

Faculty Responsibilities

- Complete the International Service Learning & Faculty Led Program Form
- Complete the Program Itinerary
- The responsible VP/Dean must approve all international service learning & faculty led trips and any miscellaneous food purchases not subsistence related.
- Complete travel forms, Third party provider contracts (Upon receipt of a Contract Service Request Form (CSRFF), the Purchasing office will process a Service Purchase Contract (SPC) with 3rd party organizations (i.e. EcoColors Tours and EF Tours) contracted to provide student travel/tour services), air fare, food, and lodging estimates should be included.
- Forms must be completed by sponsoring faculty/staff with appropriate approvals no less than 3 months prior to the program date including estimated cost per student.
- Meet with Randy Moore (Travel Officer) and provide program details
- After approval and program itinerary is set, promote program
- Maintain communication with the IIS regarding student enrollment deadlines, deposit deadlines, refund/cancellation policy dates
- Make sure that students provide the IIS with the following
 - Completed and signed **Study Abroad Statement of Responsibility**
 - Completed **Study Abroad Application**
 - Completed **ISIC** application with \$22 payment to the IIS
- For liability purposes, individuals not employed by the University or enrolled as a student are not allowed to participate in these trips (i.e. spouses, friends, etc.) at the expense of the University or with student collected funds.
- By no means are faculty permitted to collect monies from students or use their personal credit card to book air fare, make hotel reservations, etc.

Institute for International Studies Responsibilities

- Collects deposits from students
- Tracks student account payments and communicates with the faculty advisor as deposits are made
- Takes the money and a reconciliation statement with appropriate fund center information to Student Financial Services (SFS) for cash receipting

Institute for International Studies receives the following from students upon enrollment in the program:

- Completed and signed **Study Abroad Statement of Responsibility**
- Completed **Study Abroad Application**
- **ISIC** application and \$22
- Non-refundable deposit (date and amount to be determined by faculty advisor) and subsequent payments

The university is not responsible for any fees or penalties resulting from students dropping the course.

The IIS will forward a copy of the completed student list and amount collected to the Budget office after the registration deadline

For new programs only, the Institute for International Studies completes the Request for Fund Center Form