

MEMORANDUM TO FACULTY

From: J. Bradley Creed

Date: August 15, 2002

Re: Off Campus/Study Abroad Travel Programs

Attached is a packet of forms that must be completed if you plan a study abroad course or an off campus course. These forms are revised and should replace any old ones that you may have on file. We hope that the new forms will resolve some of the problems that have been occurring with registering students for off campus courses. Our intention in requiring these forms is not to require needless, additional paperwork but to provide and retain more accurate and complete information, especially in light of the high priority that Samford places on these kinds of programs in terms of both safety and academic quality.

Setting up travel abroad and off campus courses involves many manual procedures because fees, tuition and registration deadlines fall outside the normal registration schedules. For this reason, it requires a more direct effort on your part, as well as on the part of the Bursar, Financial Aid, Student Records, and others. A check list is provided for your convenience that outlines what is needed of you in the process.

The following forms are necessary for administrative purposes:

- **Check List for Off Campus Travel.** Use this check sheet to ensure that you have done everything you need to do related to the administrative aspect of the trip.
- **Approval Form.** This form is to be completed, signed by the faculty leader and signed by the dean of the respective school. Please return this form to the Provost's Office. Courses cannot be assigned account numbers until this form is completed and approved.
- **Required Course and Financial Information for Course Related Trips.** This form, along with the **Financial Data Worksheet** (printed on back), must be completed for accounting purposes. After completion, send to the Provost for approval.

The following forms should be disbursed to students for completion and the completed copies returned to the Provost prior to departure:

- **Information Form/Study Abroad Programs.** This is an information sheet for each student that needs to be kept on file in the Provost's office and will serve as a ready reference if needed while the student is studying off campus.
- **Consent for Medical Treatment and Insurance Verification Form.** This form is to be completed and signed by every participant.
- **Agreement and Indemnity Release.** This form is to be signed by each participating student and the student's parent or legal guardian.
- **Cancellation and Refund Policy.** This form is to be distributed to participating students for informational purposes, to address the current reality of international travel and to indicate that the student has been informed about deadlines and the refund policy. Send one copy to the Provost's Office after it has been signed.

Other items I would like to emphasize are these:

1. All forms must be completed and sent to the Provost's Office.
2. Students should not pay program fees directly to the travel agency. Instead, fees should be collected by Samford, and the travel agency will be paid by Samford.
3. Ensure that every student traveling has paid all fees and tuition prior to departure.

Thank you for your leadership in developing these opportunities for our students and for your cooperation in this process. All of us in my office as well as in the offices of the Bursar, Financial Aid, Student Records and Budgeting will be glad to answer any questions you might have about these procedures.