HANDBOOK

for

STUDY ABROAD PROGRAM DIRECTORS

COLLEGE OF CHARLESTON

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I. PROGRAM DEVELOPMENT AND APPROVAL

A. Pre-program Planning

Effective planning and timely decisions…

The Center for International Education (CIE) can provide you with assistance as you formulate your plan. The staff will help you determine whether your ideas have the potential for reality as a study abroad program; whether the time-line you are considering is feasible and whether there will be sufficient student interest in the program. As with any academic program, you need to consider whether your proposed topic of study is too narrow or too ambitious and whether similar programs already exist; you also need to familiarize yourself with developing a program budget; and how to recruit applicants.

Faculty members have often been the best resource. Faculty members who have led group programs can tell you what has worked for them in the past and what they might do differently in the future. Their first-hand experience can be extremely helpful to you as you define your program and decide how to administer it. CIE can provide you a list of faculty who have been involved in organizing study abroad programs.

Early in the process, meet with your department chair to determine the level of support that will be available to you; your chair can explain in detail the type of courses that your department will approve to be offered abroad, the departmental program approval process and the salary arrangements.

Quite often, students who have had successful experiences abroad can help generate interest among other students. Talking with students will help you determine the level of interest that others would have in participating in a program such as yours, how much they would be willing to pay for such a program, and what sites they would like to see while abroad.

Determine program details
The location of the program, the time and length of the program will help you determine program costs. In some cases, the length and dates of your program will be determined by the academic calendar (terms, etc.). You will also need to consider how many different sites you wish to include in your program, how feasible it will be to move your group from one site to another (increased travel usually means increased cost), and how each of the sites might enhance your program objectives. As you consider sites, program content and day trips, remember that the safety of students is a priority.

Conduct an initial site visit
If you are not already familiar with the location you are considering for your program, you may want to conduct a site visit. The site visit provides you with the opportunity to confer with colleagues or other contacts abroad. It also affords you the opportunity to review lodging, meals, and transportation options. You may also be able to determine the level of safety of the location you have selected.
Contacts abroad may include colleagues at other institutions or organizations, local service providers such as tour companies, or members of professional organizations related to your field of expertise. These persons may be able to provide valuable guidance relative to facilities available to you and your group for the program.

**Determine course(s) and credits**
In determining the course(s) and number of credits to assign to your course(s), bear in mind that College of Charleston’s study abroad programs must have the same academic rigor as on-campus classes. At least fifteen contact hours are required for each hour of credit; despite the fact that you will be with your students throughout the day, travel time does not count toward contact time. Contact hours may include any time the students are engaged in achieving course objectives: classroom time, tours directly related to the program such as museum visits, etc. Readings and other work assigned should be comparable to that assigned for an on-campus course of similar credit value. Consider assigning pre-departure readings, presentations, and/or projects, as these will enhance both the students' progress toward course objectives and their experience abroad.

**Develop your budget**
Develop a program budget, estimating costs for each aspect of your program. The CIE can provide you with a template to help you determine your program fee. The **program fee** is the cost of the program as described in the program's brochure and/or other advertising. This generally covers airfare, lodging, some meals, excursions, ground transportation, and the Program Director's expenses (airfare, lodging, meals, local transportation). Note that **tuition is not included** in the program fee. For summer study abroad courses, all students are charged the equivalent of in-state tuition; however, out-of-state students are assessed an additional 30% of the in-state rate. Students should not take more than two courses (6 credit hours) in any given study abroad program during the summer.

The program fee you advertise is an estimate; however, it is important that your budget be as accurate as it can be. Transportation and housing can be affected by the number of participants (housing can also be affected by the male/female participant ratio) and currency exchange fluctuations. You must plan on a "contingency fund" of $50-$100 per student for unexpected occurrences (emergencies, opportunities that arise after you're in the host country, etc.). A revised final budget must be turned in to the Associate Provost for International Education at least four weeks before the program departure.

**Enrolment limits**
The number of students selected for your program will be a factor in determining your budget. Additionally safety and the ability to move groups of students in program location are essential factors to consider. As the program director, you will want to determine the minimum number of participants you **must** have on your program in order to cover costs yet remain it affordable for students. CofC requires a minimum of 10 enrollments per a 3-credit hour course for faculty to receive a 7.5% of their base salary. However, 12-15 students per faculty member is the maximum expected of every study abroad program.
Note on Independent projects and Internships abroad
Faculty who sponsor independent projects or internships for students abroad must follow the same procedures as they would for a program abroad: verify the safety of the location, the academic nature of the program and available facilities to support the project (lodging, transportation, etc.). In addition, the professor directing the project must follow the established College of Charleston procedure for registering students for independent courses (develop the project, complete application for individual enrolment form, secure appropriate approvals/signatures so the student can be registered for the course, etc.). Students registered for independent projects/internships are assessed College of Charleston tuition unless the course is part of a regular semester course load. Failure to prepare the student adequately for the experience can place an undue burden on the professor if the project does not go as planned.

Note on children and spouses
Because of the intense nature of short-term study abroad programs, directors must refrain from taking along their children and spouses/partners during the period of the program; families/dependents may join directors after the conclusion of the program.

B. Program Approval and Responsibilities

Apply for program approval
All faculty who desire to organize a program abroad must submit a program proposal for approval. A complete proposal with signatures is required for all new programs, and every three years thereafter. For existing programs of less than 3 years with the same director(s), update only the course information, budget and itinerary and return to Center for International Education. However, a complete proposal is also required whenever a new program director directs an existing program or when new courses are offered.

Faculty must complete the program application form and present it together with proposed course syllabi and all other relevant material to the department chair for review and approval. When the departmental chair approves the proposal, it will be forwarded to the dean (all information attached) for review and action as appropriate. After review and approval, the dean will send the proposal and accompanying documents to the director of CIE who will determine whether the proposed budget is feasible and affordable to students considering the location of the proposed program.

The Center for International Education will work with all study abroad program directors to ensure a successful planning and execution of all programs. However, the following deadlines are necessary in order to accomplish this mission.

Fall 2015 programs:
Approved Program proposal due: January 23, 2015
Student Application Deadline with $250 deposit: April 10, 2015
Spring 2016 programs:
Approved Program proposal due: May 15, 2015
Student Application Deadline with $250 deposit: October 16, 2015

Summer 2016 programs:
Approved Program proposal due: August 28, 2015
Student Application deadline with deposit of $550: March 11, 2016
Final decision on all summer programs: April 8, 2016

Program Director Responsibilities
As a College of Charleston program director abroad, you, your staff and the students are subject to the rules and regulations as an employee of College of Charleston and the State of South Carolina. However, directing a study abroad program entails additional responsibilities compared with the on-campus roles you play. Many of these responsibilities may be new for you. Additionally, taking a group of students abroad becomes an institutional endeavor and becomes an extension of many critical functions of the institution. The situation is complicated by the fact that you become the representative of the institution, and all of this happens in the context of an international location far removed from the home campus.

One of the best strategies you can adopt is to gain a thorough understanding of the coordination necessary between you and the institution and to understand your role in this entire process. Typically, a program director performs the following responsibilities:

- Instructor
- Program Developer
- Recruiter
- Financial Manager
- Institutional Representative (e.g., Discrimination Complaints, Judicial Affairs and Counseling)
- Crisis Manager
- Parent/Guardian/Counselor

You are already experienced in the role of instructor and advisor, but you may find these roles changing markedly in the study abroad setting. The other key responsibilities lie outside the realm of usual faculty/staff functions, and there are many specific processes, requirements, and legalities that you need to learn. Remember that the safety of the students is a priority in every situation. As the program director, you should supervise and monitor the students closely. Do not take unnecessary safety risks. If you are unsure about the processes, requirements, or legalities, do not proceed or call the appropriate department at the College for guidance. See also section below on Risk Management, Safety, and Emergencies. We will also provide you with training before you depart.
II. PROGRAM IMPLEMENTATION

A. Marketing and Recruitment

Plan your marketing approach
In order to have a successful program, directors must develop a clear and aggressive recruitment plan. Program directors should prepare promotional materials that are both informative and attractive. Basic features of the program and courses (countries, dates, purpose, etc.); program fee and what it includes (lodging, transportation, meals, events, etc.); and availability of financial aid must be clearly presented. These programs offer academic courses for credit and directors need to reinforce to students that they are enrolling to study and learn, not to sightsee. In fact, directors should refrain from referring to the program as a "tour," “trip” or "study tour." Consistent use of a particular graphic or design is helpful, so that students can easily recognize materials from your program.

Brochures, flyers, and posters
Brochures, flyers, and posters are simple ways to reach potential program participants. These can be distributed in locations throughout campus or targeted toward specific groups. Brochures can be as elaborate as you choose to make them but regardless of graphics they must contain the main features of your program without making promises. Posters or flyers can be posted throughout campus on "general" bulletin boards and can be mailed to offices with restricted boards.

Information meetings and word of mouth
Information meetings about your program is an excellent means for telling groups of students about your program, showing slides or video of the area to be visited, answering questions, gauging student interest in your program, and obtaining names of interested students for later follow-up. Post flyers or send emails to announce where and when the meetings will be held.

Classroom visits
Students in your own classes are potential participants. Contact colleagues and request a few minutes of their class time to briefly promote your program. Program directors may also target colleagues who share their vision and interests to help promote their programs. Keep a list of names and e-mail addresses of potential applicants and send periodic reminders about application deadlines, information meetings, etc.

Internet resources
Some program directors create websites for their programs, and these range from simple to quite elaborate. Facebook, Twitter or other social media could be avenues for advertising your program. In addition to the information contained in your brochure, you might consider adding photos and perhaps an e-mail link so
that interested students can contact you. Information on all approved programs will be available on the CIE website as well.

**Study Abroad Fairs**
The CIE hosts two study abroad fairs in the fall semester and at least one in the spring semester exclusively for College of Charleston study abroad programs. Having a table at the fair will enable you to reach several students over the course of the day. Additionally, the CIE sponsors an Annual Study Abroad Fair in the fall semester that brings together several study abroad providers from all over the world. This is also an excellent opportunity for CofC students to learn about study abroad options.

**B. Student Application, Selection and Logistics**

**Participant application**
The Study Abroad Application form is available at the CIE. It can also be downloaded from the CIE website by students and program directors. In general, applications for summer programs are due in March; the due date for fall programs is April, and October for spring programs. You are free to set earlier deadlines for your program, depending on how much lead-time you need to make arrangements, secure group flights, visas, etc.

Students **must** submit their applications to the CIE. The CIE will make sure that all portions of the application have been completed and that all supporting documents have been attached. The CIE will send you copies of all applications for your program right after your application deadline for review.

**Participant selection criteria**
As a general rule, study abroad programs at College of Charleston require students to have **good academic records**, at least a 2.5 GPA. You, as Program Director, are free to set your own requirements in this regard; however, they should not be lower than the minimum 2.5 GPA. You may also determine whether to limit admission to a certain group: honors students, students in a particular major, only students from CofC, etc. You may wish to require letters of reference and/or an interview to ensure that participants are a suitable match for your program, without discriminating against any students. An interview with each prospective participant is recommended as the minimum screening tool. Your screening criteria must be transparent and available in writing upon request.

You may also send a list of applicants’ names to the Dean of Students and request that the **disciplinary records** of the students be reviewed. If a student's conduct record is such that you are not willing to accept the student on your program, please document your concerns and share them with the Director of CIE so that he can provide you with support if the decision is appealed.

If you determine that a candidate is not suitable for your program, you should discuss the matter with the Director of CIE and, if necessary, with the student explaining why you
feel participation in your program may not be in his or her best interest. In consultation with the CIE you may be able to suggest other programs for the student.

There may be physical/mental disabilities to consider. There are both physical and emotional rigors of your program, so consider what types of reasonable accommodations you can make for students with disabilities or medical limitations in order for those otherwise qualified to participate successfully. **If you have questions about any student who seeks to participate, please contact** the CIE Director and/or the Office of Legal Affairs.

International students participating in study abroad programs often have additional concerns regarding passport and visa requirements for travel to a third country. Refer them to CIE. They need to take care of necessary paperwork for visas as soon as possible after deciding to participate in the program.

After you have completed your selection process, inform **all** students of their status in writing. Please note that students who withdraw from a study abroad program **after they have been accepted to the program** will be subject to the financial penalties indicated on the Financial Agreement form.

**Enrolment limits**
10 enrolments per course is the minimum number required for faculty to be paid the standard 7.5% of their base salary. However, for program budgetary reasons, 12 students per faculty member is highly recommended; under no circumstances would a single program director take more than 15 students.

**Airline tickets and logistics**
Program directors have the option to include the airfare as part of the program fee or instruct each student to arrange his/her own travel. Separate travel arrangements, however, require a lot of coordination and can cause unnecessary confusion. You can either make the travel arrangements for your group or request CIE to perform this task. If you want CIE to arrange your international air travel, you need to submit this request in writing after your program is approved. If your program fee includes the airfare, and you choose to make the travel reservations yourself, you must follow College guidelines on purchasing tickets from a reputable consolidator. Individual arrangements for airline tickets must be reviewed and approved by the Associate Provost for International Education.

Program directors are responsible for making lodging, travel and other logistical arrangements abroad. Some US travel agents can help arrange logistics abroad; CIE will assist as necessary and upon request. Written information on all logistical arrangements abroad must be provided to the Associate Provost for review and approval before any payment can be made for services. Again, safety is paramount. An invoice is required for any and all payments to service providers. **The invoice must be submitted to the CIE at least seven business days before the payment is due.** Failure to comply with this may result in late payment and cancellation of your reservations or higher fares.
Note: accurate financial record keeping is extremely important; following your return, you must submit:

a. A financial report to CIE within four (4) weeks after the conclusion of your program;
b. The report must include the program’s total expenditures by category;
c. A completed Travel Reimbursement form with breakdown of expenditures;
d. Original receipts for all expenditures (pasted on plain white paper)

- Preparing for departure

Complete Registration
As part of the Program Approval process, course and section numbers were established for your program. Submit a list with participants’ names, student identification numbers, and course numbers and sections in which each student should be enrolled. Students from other institutions and the community must apply for “non-degree seeking” status in order to be registered for classes at the College of Charleston. The Office of Admissions should be contacted on this matter.

All students must be registered for credit in your program except when expressly exempted. An exemption must be stated in writing, releasing the institution of any liability, signed by the participant and the program director and notarized. The CIE will maintain a file on such cases. As a general rule, students should not be permitted to participate in a program without doing the academic coursework.

Pre-departure Orientation
College of Charleston Program Directors have an obligation to provide participants with information regarding programs abroad. Student participants should be given clear and accurate information regarding what a particular program entails. The most important types of information address the following issues: program and course expectations, student behavior, and travel information. CIE will work with program directors to provide participants with an Orientation that covers such things as safety and health information specific to the location or to program activity as well as information on local culture, cross-cultural communication, cultural adjustment strategies, and student conduct.

All participants in your program must have a clear understanding of what the course requirements are and how their work will be evaluated and graded. You must distribute a syllabus and an itinerary that show both the course expectations for each day of the program and the destination for each day if the program moves from place to place. Hotel address, phone, and other contact information for each day must be given to all students;
students should be strongly encouraged to share this information with their families in case they need to contact them during the course of the program.

You must ensure that students also understand what the **course dates** are, when and where to purchase **course materials**, when and where they will be expected to meet (if the group is not traveling together to the program site), when the program concludes, and when final projects are due. Clarify whether or not you will provide extensions for those who find themselves unable to complete work on time.

Program Directors must provide copies of their **final itineraries** and **contact information** as well as program requirements and an emergency plan to CIE and their respective department chair at least two week before program departure. Paperwork for cash advance or per diem will not be processed until these documents are received by CIE. Review the US State Department site to ensure that your destination is determined to be safe for travel.

**Health**

College of Charleston **Student Health Services** works closely with the Center for International Education providing free comprehensive pre-travel health consultations. Ideally, these consultations are conducted in groups but individual sessions can also be arranged. Eligible faculty members who will be traveling out of the country are encouraged to schedule a travel consultation appointment 2-3 months prior to travel by calling 953-5520.

Group sessions will include the following:
- Health risk education specific to the country or countries of travel
- Health advisory information for the area
- Required and recommended vaccines for a nominal fee
- Recommended prevention prescriptions, including malaria and travelers’ diarrhea
- Recommendations for reducing disease risk, including water, food, sunscreen and insect repellant use.

The College of Charleston **Counseling & Substance Abuse Services** (CASAS) is also a useful resource for some students. CASAS is dedicated to the facilitation of the cultural, social, emotional, physical, ethical and intellectual development of all students so that they may become responsible and effective individuals. This mission is accomplished through group and individual counseling, training, instruction, assessment, consultation, outreach programming, crisis intervention and emergency services. CASAS strives to create a culture where students feel welcome and accepted regardless of racial and ethnic background, ability, sexual/affectional orientation, religious/spiritual beliefs and socioeconomic status. Students, faculty, and campus personnel can reach CASAS by phone (843.953.5640) between the hours of 8:30 AM and 5:00 PM EST Monday through Friday, and learn more via the campus website.
Additional resources on country-specific health information can be obtained from the following sites:

1. the U.S. State Department site at http://travel.state.gov/
2. the Canadian Department of Foreign Affairs site at http://www.dfait-maeci.gc.ca/travelreport/menu_e.html or
4. the Centers for Disease Control and Prevention issue advisories related to health issues on their site at http://www.cdc.gov/travel/index.htm

Check list

The program director must verify that each student has the following:

- valid passport (expiration date at least 6 months after program ends)
- valid visa (if needed)
- required immunizations (where applicable)
- International Student Identity Card and an International Phone
- a copy of the course syllabus and emergency contacts
- a copy of the course itinerary (including each destination, hotel address, phone number, and schedule of events)
- the students’ Study Abroad Handbook (from CIE)

The program director must verify that s/he has the following:

- valid passport (expiration date at least several months after program ends)
- valid visa (if needed)
- copies of provider contracts
- required immunizations (where applicable)
- a list of your in-country and student contacts (including medical, legal, local police)
- U.S. Consulate or Embassy telephone and fax numbers and e-mail address
- a photocopy of data page of each participant's passport
- a photocopy of each participant's Emergency Information/Medical History form

The program director must provide the following to CIE:

- complete program itinerary
- 24/7 contact information while abroad
- health insurance and emergency contact information
- a copy of in-country contacts list (including medical, legal, local police)
- copies of passport (showing expiration date)
• Rules and Regulations for Students Abroad

A College of Charleston Study Abroad Program provides students with an opportunity to pursue academic study for credit outside the United States. Students are expected to take advantage of the cultural opportunities involved and are responsible for their behavior during the program. As program director you must familiarize yourself with these regulations and be prepared to act accordingly.

General Student Conduct
A student participating in a CofC study abroad program assumes a dual status as a CofC student and a student of the host institution and/or host country. CofC students abroad are subject to, and should be familiar with, CofC student conduct policies as outlined in the Student Handbook as well as the laws of their host country and the academic and disciplinary regulations of the host institution or residential housing program (where applicable). In many parts of the world, regulations regarding drugs, alcohol, driving, and general public behavior are far more severe than in the U.S. In addition, the legal age for alcohol purchase and consumption in many countries is lower than in the U.S. Explain to your students what the ramifications of drunkenness will be in relation to the host country law, to their personal safety, and to continuation in your program.

Students should note that, in addition to the CofC student conduct policies, there may be additional policies for students abroad because of the immediate and broader consequences of student conduct when abroad (e.g., student conduct may affect CofC's relations with the host institution and local community).

Misconduct by CofC students abroad can lead to immediate expulsion from the study abroad program and may, in addition, result in a decision by CofC to impose further sanctions, such as suspension or dismissal from CofC. Misconduct abroad refers to student actions that, in the judgment of the Program Director and/or staff of the Center for International Education, jeopardize the student’s own welfare or that of fellow students and/or the program. Such actions include, but are not limited to, the following:

• Academic dishonesty;
• Obstruction or disruption of teaching or other university activities;
• Repeated unauthorized absence from class and/or other organized program activities;
• The use of, or threats of, physical violence;
• Violating the laws of the country in which the student is traveling or living;
• Violating the academic or disciplinary regulations of the host university or residential housing program where the student is studying;
• Abusing the customs and mores of the host community;
• Damage to, or destruction of, property of others;
• Alcohol or substance abuse; and
• Sexual harassment and sexual misconduct
Disciplinary Procedures
Students should note that CofC disciplinary procedures are more compressed than campus procedures due to the short duration of many CofC programs, the need to address disciplinary matters more quickly while traveling abroad, and the limited resources that are available in the host country to resolve disciplinary issues.

1. Reporting Misconduct: When an act of misconduct is observed or reported, an investigation will be conducted by the Program Director immediately to determine the validity and nature of the alleged misconduct.

2. Investigation: The Program Director is responsible for carrying out the investigation of all alleged student violation of the College of Charleston Student Conduct Code. Normally, this investigation should consist of interviews with the reporting party, witnesses, and the person alleged to have violated the regulation or standard of conduct. The person alleged to have violated a regulation or standard of conduct must be informed of the nature of the allegation, the regulation or policy allegedly violated, his/her right to respond, and the procedures to be followed. At the conclusion of the investigation, the Program Director should complete the Incident Report Form.

3. Sanctions: If after the investigation the Program Director believes that disciplinary action is appropriate, s/he is empowered to take such action. Disciplinary action may take one of three forms:
   • Verbal Warning: An official, although oral, warning to the student that his/her conduct is in violation of the Rules and Regulations of the College of Charleston;
   • Written Warning: An official written notice to the student stating that failure to meet expected behavior or repeated violations may result in termination from the study abroad program; or
   • Termination from the Study Abroad Program: This sanction is permitted after a student receives repeated Written Warnings or is involved in one or more of the following: academic misconduct, eviction from housing on grounds of inappropriate conduct, exceeding the number of unexcused absences from class allowed for the program, repeated drunkenness, willful destruction of property, posing a safety hazard to one-self or others, criminal conduct.

Note: Disciplinary action should be taken in consultation with the Associate Provost for International Education, and other College of Charleston and/or host institution officials as appropriate. Termination can only be imposed after the Program Director has consulted with, and gained the approval from the aforementioned entities. Every written warning and notification of sanctions or termination must be communicated to the CIE, whenever possible within 24 hours of the occurrence.

Consequences of Termination
If a student is terminated from the program s/he shall be required to vacate the premises used by the program immediately and return to the United States at his/her own expense.
Termination of a student's participation shall not eliminate or otherwise affect the student's obligation to make any and all payments to College of Charleston. A student who is terminated from a study abroad program will receive a grade of "F" in all course work in progress. In addition, the student will not be entitled to a refund of any program fees, may be required to reimburse College of Charleston for financial aid received, and is responsible for all non-recoverable costs incurred by the program or host institution on his/her behalf, as well as personal financial obligations, e.g., utility bills, rent. College of Charleston may place a hold on the student’s registration until all such financial obligations and/or disciplinary actions have been met.

Termination from a study abroad program does not necessarily constitute dismissal from the College of Charleston. However, if the student's conduct is also in violation of the College of Charleston Student Disciplinary Regulations, the Judicial Affairs Board may undertake disciplinary action, including imposing sanctions of suspension or expulsion from the College of Charleston pursuant to proceedings under Student Disciplinary Regulations.

- **Risk Management, Safety and Emergencies**

  **Risk assessment** is a vital part of program planning and execution as issues of safety and health present the greatest exposure to liability for you and for the institution. Be aware that this issue is closely monitored at all levels of the process and may result in your program not receiving approval to proceed.

  As you look over your proposed itinerary, determine what could possibly go wrong at each step along the way and how those issues would be dealt with. Lost baggage, missed flights, the illness of a student or of the program director, and lack of transportation on arrival have all been known to happen, and you must be prepared to deal with them. If you make program arrangements yourself and directly contract with providers, every effort should be made to check on the reliability, reputation, and safety record of each service provider you are considering employing (bus companies, hotels, etc.). Service providers must have insurance that covers their operations. All such arrangements and contracts must be approved by the Associate Provost for International Education.

  Your responsibility to the participants is to provide them with a stimulating academic experience in as safe an environment as is feasible given the nature of your program. You are personally liable for participants' safety only insofar as you put them at unnecessary risk, have not informed them of potential risk, or are not acting in your capacity as Program Director (e.g., you are away from the group and unavailable for contact during the program).

  Students must be strongly discouraged from putting themselves at increased risk during the program and they should always travel in pairs. Explain to participants what responsibilities are yours for the duration of the program and where your responsibilities
to them, and to the program, end. Specifically, be sure students are clear which events mark the start and end of the program.

**On-site emergencies**  
**Definition of Emergency:** Emergencies are those situations that pose a genuine and sometimes immediate risk to, or that have already disturbed, the safety and well-being of study abroad program participants. Emergencies include those situations involving a single program participant, multiple program participants, or all program participants. Specific guidelines for assessing emergencies are attached in Appendix I. Emergencies include:

- Accident/injury
- Medical emergency (physical or mental)
- Physical or sexual assault
- Missing person
- Death
- Incarceration
- Political/civil unrest
- Terrorist activity or threat
- Natural or human disaster (earthquake, flood, hurricane, fire, nuclear incident)

**Operating principles:**

1) All responses to an emergency will be governed by the highest concern for the safety and well-being of students, faculty, and staff participating in a CofC-sponsored study abroad program.
2) All reasonable and prudent measures will be taken to gather information necessary about the emergency.
3) The CIE will exercise caution and restraint in deciding how information about an emergency should be shared.
4) The CIE will respond to emergencies by following the response guidelines and procedures except when otherwise dictated by circumstances or agencies outside the College’s control.

**Precautions**  
In the event of an emergency, it is the first responsibility of the Program Director to provide for the immediate safety and security of all participants. At program sites where no staff is specifically hired to manage the program, the local institutional contact can act as a resource. Precaution should be taken in order to respond adequately in any emergency situation. Hence program directors should anticipate and prepare accordingly for any eventuality.

1. On-site Program Directors serve as the first line of contact during an emergency. It is imperative that the on-site Program Director be accessible by telephone 24 hours a day for the duration of the program.
2. Upon arrival (or just prior to), the Program Director should register all participants at the nearest US Consulate by fax or email.
3. One photocopy of page one of each participant’s passports should be kept in a central program file with the Program Director.
4. A photocopy of each participant’s Health Insurance Verification/Medical History and Emergency Information/Emergency Treatment forms should be kept in a central program file with the Program Director.
5. On-site orientation should be provided to all participants that will include information on personal safety and instruction in the procedures to be followed in case of an emergency.
6. The contact information for a designated on-site emergency liaison will be distributed to all participants. If the Program Director is incapacitated, the emergency liaison provides temporary management of the program and of the participants and communicates with the CIE.
7. The Program Director will develop and test a rapid communication system with all participants.
8. All participants will be reminded of the need to leave an itinerary and contact information with Program Director for any overnight stay away from the program site.
9. The Program Director will identify all alternative means of communication with the U.S. that may be available at the program site.

Emergency Contact Information
In an emergency, the program director on location should contact the Director of the Center for International Education. If the Director cannot be reached immediately, the program director on location should contact the Associate or Assistant Director, or the Study Abroad Coordinator, or the main office line. [If none of the staff of CIE is available, contact Public Safety to request assistance] The CIE staff member who begins management of a reported incident will gather as much information as is necessary to determine what risks, if any, are facing study abroad participants. In assessing these risks, appropriate people and organizations must be contacted.

College of Charleston Dept of Public Safety
(843) 963-5611
Director: Dr. Andrew Sobiesuo
(843) 324-1862 (mobile)
(843) 953-5537 (office)
Associate Director: Melissa Ochal
(843) 637-1472 (mobile)
(843) 953-7822 (office)
Assistant Director: Sarah Simmonite
(843) 953-7059
Assistant Director, Gabriela Peschiera
(843) 953-7823
Center for International Education
(843) 953-7661
Response Guidelines and Procedures
The CIE is charged with the responsibility of coordinating the management of emergencies affecting participants in credit-bearing study abroad programs that CofC sponsors. The safety and well-being of students, faculty, and staff who are participating in CofC programs abroad is of the highest importance, and all reasonable actions are, and will be taken to accomplish this.

While recognizing that incidents taking place outside the United States are unique in nature and require management by professional staff trained in the field of education abroad, CIE recognizes the importance of establishing, in advance, policies and procedures that are designed to safeguard the safety and well-being of study abroad participants.

These guidelines outline the steps that the CIE staff at the College of Charleston and study abroad program participants will follow in the event of a study abroad emergency.

A. If the emergency affects all participants:

1. The Director of the CIE or a representative will consult with on-site personnel, and other contacts as appropriate, to decide what action will be taken in response to the emergency.

2. The Director or representative will communicate with the on-site director or staff. This communication will contain a description of the course of action to be followed in responding to the program emergency. Participants will be provided with verbal or written instructions appropriate to the situation. The Director may request that the on-site director or staff have all program participants acknowledge receipt of any written instructions.

3. The Director or representative will communicate the incident and response strategy to the following:
   - Office of Academic Affairs
   - Dean of Students
   - College Relations and Media Communications

4. All media inquiries to the CIE will be referred to Division of External Relations.

B. If the emergency is particular to an individual participant:

1. The Director of the CIE or a representative will discuss with on-site personnel how the situation will be handled. The participant will be made aware that the family/emergency contact that they provided will be notified.
2. The Director or a representative will notify the family/emergency contact. Information and advice will be provided to the family as the family decides how the individual emergency will be handled.

3. The CIE staff will facilitate the family’s plan to the extent possible.

C. Response in a specific case: the death of a participant

1. Upon notification by the on-site director, the Director of the CIE or a representative will notify the Office of Academic Affairs, the Dean of Students and the Office of College Relations and Media Communications.

2. Notification of the participant’s family/emergency contact is handled by the appropriate College of Charleston designee.

3. The Director will communicate with on-site personnel regarding how the situation will be handled.

D. If the situation is NOT an emergency but requires advice and management

1. The Director of the Center for International Education should be notified at the next available opportunity during regular office hours.

2. The CIE staff will continue to manage the situation by staying in contact with the on-site director or staff, making appropriate referrals, and gathering information helpful to the situation at hand.

3. During regular office hours, CIE staff resources may be contacted for consultation or for their direct involvement.

- **Program Cancellation Policy**

Program directors, in consultation with CIE can cancel a study abroad program if the enrollments in such a program are too low to cover the projected costs. In such an instance, students will receive full refund for any and all recoverable fees. Health and safety concerns may also result in the cancellation of a program. All program directors need to weigh these concerns in their decision to proceed with a program. Program directors should take into account any travel advisories issued by the U.S. State Department. Program directors should also be in communication with their contacts in the host country and with other faculty who might be leading programs in the same target country/region.

It is important in countries where there are concerns about health and safety that program directors do not decide unilaterally to proceed with the program. Situations can deteriorate between the time of program approval and the date of departure. Since study abroad is a college enterprise and any repercussions will have an impact that goes beyond a single
individual, department or school, the decision to proceed with a program needs to involve the Associate Provost for International Education and appropriate representatives of the central administration. In this way, a careful and considered opinion can be rendered that takes into account both student and program director welfare concerns and liability issues.

However, when necessary, the Director will convene a special committee comprising members of the International Education Steering Committee to review the situation.

This committee will convene when two of the following conditions are met:

1) A program director expresses concern and is seeking advice.
2) The U.S. State Department issues a travel warning for the target country.
3) Faculty or staff state concern for the target country or site location that is reasonably documented.

**Other Valuable Resources**

**Government Agencies:**

- The U.S. State Department Desk Officer of the country affected or a consular officer at the U.S. Embassy or Consulate nearest the program site (www.state.gov) or call 202-647-4000 or 202-663-0533.

- The U.S. State Department Overseas Citizen Services (deals with serious illness, death, financial crisis due to theft, or arrest), (toll-free in the U.S. 1-888-407-4747, outside the U.S. 317-472-2328, 8 a.m. – 8 p.m., after hours 202-647-4000, ask for the Overseas Citizen Services Duty Officer).

- For long-standing crises, the U.S. State Department sometimes creates special Task Forces to monitor them; for background information on such crises, call the U.S. State Department Operations Center Office of Crisis Management 202-647-0900.

- For information concerning a terrorist threat or action, call the U.S. State Department’s Counter-Terrorist Office 202-647-9892.

- Study abroad offices at other institutions and universities with programs in the same location.

- If disease outbreak-related, check the Centers for Disease Control (www.cdc.gov or 1-800-311-3435 or 404-639-3311).
Note of acknowledgment

These guidelines are the fruit of several existing resources on study abroad. Of significant benefit is *The Guide to Successful Short-Term Programs Abroad*, edited by Sarah E. Spencer and Kathy Tuma. This volume is also enriched by information from other universities as well as feedback from the College of Charleston Office of Legal Affairs.
Appendices

Appendix I: A-Z on Assessing Emergencies.

A. For widespread emergencies affecting or potentially affecting all program participants:

- What is the proximity of the event(s) to program participants?
- Is the group presently in danger?
- Is there imminent risk to participants if they remain where they are?
- Are all program participants, whether directly involved or not, aware of the emergency?
- How are participants responding to the emergency?
- Are adequate supplies and/or resources available (food, water, medical attention)?
- Is adequate and secure housing available? For how long? What housing options are available as a back-up?
- Has the U.S. Embassy issued any advisory for US citizens at the location?
- Have all participants been made aware of Embassy advisory?
- Are all participants following the advised precautions?
- Have local authorities issued a curfew?
- Is travel in or out of the location/country being restricted?
- Who or what is the target of any unrest?
- Are security and other public safety personnel present?
- Is airlift a viable option?

B. For illness or injury:

- What medical treatment has been received?
- Where has the participant been taken?
- Does the attending physician speak English?
- What is the diagnosis?
- What is the prescribed treatment?
• What is the prognosis?
• Are other participants at risk?
• Does the participant want to return to the U.S.?
• What are the consequences of returning to the U.S.?
• Is the participant aware of these consequences?
• What is the contact information for any attending physician (name, address, phone, fax, e-mail)?

C. For assault or rape:
• What has the on-site response been?
• Where has the participant been taken?
• Is counseling available? In English?
• Has the participant been taken to a medical facility or professional?
• If rape, have tests been conducted (STDs, AIDS, pregnancy, DNA)?
• What is the medical diagnosis?
• What is the prescribed treatment?
• What is the prognosis?
• Has local law enforcement been notified?
• Does the victim indicate a desire to pursue legal action against the perpetrator?
• Has the US Embassy been contacted?
• Does the participant want to return to the U.S.?
• What are the consequences of returning to the U.S.?

D. For a missing participant:
• When was the participant last seen?
• Does anyone have information regarding where the participant might have gone?
• If the student left and was expected to return, what were the date and time of the expected return?

• Have local authorities been notified? Is there a case number?

• Has the U.S. Embassy been contacted?

• Are search and rescue services available on-site?

E. For an arrest:

• Where has the participant been detained?

• Has the U.S. Embassy been notified? What has their response been? What is the advice?

• What agency made the arrest (names, addresses, phone numbers)? Is there a case number?

• What are the charges?

• Is the participant able to contact anybody?

• Is bail available?

• Is legal counsel available?

F. For an incapacitated Program Director:

• If the program does not have a secondary Program Director, is the pre-determined emergency liaison now managing the on-site situation and the other program participants?

• What is the status of the Program Director?

• Is the incident of limited nature such that, when the immediate emergency is resolved, the Program Director will be able to continue for the duration of the program?

• Is the incident such that it is unlikely that the program will continue?

• Is a substitute Program Director feasible?
Appendix II: Report Forms

A. Study Abroad Student Conduct Violation: Written Warning Form

Name of student:

Date and location of incident:

Brief summary of violation [initial incident report should contain more detailed information]:

On (date) ______________ the above named student was determined to have violated the Rules and Regulations for CofC Students Abroad in the following manner:

WRITTEN WARNING: The student is therefore receiving this written warning. If the above-named student fails to comply with the expected behavior specified below or if the student continues to violate the Rules and Regulations for CofC Students Abroad, s/he will be terminated from the study abroad program and must return to the United States immediately at his/her own cost.

Expected Behavior:

________________________________________________________________________

Student signature date

________________________________________________________________________

Program Director’s signature date

B. Notification of Termination from Study Abroad Program

Name of student:

Date and location of incident:

Brief summary of violation [see initial incident report for detailed information]:

Please check the appropriate box:

☑ After having received a verbal and/or written warning on (date/s) ___________ describing a previous violation of the Rules and Regulations for College of Charleston Students Abroad, the above named student has not desisted from continuing to violate the Rules and Regulations, nor has s/he fulfilled the required expected behavior conditions as specified on the Written Warning Form. For this reason, the student in question is being terminated from the program.

☐ The seriousness of the violation is such that further participation by the above named student would be to the detriment of the ____ (specify study abroad program) and its participants either by impacting on the health and safety of the individual or other participants in the program or by causing detriment to the best interest and welfare of the program and to CofC. For this reason, the student in question has been terminated from the study abroad program.

To be completed by the student:

I understand that due to my violation of the Rules and Regulations for College of Charleston Students Abroad, I have been terminated from the above-mentioned study abroad program. Termination shall not diminish or otherwise affect my obligation to make any and all payments to CofC. I understand that I will receive a grade of “F” in all course work in progress; in addition, I will not be entitled to a refund of fees, may be required to reimburse CofC for financial aid received, and am responsible for all non-recoverable costs incurred by the host institution and/or CofC, as well as personal financial obligations. I understand that the conduct that led to my termination from this program may also lead to further sanctions upon returning to CofC.

I AGREE TO IMMEDIATELY ABSENT MYSELF FROM ALL PREMISES USED BY THE STUDY ABROAD PROGRAM AND RETURN TO THE UNITED STATES.

________________________________________________________________________

Student’s signature Date

________________________________________________________________________

Program Director’s signature Date
Appendix III: Study Abroad Application/Release Form

COLLEGE OF CHARLESTON
STUDENT CONSENT, MEDICAL AUTHORIZATION, AND RELEASE AGREEMENT (International Travel)

Name of Program or Activity: ____________________________

Country of Destination: ____________________________ (“Country of Destination”)

THIS FORM MUST BE SIGNED AND RECEIVED BY THE CENTER FOR INTERNATIONAL EDUCATION NO LATER THAN: ____________________________

STUDENT NAME: ________________________________________

COLLEGE OF CHARLESTON (“CofC”) STUDENT: Yes □ No □
If “No”, name and location of “Home” institution where enrolled: ____________________________

STUDENT IDENTIFICATION NUMBER: (CofC Student): ____________________________
(Other than CofC Student): Student ID# ____________________________

NAME OF INTERNATIONAL PROGRAM OR ACTIVITY (“Program”):

________________________________________

PROGRAM DATES: __________________________________

COLLEGE FACULTY ADVISER/PROGRAM DIRECTOR: ____________________________

INDICATE ALL THAT APPLY

Is this a Program for academic credit or a volunteer activity?
Academic credit □ Volunteer activity □

Is this a Program operated by the College of Charleston directly or in affiliation with another institution of higher education located in a foreign country?
Yes □ No □

Is this a Program operated by another domestic institution of higher education for which the College of Charleston will award credit for successful completion?
Yes □ No □

Is this an independent program for which the College of Charleston will award credit for successful completion?
Yes □ No □

Are you cross-enrolled or will you be cross-enrolled at another institution while participating in the Program?
Yes □ No □
TERMS AND CONDITIONS

The following Agreement describes the rights and responsibilities of all participants in education abroad programs or in other academic activities conducted outside of the United States by, in association with, or through the College of Charleston (the “College”). In order to participate in the Program named above you, as the student, must sign this form to indicate agreement with all the provisions contained in this document and in the Program brochure, itinerary, or flyer (if any). 

If you are less than 18 years of age, you must also obtain permission from a parent or legal guardian to participate in the Program. For ease of reference, when the term “student” is used in this document it refers to you and, if you are less than 18 years of age, also to your parent or legal guardian who signs this document along with you. This contract is governed by and is subject to the laws of South Carolina.

THIS IS A LEGAL DOCUMENT THAT CONTAINS VERY IMPORTANT PROVISIONS AFFECTING YOUR RIGHTS. IF YOU (OR YOUR PARENT/LEGAL GUARDIAN, AS APPROPRIATE) DO NOT UNDERSTAND THIS AGREEMENT YOU ARE URGED TO SEEK THE ADVICE OF YOUR PERSONAL LEGAL COUNSEL.

I, THE UNDERSIGNED STUDENT, HEREBY AGREE AS FOLLOWS:

1. Risks of Education Abroad. I understand that participation in education abroad programs involve risks not found in study at the College of Charleston. These include risks involved in traveling to and within, and returning from, one or more foreign countries; foreign, political, legal, social, and economic conditions and potential unrest; different standards of design, safety and maintenance of buildings, public places, and conveyances; local medical and weather conditions; local road conditions, dietary and food differences and availability, and other matters.

   I have made my own investigation and am willing to and do accept all of these risks.

2. Institutional Arrangements. I understand that the College does not represent or act as an agent for, and cannot control the acts or omissions of any host institution, host family, transportation carrier, hotel, tour organizer, or other provider of goods or services involved in education abroad programs and activities.

3. Release. Knowing the dangers, hazards, and risks of the study abroad Program and foreign travel generally, included but not limited to the risk of kidnapping and serious bodily injury or death, and in consideration of being permitted to participate in the Program, on behalf of myself, my family, spouse, heirs, and personal representative(s) (the “Releasors” or “I” or “me”), I agree to assume all the risks and responsibilities surrounding my participation in the Program, the transportation to and from the Program, and in any independent research or other acts undertaken as supplemental or ancillary to the Program, I hereby release, waive, forever discharge, and covenant not to sue the State of South Carolina, the College of Charleston, and its trustees, officers, agents, employees and any students acting as employees (“Releasees”), from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature that I may have or that may hereafter accrue to me arising out of or related to this Program. I further agree to indemnify and hold harmless the Releasees from and against any loss, liability, damage or cost, including court costs and attorneys’ fees, that may arise due to my participation in the Program. It is my expressed intent that this Release shall bind me, the members of my family and spouse, if I am alive, and my estate, family, heirs,
administrators, personal representatives, or assigns, if I am deceased, and shall be deemed as a legally binding release, waiver, discharge and covenant not to sue the Releasees.

4. Health and Safety. I have recently consulted with a medical doctor with regard to my physical condition and my personal medical needs and inoculations in relation to my travel abroad and participation in the Program. Except as specifically stated below in this paragraph 4 (EXCEPTIONS), there are no physical or psychologically related circumstances, conditions, or needs that preclude or restrict my participation in the Program.

EXCEPTIONS: (Check one)

A. □ There are no exceptions to the above statement.

B. □ I am an otherwise qualified person with a disability\(^1\) registered with the Office of Disability Services and I request one or more reasonable accommodations or auxiliary aids or services that are within the control of the College. I am requesting the following accommodations\(^2\):

____________________________________________________________________________

C. □ I am not claiming that I have a disability, but I do have the following special medical needs that I want the College to know about in the event of an emergency when I am unable to act for myself. I wish to advise the College of my special medical needs: ______________

Please note that the information supplied in response to this paragraph 4(C) will only be used in the event of such an emergency and will not be used for any other purpose whatsoever.

5. Medical Treatment Authorization and Responsibility; Medical Insurance. I understand that while I am abroad an emergency may develop that necessitates medical care, hospitalization, or surgery. I authorize the College to secure for me any necessary emergency medical treatment. The College, however, is not obligated to take any such action. The undersigned agree and acknowledge that in all circumstances when such treatment is provided I/we shall be solely responsible for the cost of my treatment and care and I (and my parent/guardian, as applicable)

\(^1\) A “qualified person with a disability” means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for participation in the Program. Disability means a physical or mental impairment that substantially limits one or more major life activities; a record of such an impairment; or being regarded as having such an impairment.

\(^2\) These accommodations may be a request for modifications to policies, practices, or procedures relating to the Program and/or a request for the provision of auxiliary aids or services. Please note that the College will require, in accordance with law and its policies, documentation of the claimed disability from a healthcare provider regarding the nature of the disability and its relationship to the requested accommodation and the essential elements of the Program’s various activities and requirements. The College will not be able to offer any accommodation outside of the United States and its territories that relates to, or may be affected by, the design or maintenance of buildings, public places, accommodations, and/or conveyances or modes of transportation. Nor will the College be able to offer the provision of auxiliary aids or services that would result in a fundamental alteration in the nature of the Program, or in undue financial and administrative burdens, or that constitute a significant risk to the health or safety of you or others.
agree to reimburse the College for any expense that it may incur on account of my injury or illness including, but not limited to, my treatment, transportation, or stay in a medical facility.

I have arranged, through insurance or otherwise, to meet any and all needs for payment of medical costs and related expenses while I participate in my education abroad. The insurance or payment arrangements I have made are as follows:

Name of Insurance Company (Carrier): ____________________________________________
Name of Policy Holder and Relationship to Student: _________________________________
Policy Number: ____________________________

Emergency evacuation provided: Yes □ No □
Repatriation of remains provided: Yes □ No □

I REALIZE THIS INSURANCE REQUIREMENT IS MANDATORY AND CAN ONLY BE WAIVED, IN EXCEPTIONAL CIRCUMSTANCES AS DETERMINED, IN WRITING, BY THE DIRECTOR OF THE CENTER FOR INTERNATIONAL EDUCATION.

6. Other Insurance. I understand that the College also requires that students planning to operate a motor vehicle during the Program obtain personal liability and collision insurance that will cover them in the all applicable Program locations. In addition, the College recommends, but does not require, that students insure their personal property from loss or theft.

7. Release of Academic and Social Standing Records. I agree to allow the College, or home institution where I am enrolled, as appropriate, and the applicable Student Life Office, to release all education records to College Center for International Education and to other universities, colleges, agencies, and education abroad programs when necessary for purposes of my admission or entry into, or participation in, the Program. These records may include disciplinary records maintained by the College or my home institution, as may be determined applicable by the College’s Center for International Education. I understand that I may be denied admission to the Program if the College determines that I may pose an unacceptable risk to the safety of myself, or others.

8. Program Cancellation. I understand that the College reserves the right to cancel study abroad trips and to make changes or alterations in the Program and/or Program itineraries at any time as may be required because of emergencies, changed conditions, or the College’s determination that such changes or alterations are in the best interest of the Program or its participants. I further understand that the College is not responsible for changes or alterations to or cancellation of Programs by host institutions.

9. Program Changes or Termination. Should the College cancel the Program, full refunds of relevant tuition cost and Program fees will be made unless the cancellation is due to circumstances beyond the control of the College, in which case the College will be able to refund only uncommitted and recoverable funds. Subject to the provisions of the preceding sentence, any refunds made for the Program when payment was previously made to the College will be in accordance with published College refund policies for the academic year in which the Program occurs, unless otherwise stated.

10. Program Withdrawal and Terms of Participation. I understand that in the event that I choose to cancel my enrollment or voluntarily withdraw from the Program at any time, I agree to abide by the terms set forth under the refund policy and other policies of the College that can be found at http://treasurer.cofc.edu/, unless otherwise stated in the itinerary, brochure or other
11. Student Conduct. I agree to comply with the College’s Code of Student Conduct and other College regulations regarding conduct, comportment, and academic integrity during my participation in the Program. I understand that the Program director has the right to enforce such standards of conduct and that I may be dismissed from the Program at any time for failing to abide by such standards. I understand that while I am a visitor in a foreign country, I will be subject to the laws of that country and that any breaches of the local law of the host community or country are punishable by the appropriate local law enforcement authorities. I further understand that, if I am attending a foreign university as required by the Program, I am also subject to the conduct regulations of that institution. I further agree that if I am excused from the Program due to my conduct, I shall be responsible for all expenses incurred in returning to the United States and I shall forfeit all fees and tuition for the remainder of the Program.

12. Respect for Other Cultures. I understand that students participating in College of Charleston programs must be willing to learn about their host cultures and be open to new ideas even though they may be culturally challenging. Consequently, I will demonstrate a respect for the culture of the host country even though I may not agree with all aspects of that culture, and I understand that behavior that is inconsistent with this statement may lead to my removal from the Program.

I HAVE CAREFULLY READ ALL OF THE PROVISIONS IN THIS AGREEMENT AND I AGREE TO BE BOUND BY EACH AND ALL OF THEM, AS INDICATED BY MY SIGNATURE BELOW. NO REPRESENTATIONS, STATEMENTS, OR INDUCEMENTS, ORAL OR WRITTEN, APART FROM THE PROVISIONS OF THIS WRITTEN AGREEMENT, HAVE BEEN MADE REGARDING THE SUBJECT MATTER HEREIN. IT IS MY EXPRESSED INTENT THAT THIS RELEASE SHALL BIND ME, THE MEMBERS OF MY FAMILY AND SPOUSE, IF I AM ALIVE, AND MY ESTATE, FAMILY, HEIRS, ADMSNITRATORS, PERSONAL REPRESENTATIVES, OR ASSIGNS, IF I AM DECEASED, AND SHALL BE DEEMED AS A LEGALLY BINDING RELEASE, WAIVER, DISCHARGE AND CONVENANT NOT TO SUE THE RELEASEES. I FURTHER UNDERSTAND THAT THIS AGREEMENT SHALL BECOME EFFECTIVE ONLY UPON ITS RECEIPT AND SIGNATURE BY THE COLLEGE OF CHARLESTON AND SHALL BE GOVERNED BY THE LAWS OF THE STATE OF SOUTH CAROLINA, WHICH SHALL BE THE FORUM FOR ANY LAWSUITS FILED UNDER OR INCIDENT TO THIS AGREEMENT.

Agreed to:

Name of Student: ____________________________
Permanent Street Address: ____________________
City, State, Zip: ______________________________
Telephone No.: ______________________________
COLLEGE Email address: _______________________

X__________________________________________
Signature
(IF STUDENT IS UNDER 18 YEARS OF AGE, A PARENT OR LEGAL GUARDIAN MUST ALSO READ AND SIGN THIS FORM WHERE INDICATED BELOW.)

I am the parent or legal guardian of the above named student, have read the foregoing Agreement (including such parts as may subject me to personal financial responsibility), and I agree to be legally responsible for the obligations and acts of the student as described in this Agreement, and I further agree, for myself and for the student, to be bound by its terms.

x____________________________________
Signature of Parent/Guardian

Printed Name:____________________________________
Relationship to Student:____________________________________
Permanent Street Address:____________________________________
City, State, Zip:____________________________________
Telephone No.:____________________________________
Date:____________________________________

**************************************************
****************************
EMERGENCY CONTACTS

Persons to contact in case of emergency:

• Contact Person #1:____________________________________
Address:____________________________________
Telephone Number (Day):____________________________________
(Night):____________________________________
(FAX):____________________________________
(E-mail):____________________________________

• Contact Person #2:____________________________________
Address:____________________________________
Telephone Number (Day):____________________________________
(Night):____________________________________
(FAX):____________________________________
(E-mail):____________________________________

******************************************************************

For College Use Only:
Agreed to and Accepted by the College of Charleston
(May Only be Accepted by a Non-Student Employee of the College):

____________________________________
Signature

Printed Name:____________________________________
Title:____________________________________
Date:____________________________________