



Short Term International Travel Manual (Participant Edition)

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INTRODUCTION:

The international travel and policy manual is designed to provide trip participants with information regarding PSU's International Travel Policies (ITP) including the steps, approval processes, risk management plan, and forms for Short-Term International Travel. Travel of this nature must have a purpose that is relevant to the University's academic mission. The policy applies to any travel taking place outside the United States for the following purposes: research, internship, collecting data, attendance of conferences/seminars, student organizations, faculty-led trips. Each trip must be approved at the appropriate University level, and a University employee is required to accompany groups. The employee is "in charge" of the activity and must be acting within the scope of his or her employment. It is expected that trip participants will follow all policy features, from the initial planning all the way through to completion of the trip.

DEFINITIONS

Co-Curricular Trip

Co-curricular activities, programs, and events are typically non-academic in nature, but relate other activities and experiences to the established curriculum or pedagogy goals. These can be either intentionally offered by the program or institution, or can be student-initiated and driven. (non-credit-bearing)

Country-Specific Information

One of three types of travel information issued by the U.S. State Department. Country-specific information is issued and periodically updated for every country in the world, and includes information on health and safety, crime, drug laws, basic visa requirements, standard of living, and the nature of the government and economy. For some countries or regions, Travel Alerts or Travel Warnings are also issued, indicating greater potential risk.

Course Embedded Trip

A short study abroad experience that forms an integral part of, or an optional add-on to, a course given on the home campus. Most commonly, the study abroad portion of the course takes place during a midterm break or after the end of the on-campus term and is just a week or two long. (credit-bearing)

Home Institution

The educational institution in the U.S. where an education abroad student is a continuing student, usually working toward the completion of a degree.

Host Institution

The institution that the education abroad student attends while abroad.

International Program

Any university/college activity, credit-bearing or non-credit-bearing, with an international travel dimension.

Internship

A form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting.

Partner

One of the parties involved in the processes of sending students abroad or receiving students abroad. The following are potential partners: a home institution, a host institution, an independent provider, a consortium, and a travel or logistics provider.

Program Sponsor

An institution or organization that is the primary administrator and manager of an education abroad program.

Service Learning

A form of experiential education in which students engage in activities that address human and community needs together with structured opportunities for reflection designed to achieve desired learning outcomes.

Short Term

Lasting eight weeks or less; may include summer, January, or other terms of eight weeks or less.

Travel Advisory

Term generally used for what the U.S. State Department officially calls Travel Information, which provides assessments of the health and safety risks for U.S. citizens traveling to all other countries. The State Department issues three types of travel information: Travel Warnings, Travel Alerts, and Country-Specific Information.

Travel Alert

Official term used by the U.S. State Department for a bulletin outlining a temporary risk to U.S. citizens traveling abroad. It is typically used for information regarding potential threats due to terrorism, civil unrest (such as political demonstrations), or natural calamities such as hurricanes or earthquakes. Travel Alerts may be issued for a city, a country, a world region, or worldwide.

Travel Warning

Official term used by the U.S. State Department for an announcement that warns U.S. citizens against travel to a specific country or region because of health, safety, or security conditions in that area. It is the strongest of the three types of travel information issued by the State Department. Note that Travel Warnings come in different degrees of severity, though these are not designated quantitatively, but by language that calls, for example, for all U.S. citizens to defer nonessential travel, or for the voluntary or mandatory evacuation of some or all U.S. staff members (and/or their families) of the U.S. Embassy and consulates situated in the country. U.S. citizens may not be able to get support services from the U.S. if they do travel to a location that has a travel warning in effect.

PARTICIPANT RIGHTS & RESPONSIBILITIES

The Global Engagement Office at Plymouth State University works with participants to engage in cross-cultural learning experiences outside the United States.

The Global Engagement Office wishes to reaffirm rights and responsibilities in relation to participation in any short term international travel. The following statement is issued in accordance with University policy and after consultation with appropriate University officers: *As with all academic or co-curricular programs, the participant is responsible for learning the content of a course of study or scope of program, according to the standards of performance established by the program leader. In the case of credit-bearing programs, the participant has the right to a course evaluation that represents the instructor's good faith judgment of the participant's performance in that course.*

For individuals participating in programs authorized by Plymouth State University, we reserve the right to expel an individual from a program if the individual's conduct violates the law of a host country, city, and host institution or otherwise, in the estimation of the program Leader, does damage to the program or to Plymouth State University. In such instances, participants will be entitled to the same guarantees of due process established on campus.

Participants are expected to:

- Read and carefully consider all material issued by the Global Engagement Office and your trip Leader that relate to health, legal, environmental, political, cultural and religious conditions in the host country.
- Assume responsibility for all the elements necessary for personal participation for the trip and participate fully in orientation requirements.
- Pay on time all fees and personal expenses incurred with your program.
- Arrange for and complete all academic work within the allotted time (if applicable).
- Participate in any travel, sightseeing and individual contact with citizens of the host country without allowing these activities to interfere with the successful completion of the program.
- Abide by PSU Student Rights and Code of Conduct.
- Demonstrate behavior and conduct that is respectful to other participants.
- Respect the reasonable wishes of hosts when living in a private home.
- Obey laws, police regulations and practices of the host country.

- Arrive and depart at the prearranged program accommodations per specified dates and times.

TRAVEL DOCUMENTS

Passport

Your passport is an official government document proving your citizenship. You are required to show your passport when entering and departing a country. Passports may be required by hotels and other private organizations requiring some form of identification for their services.

Apply for your passport as soon as possible if you have not already done so. Passports must be valid throughout your travel dates and sometimes beyond. If it is due to expire within the travel period (or shortly after), you must renew your passport. Passport renewals can be done by mail.

Many foreign consulates will not issue a visa if your passport is due to expire within six months of your application. It can take six to eight weeks to process a passport and it costs around \$150 depending upon how quickly it is needed. Complete information is available on the U.S. State Department website: <https://travel.state.gov/content/travel/en/passports.html>, for more information, or visit: <https://www.usps.com/international/passports.htm> to download a passport application form DS-11.

Your passport photos must meet certain specifications – you cannot use just a small headshot. Check the State Department website for exact specifications although photo shops advertising passport photos will be in compliance. Digital photos are accepted but you must follow the specifications.

As soon as you receive your passport, sign it and fill in the information on the inside cover. **Your passport is not valid without your signature.** Do not allow anyone else to use your passport or alter it in any way. Your passport is a valuable document for which you are responsible. It is strongly suggested that you make multiple paper copies of your passport to take with you (always carrying them in a separate place from your actual passport). **Bring your passport to the Global Engagement Office to be scanned or submit an electronic copy.** It is also advised that you scan your passport and email it to yourself.

If you do lose your passport while abroad, immediately notify your program Leader. Your Leader will carry a copy of all program participant passports and the PSU Global Engagement Office will also keep a copy of your passport on file. You will need to correspond with local authorities and the American consulate in that country. After an identification investigation, the

consulate will usually issue you a three-month temporary passport. The best advice is vigilance and taking every precaution not to lose this valuable document. Never pack your passport in your luggage. When traveling from country to country, keep your passport with you at all times, preferably in a special document pouch designed for this purpose under your clothing. Once you are settled you will want to locate a safe place to keep your passport.

Visas

Many governments require a visa for entry into their country. A visa is an official/legal permission to enter a country for a stated purpose and a specified time granted by the government of that country. To research visa requirements of your host country, look on: <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>. **If you are an international student, it is likely the rules will be different than US citizens. Notify your program leader and GEO staff if you are a citizen of a foreign country.** Look on the country embassy's website to find out the visa requirements for entry at least three months in advance.

TRAVEL and ITINERARY DEVIATION

It is PSU international travel policy that all flights are booked through with the University's selected international travel partner, STA Travel. Flights are booked by either the program leader, or other designated professional staff member.

Itinerary deviation (ex: arriving to location before group; remaining in location after group departs; traveling elsewhere during trip without group) is discouraged. It is PSU international travel policy, should any trip participant chose to deviate from the group's itinerary, that they are required to sign off on this plan (See corresponding form in Appendix Section).

HEALTH AND SAFETY PRECAUTIONS

Health Procedures and Precautions

As a requirement of your pre-departure orientation you must read the State Department pages (www.travel.state.gov) for your country of destination. Additionally, health information on your host country is available on the Center for Disease Control website (www.cdc.gov) and offers information regarding necessary or suggested immunizations for your host country. Generally,

your family physician is not well equipped to provide travel information on immunizations and other health precautions for various countries. Travel medicine is now a unique specialty and a travel medical specialist is trained to consider your health history, current medications, drug allergies, and travel plans when recommending shots and other medications. Because travel clinics often book far in advance (especially around the holidays), you should find a travel clinic and make your appointment as soon as possible so that you can get a scheduled appointment in time to complete any required immunizations. Beware that some immunizations need to be started months in advance of your departure.

The International Society of Travel Medicine (ISTM) provides a listing of its member clinics by state. For more information about ISTM or a listing of clinics and doctors in your area, contact: International Society of Travel Medicine: <http://www.istm.org/>

Prescriptions

You should bring enough of any prescription medication and vitamins that you are currently taking to last throughout your international trip. For each prescription, you should carry a letter from your physician stating that you are required to take the medication under medical supervision or take a photocopy of the written prescription. If you will need to have a prescription refilled while away, have your physician check dosage levels which vary from country to country. Insulin, for example, comes in very different dosage strengths and your physician may want to research this before prescribing refill prescriptions. If the medication is a controlled substance, you may need to notify officials at the US Embassy in your host country as well as the consulate officials of your host country. All medication should be stored in the original containers with the identification label attached. Carry enough to last a week or two with you in your carry-on luggage in case your checked luggage is delayed or lost. We also suggest you learn the generic name of your medication in case you need to purchase more in your host country. If you have allergies – especially to dust, mold or pollens – plan ahead and take any medication that you might need.

As with other prescriptions, if you wear glasses or contacts you should bring a spare and/or a prescription (written out very clearly). In many countries of the world, glasses are easily replaced if you have a prescription and, in fact, one-hour optical centers are quite common around the world.

Health Issues and Illness While Out of the Country

Eat and drink lightly for several days after your arrival until your system has a chance to adjust to the new climate and food. Adjusting to a new diet and water source can often cause mild

intestinal upsets or diarrhea. Depending upon the country where you are traveling, you should bring along non-prescription medication such as Imodium for digestive illnesses. You should also check on other health issues, such as whether it is safe to drink the local water and ask your doctor about preventative medication for the common illnesses that can result. Be careful of treating yourself. If you are very ill, see a doctor. You should understand the health conditions in your host country before you leave and obtain information about appropriate precautionary measures. A couple of tips are especially important no matter where you will be traveling:

- If you have a medical condition that is not easily identified (diabetes, epilepsy, severe allergies), you should wear a Medical Alert bracelet while you are traveling. You will also inform your Leader and the Global Engagement Office on all your medical forms so that everyone may be prepared in case of an emergency. If you have a medical condition that might be aggravated (asthma), consider carefully how you will deal with that problem and discuss it with your physician before you leave home.
- AIDS is a major concern in some program locations. While abroad, avoid injections and blood transfusions. If an injection is required, ensure that the syringe comes directly from a sealed package or has been sterilized. Diabetics are encouraged to bring a sufficient supply of needles and syringes with a prescription or doctor's authorization. Avoid ear piercing and tattooing if AIDS is a concern in your host area.

Safety Precautions

When traveling overseas, there are a number of precautions that you should follow in order to travel safely. You should also consult the US State Department Travel advisories that we continually refer to throughout this pre-departure briefing. **Travel advisories are available by country at:** <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>.

Emergencies

In the event of political, social or natural emergencies, the Global Engagement Office will be in close contact with your program Leader, as well as in-country staff (should this be an element of the trip plan).

Insurance Coverage

You will be enrolled in an insurance coverage plan for the full period of your international trip. PSU utilizes Cultural Insurance Services International (CISI) to provide comprehensive medical, travel, emergency evacuation and repatriation insurance to all student travelers. Coverage

under CISI will result in a one-time charge of \$39 to the student participant and will either be included in the overall program costs (as outlined by the program Leader in the program Cost Form) or will be an individual charge added to the students PSU Bill. Please review the *CISI Policy Brochure* and *myCISI Participant Guide* prior to trip departure:

<https://campus.plymouth.edu/global/where-can-i-go-with-psu/short-term-trips/>.

US Consulates, Embassies and the CDC

The US State Department's Bureau of Consular Affairs in Washington, DC aids Americans in need of emergency assistance. They are in contact with their consulates and embassies overseas and can assist friends and family members with a number of different kinds of emergencies. During a crisis, the State Department will try to locate an American overseas if needed. In order to expedite the embassy locating you, your program leader will be registering the trip through this link: <https://step.state.gov/step/> In case of injury overseas, the Bureau of Consular Affairs can assist families when sending funds to the injured American and collect any necessary health information to forward to the in-country embassy or consulate. In the case of evacuation, the embassy or consulate overseas will try to establish special air flights and ground transportation to help Americans depart. If destitute, Americans can turn to a US Consular officer abroad for help. The Overseas Citizens Services Center will help by contacting the destitute person's family, friends or business associates to raise private funds. It will also help transmit these funds to destitute Americans overseas. If necessary, it can provide small government loans to tide a destitute American over until private funds arrive. In case of the death of a participant overseas the Bureau of Consular Affairs provides guidance on how to make arrangements for local burial or return of the remains to the United States. The US State Department's Overseas Citizens Services Center's telephone number in Washington DC is 202.647.5225. Updated records on State Department travel advisories are also available at this number.

Health and Safety Guidelines

Because your health and safety are the primary concern of all of us at PSU, the following guidelines and protocols are strongly recommended. Developed by NAFSA (The Association of International Educators), these provide useful practical guidance to participants. Although no set of guidelines can guarantee the health and safety needs of each individual involved in global trips, these guidelines address issues that merit your attention and thoughtful judgment.

All Global Program Participants should:

1. Consider health and other personal circumstances when making the decision to participate in an international trip.

2. Provide accurate and complete physical and mental health information and any other personal data that are necessary in planning for a safe and healthy international experience.
3. Inform parents/guardians/families and any others who may need to know about participation in the international trip. Provide them with emergency contact information and keep them informed on an ongoing basis.
4. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to your trip Leader.
5. Become familiar with the procedures for obtaining emergency health and law enforcement services in your host country.

Additional Safety Precautions

1. When traveling, do not leave your bags or belongings unattended at any time. Security personnel at airports, bus depots and train stations are often instructed to remove or destroy unattended packages or suitcases. Do not agree to look after packages or suitcases for any stranger. Make sure no one puts anything in your luggage. Airport arrivals in foreign countries find you frequently disoriented, tired and overwhelmed and visual cues may be unfamiliar. Thieves and pickpockets rely on this and airports are a common site for bad experiences. Please be aware of this and be extra vigilant during such transition times.
2. Never keep all of your money or documents in one place or one suitcase.
3. When taking a taxi, it is a good idea to sit in the back seat.
4. If you do find yourself in uncomfortable surroundings, try to act as if you know what you are doing and where you are going.
5. Use caution when traveling alone. Women especially should not walk alone at night. Try to find an escort. In some countries it is dangerous to take a taxi alone at night for men and women.
6. Always carry the trip emergency contact information on you with the address in the local language.
7. Have sufficient funds or a credit card on hand to purchase emergency items such as an airline ticket.
8. Be alert to your surroundings and the people with whom you have contact. Be wary of people who seem overly friendly or overly interested in you. Be cautious when you meet new people and do not give out your address or phone number. Be careful with information about other participants or group events. Be alert to anyone who may be

following you, and to any unusual activity around your place of residence. Report unusual people or activities to appropriate on-site staff.

9. Avoid alcohol consumption in quantities that might impair your judgment.
10. Don't flash money or documents in public places. Keep small bills in your pockets whenever possible to pay for things. Be discrete in displaying your passport.

Safety Precautions for Times of Political/Social Unrest or Conflict

In times of political or social unrest in the host country or region, or when the United States becomes a party to a political conflict anywhere in the world, additional precautions are advisable.

1. Keep in touch with the current political situation by listening daily to the television or radio if available.
2. When in large cities and other popular tourist destinations avoid places frequented by North Americans: bars, discos, and fast food restaurants associated with the US, branches of US banks, American churches, US businesses and offices, US consulates or embassies.
3. Keep away from areas known to have large concentrations of residents aligned with interests unfriendly to the United States and its allies. Always consult with the program Leader before undertaking travel to neighboring cities or popular tourist destinations during free time.
4. Be as inconspicuous in dress and manner as possible. Wear moderate colors and modest clothing. Avoid American logos on your belongings and clothing. Avoid large loud groups.
5. Keep away from political demonstrations, particularly those directed toward the United States. If you see a situation developing, resist the temptation to satisfy your curiosity and investigate what is happening. Walk the other way. Be clear that we are not interested in denying free speech but you need to remember that free speech is a US constitutional guarantee and you are a guest in another country and you are not an independent agent but a representative of PSU. Your actions are not yours alone but reflect on the University and the program. Your presence in the country is solely a result of this programmatic purpose. Failure to meet your responsibilities could jeopardize your status as a PSU program participant.
6. Do not agree to newspaper or other media interviews regarding political conflicts. It is important to remain as inconspicuous as possible. Do not make reference to your program or group. In such cases, always say "No comment" and hang up or walk away. Again, this direction is given because you are not an independent tourist on your own authority but a guest of the country under a PSU-sanctioned program.

PRE-DEPARTURE FORMS[^]

Appendix Section

Participants are not allowed to travel unless all forms have been received by GEO

[^]All forms are held in electronically secure and confidential storage

Appendix 1

Agreement of International Program Requirements

Your initials and signature at the bottom of this page indicates that you understand PSU international program pre-departure requirements as outlined below.

1. I have read and understand the **PSU Short Term International Program Participant Manual**, and I understand my role and responsibilities as a PSU global program participant.

Initial _____

2. I have read and understand the PSU Student Code of Conduct Guidelines.

(<https://www.plymouth.edu/office/dean-of-students/student-rights-and-code-of-conduct/>)

Initial _____

3. I have reviewed the U.S. Department of State Consular Information website (<http://travel.state.gov>) for the country(s) where I will be traveling.

Initial _____

4. I have reviewed the Center for Disease Control website (<http://cdc.gov>) for the country(s) where I will be traveling and I am aware of medical recommendations and/or requirements for that region.

Initial _____

Participant Signature: _____ Date: _____

Print Name: _____

Appendix 2

Co-Curricular PROGRAMS ONLY – Authorization of Financial Responsibility

I authorize Plymouth State University to purchase airfare on my behalf for an upcoming trip with:

Organization: _____

To (destination): _____

To attend (event): _____

I recognize that I will be held financially responsible for all ticket and associated costs of this purchase in the event that I choose not to take the trip after the purchase of my airfare for any reasons other than a documented medical issue.

Signature: _____

Student ID: _____

Date: _____

A professional staff member will be responsible for selecting the specific dates and times of your program's flight arrangements.

Appendix 3
Basic Data & Emergency Contact Information

Last Name: _____ First Name: _____ Initial: _____

Birth Date: _____ / _____ / _____ Gender: _____
 Month Day Year

Participant ID # _____ -- _____ -- _____ Current Academic Status: _____ (frsh/sph/jr/sr/non-participant)

E-Mail Address: _____ (Plymouth email only, unless non-student)

Your Current Mailing Address:

Telephone: (_____) _____ Cell: _____

Your Permanent or Home Address:

Telephone # (_____) _____

Your Winter/Summer Break Address (If different from above):

Summer Telephone: (_____) _____

Parent/Guardian/Emergency Contact in case of emergency:

Name: _____ Relationship: _____

Home Address: _____

Home Telephone: (_____) _____ Cell: _____

Business Address: _____

Business Telephone: (_____) _____

Alternate Contact for emergency:

Name: _____ Relationship: _____

Home Address: _____

Home Telephone: (_____) _____ Cell: _____

Business Address: _____

Business Telephone: (_____) _____

Appendix 4 Medical Evaluation

IMPORTANT: To the Individual Planning to Participate in a PSU Global Program

It is extremely important that you disclose all of your medical history to the medical professional who will be performing your medical evaluation, even if you do not believe that your condition might create a problem for you while you are abroad.

Individuals with an ongoing medical problem must take special precautions in preparing for and managing their situation overseas. The Global Engagement Office requires this Medical Evaluation in order to provide appropriate assistance to you should the need arise before or during your experience. This information will be kept confidential in accordance with the law. This information may be disclosed to your program leader with the highest level of discretion in order to protect your privacy.

Last Name: _____ First: _____ Male: ___ Female: ___

Program/Country: _____ Dates of Program: _____

I agree to make true and accurate statements regarding my health to the examining Physician/Health Practitioner:

Signature: _____ Date: _____

PARTICIPANT: DO NOT WRITE BELOW THIS LINE

IMPORTANT: To the Physician/Health Practitioner Conducting the Medical Evaluation

**Physician/Health Practitioner must be licensed in the U.S. and cannot be an immediate family member.*

The person named above has been selected to participate in a Plymouth State University Global Program. Depending on the program, the participant may spend a week to a month abroad. Living and studying in a foreign environment frequently creates unexpected physical and emotional stress, which can exacerbate otherwise mild disorders. It is important that all participants are able to adjust to potentially dramatic changes in climate, diet, and living and traveling conditions that may be seriously disruptive to accustomed patterns of behavior. Traveling abroad does not provide a resolution to health problems experienced at home.

PHYSICIAN/HEALTH PRACTITIONER: PLEASE PRINT CLEARLY

Name & Title: _____ Phone Number: _____

Address: _____

- Yes ___ No ___ 1. Does the participant have any recent continuing health problems? (If yes, please explain)
- Yes ___ No ___ 2. Does the individual have any existing health conditions that may require treatment during the period of the program? (If yes, explain the condition and what treatment may be required)
- Yes ___ No ___ 3. Is the participant currently being treated or have they been treated within the past five years for a mental health condition? (If yes, please explain)
- Yes ___ No ___ 4. Does the individual have any drug or food allergies? (If yes, please describe reaction)
- Yes ___ No ___ 5. Is the individual taking any prescription medications? (If yes, please explain)
- Yes ___ No ___ 6. Is there any additional information that would be helpful for the program to be aware of? (If yes, please explain)
- Yes ___ No ___ 7. Does the individual have any conditions that will require accommodations while on this program? (If yes, please explain)

I have completed this medical evaluation based upon information disclosed by the individual named above:

Signature of Physician/Health Practitioner: _____ Date: _____

Appendix 5

Authorization for the Release of Medical Records Information

I, _____, hereby grant to Plymouth State University Health Services, as well as to physicians in private practice, in advance of my participation in a study away program and in anticipation of the possibility that I may require medical attention while away, permission to release upon written request [that may be accomplished by Fax machine] from any hospital, clinic, or physician, any and all medical records concerning me in the custody of Plymouth State University Health Services or in the custody of private practitioners. This authorization is effective upon my departure date of _____, and shall remain in effect until the date of my return, _____.

Participant Signature: _____ Date: _____

Print Full Name: _____

If the Participant is under 18 years of age, this must be signed by the Participant's parent or legal guardian:

Parent or Legal Guardian Signature: _____ Date: _____

Print Full Name: _____

Appendix 6
Self-Report on Health

Because global travel can be quite rigorous and demanding, we believe that only those participants who are in good physical and mental health should plan to participate. For that reason we ask that the participant and his or her parent or legal guardian carefully read and then sign and date the following certification:

I certify that I am in good physical and mental health and that I do not suffer from any special mental or physical problem or condition that would prevent me from successfully taking part in the global short term program in: _____
_____.

I further understand that, in the event of an emergency abroad, the University reserves the right to notify my parent(s), guardian, or emergency contact.

Participant Signature: _____ Date: _____

Print Full Name: _____

If the Participant is under 18 years of age, this must be signed by the Participant's parent or legal guardian:

Parent or Legal Guardian Signature: _____ Date: _____

Print Full Name: _____

If, for whatever reason, you cannot sign above, will you give permission to the Director or Associate Director of The Global Engagement Office, and to appropriate health or counseling professionals at Plymouth State University, to discuss your health condition with the physician, psychologists or counselor who treated you during the past four years?

(Please indicate your willingness to have us talk with the physician, psychologist or counselor by signing on the line below.) N.B. If you do not sign this form either above or below, as appropriate, you will no longer be considered for participation in study abroad.

Signature: _____ Date: _____

Name: _____

The name and address of your physician, psychologist or counselor:

Name: _____ Phone # () _____

Address _____

Appendix 7

Release and Waiver of Liability, Hold Harmless, and Indemnity Agreement

This agreement is signed by _____, whose permanent address is: _____, herein after referred to as the "Participant," and if the Participant is of minority legal age, signed also by the Participant's Parent or Guardian. All references in this Agreement to Plymouth State University include the University and the University System of New Hampshire and their trustees, officers, employees and agents.

1.0 Participant's Desire to Participate in the International Program

Participant is qualified for and accepted for enrollment in a short term program arranged through Plymouth State University's Global Engagement Office, and offered by or in conjunction with _____, at the Sponsoring Organization (if applicable): _____; from ____/____/____ through ____/____/____ in the country(ies) of _____.

It is expressly acknowledged that the Participant is not required to participate in the short term international program.

2.0 Participant Responsibility for Medical Needs and Grant of Permission to Authorize Emergency Medical Care

The Participant has had a medical examination in anticipation of participating in this academic program, and there are no known health-related reasons or problems which preclude or restrict Participant's participation. The Undersigned understand(s) that Plymouth State University does not have medical personnel available at the location of the International Program, during transportation, or anywhere in the foreign country and grants Plymouth State University permission to authorize emergency medical treatment, including hospitalization either in the foreign country or in the United States. The Undersigned further agree(s) that Plymouth State University is not responsible for the costs of attending to any of Participant's medical needs, including costs for hospital care if Participant is required to be hospitalized while in a foreign country or in the United States during this International Program.

3.0 Travel and Accommodations

The Undersigned understand(s) that Plymouth State University in no way represents, or acts as agent for transportation carriers, hotels, and other suppliers of services connected with this International Program and agree(s) that Plymouth State University is not responsible or liable for:

- 3.1 any injury, damage, loss, accident, delay, disruption of travel arrangements, or other irregularity which may be caused by the defect of any vehicle or the negligence or default of any company or person engaged in providing or performing any of the services involved in this International Program;
- 3.2 Any loss, damage, destruction, theft or the like to Participant's luggage or personal belongings;

4.0 Cancellation and Modification of International Program

Plymouth State University reserves the right to cancel or make substitutions to the International Program or to make alterations, deletions or modifications to the itinerary in case of emergencies, changed conditions, or otherwise as it deems necessary. The University further reserves the right to adjust fees as necessitated by factors over which it has no control such as changes in currency exchange rates and tariffs and inflation. Plymouth State University further shall not be responsible for any losses or expenses incurred by the Participant due to weather, strikes, hostilities, natural disasters, or other such causes.

5.0 Legal Problems

The Undersigned acknowledge(s) and understand(s) that should Participant have or develop legal problems with any foreign nationals or governments, Participant will attend to such matters personally with Participant's own personal funds. Plymouth State University is not responsible for providing any assistance under such circumstances.

6.0 Acceptable Conduct by Participant

The Participant is aware of and shall comply with Plymouth State University's rules, standards and instructions for their behavior. The Undersigned agree(s) that Plymouth State University may enforce its rules, standards, and instructions for appropriate conduct, and that such enforcement may include termination of participation in the academic program for inappropriate behavior or any action or conduct, the Undersigned shall be responsible for all expenses incurred in Participant's returning home. Further in this eventuality the Undersigned agree(s) that there shall be no refund of fees.

7.0 Assumption of the Risks, Release and Waiver of Liability, and Indemnity

7.1 Knowing the dangers, hazards, and risks of such activities, and in consideration of being permitted to participate in this Academic Program, the Undersigned, on behalf of Participant's family, heirs, and personal representative(s), agree(s): (a) to assume all the risks and responsibilities surrounding Participant's participation in the Academic Program, the transportation, and in any independent research or activities undertaken as an adjunct thereto, and (b) to release and hold harmless Plymouth State University, its governing board, officers, agents, employees, and any participants acting as employees, from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature whatsoever which Participant may have or which may hereafter accrue to the Undersigned, arising out of or related to any loss, damage, illness or injury, including but not limited to suffering and death, that may be sustained by Participant or by any property belonging to Participant, whether caused by the negligence or carelessness of the "Releases," or otherwise, while in, on, upon, or in transit to or from the country where the Academic Program or any adjunct to the Academic Program occurs or is being conducted.

7.2 In the event that Participant's conduct causes damage to the property of the "Host Institution," the Undersigned agree(s) to indemnify Plymouth State University for such loss. The Undersigned further agree(s) to defend and indemnify Plymouth State University with respect to any claims, demands, or actions for damages brought by anyone else against the University for Personal Injury, property damage, or death arising in whole or in part from Participant's conduct.

THIS AGREEMENT shall bind the members of the Undersigned's family and spouse, if Participant is alive, and Participant's family, estate, heirs, administrators, personal representatives, or assigns, if Participant is deceased. In signing this Release and Waiver of Liability, Hold Harmless, and Indemnify Agreement, I acknowledge and represent that I have read it and all attachments hereto, that I am fully informed of and acknowledged that no oral representatives, statements, or inducements, apart from the foregoing written statement, have been made.

THIS IS A RELEASE OF LEGAL RIGHTS.
READ AND UNDERSTAND BEFORE SIGNING.

This Agreement takes effect when signed by the Participant and returned to and accepted by PSU.

Participant Signature: _____ Date: _____

Print Full Name: _____

If the Participant is under 18 years of age, this Agreement must be signed by the Participant's parent or legal guardian:

Parent or Legal Guardian Signature: _____ Date: _____

Print Full Name: _____

Appendix 8
Itinerary Deviation Travel Waiver

An itinerary deviation may be permitted – with pre-approval of program Leader -- at the beginning or end of your program’s travel experience. It is the participant’s responsibility to hold a firm confirmation of their outgoing or return transportation arrangements.

Any deviation will be at participant’s own expense, including costs related to changing their transportation arrangements to or from the program’s documented travel experience.

Plymouth State University and its associated agents shall not be held responsible for any inconvenience caused and extra expense incurred.

Additionally, the participant, in signing the form below, also acknowledges that they are deviating from the set dates of this PSU international program’s travel experience and assume their own personal risk and/or health safety issues, prior to joining or separating from the Plymouth State University group.

Program Name/Group: _____

Original Trip Dates:

Departure: _____ Return: _____

Destination: _____

Print Name: _____

Sign: _____

Date: _____

Appendix 9
Study Away Student Conduct Statement of Agreement

I _____ have read and familiarized myself with the Plymouth State University Student Code of Conduct and understand what is expected of my conduct. In summary, the Code states:

“The University Student Code shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of enrollment through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending.”

I acknowledge that, although I will be engaged in an activity away from the Plymouth State University campus, I am still a Plymouth State University student and therefore am responsible for upholding the Student Code of Conduct.

- Please note, in the event that an infraction occurs, you will go through Plymouth State University’s normal judicial process.

Please refer to the full Code of Conduct here:

<https://campus.plymouth.edu/dean-of-students/student-rights-and-code-of-conduct/>

Applicant Signature: _____

Date: _____