initial ▾
☐	33	Reference: Please submit the email of one ACU faculty or staff member.	Reference (Staff/... ▾
☐	34	Emergency Contact 1: relationship, address, email, phone	User input ▾
☐	35	Emergency Contact 2: relationship, address, email, phone	User input ▾
☐	36	Passport Information: Full legal name	User input ▾

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Accept	Field	Question Text	Question Category:
☐	37	Do you have a valid passport?	User input ▾
☐	38	Passport number:	User input ▾
☐	39	Passport expiration date	User input ▾
☐	40	Health information: Medications to be used (while studying abroad)	Long answer ▾
☐	41	Do you have dietary restrictions (religious or otherwise)?	Long answer ▾
☐	42	Do you have any known allergies?	Long answer ▾
☐	43	Chronic Health Conditions: Please list any medical problems or health conditions a physician should be aware of before treating you, including chronic conditions. If none are known, please write "None". IMPORTANT: If you have a specific condition such as diabetes, epilepsy, etc. with a history of episodes or that could cause you to have an episode while abroad, the study abroad office may ask you to provide supporting documentation and special approval from your physician for traveling overseas for an extensive amount of time.	Long answer ▾
☐	44	I hereby give my travel team members authority to request and authorize medical and/or hospital treatment for my benefit in the event of any injury or sickness sustained by me while on any such travel, stay or other activity, including, without limitation, while traveling to and from any foreign country. I agree to pay for all such treatment and to reimburse my travel team for all costs and expenses incurred by them with respect to such treatment. I have honestly and completely communicated all known health conditions and allergies on the required Health Information form. (Please type your full name).	Long answer ▾
☐	45	Application Fee: $75	Fee ▾

IX.   Basic Health/Emergency Information: *Please complete the critical health and safety information below.*

1. **Where are the closest major medical centers to your hotel locations with critical care (emergency) capabilities?**
   a. Leipzig medical information can be found here: https://www.acustudyabroad.com/emergency
2. **What insurance coverage will be provided to your students?**
   a. All Study Abroad experiences are covered by **Geoblue.**
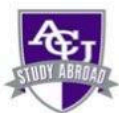
  b. Has your policy been verified for your countries of travel? **Yes**.

  c. Terms: Terms can be found <u>here</u>.

3. **Who will be the 24/7 emergency contact for this trip?**
  a. **Name:**
  b. **Contact number:**

4. **Please list the required emergency numbers for the locations where you will be traveling:**
  a. https://www.acustudyabroad.com/emergency

X. *Student Affairs and Emergency Management:*

1. **How will emergency situations be documented, and who will be responsible for this documentation?** Participants will be required to submit an incident report and notify proper university authorities according to the <u>ACU IP Student Handbook</u>. The incident report form can be found here: https://www.acustudyabroad.com/incident-report-form

According to existing ACU IP Student Handbook policies, **_____ will be considered the Program Director and will bear primary reporting responsibility.**

2. **What governing policies will inform disciplinary standards and protocols?** The ACU IP Student Handbook will provide the primary guidance/guidelines for the disciplinary process. The ACU IP Student Handbook can be found here: https://www.acustudyabroad.com/handbook

3. **What are the protocols for evacuating participants from a location if necessary?** In the case the need for evacuation is suspected or required, _____ will inform the Executive Director of Study Abroad, who will in turn gather the EOT (Emergency Operations Team), Geoblue, and US government resources to formulate an emergency evacuation plan. Additional financial resources will be provided as needed to transport students to the designated evacuation point, provide emergency housing, or purchase food and other supplies.

4. **How will communication be managed in the event of an emergency situation?**
  a. _____ will communicate with Mark Barneche, Executive Director. Mark Barneche will communicate emergency details and convene EOT or CMT.

5. **How will the trip organizers ensure continuity of academic responsibilities in the event of an emergency?**
  a. In the event of an emergency that threatens the continuity of programming, the _____ will serve as the program's fall back position and emergency management will be coordinated with ACU's Leipzig Assistant Director, Tessa Leach.

6. **In case of political instability or natural disaster, what backup accommodations or transportation arrangements are in place?**
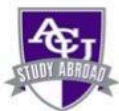
a.

7. **What financial resources are available for emergency situations that may arise during the trip?**
    a. In the event of an emergency that threatens the continuity of programming, the ACU House in Oxford will serve as the program's fall back position and emergency management will be coordinated with ACU's Leipzig Director, Tessa Leach.

8. **How will the university liaise with local authorities and institutions in case of emergencies?** As Program Director, _____ **and/or Tessa Leach** will work with local emergency and police personnel to manage local emergencies, he (or designee) will then promptly communicate emergency information to the Executive Director of International Education who will coordinate the university response in concert with the Emergency Operations Team. A critical incident manual is under construction which will provide a common framework for university emergency response.

9. **Post-trip, how will feedback from participants be collected and used to improve future international trip planning and safety protocols?** A program evaluation will be provided, alongside other course evaluation materials, by ACU Dallas and will be shared with ACU Study Abroad.