

Office of International Programs

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FACULTY-LED STUDY TOUR POLICIES (AFY19/20)

Dates and Deadlines:

By 11:59pm Monday, July 08, 2019: Faculty submits Study Tour Proposals (i.e., Proposal Form with Dept. Chair signature and Budget Worksheet) for Fall 2019, Spring 2020, and Summer 2021 (with departures prior to June 30) to Office of International Programs (OIP).

August 15: OIP notifies faculty about decision regarding Study Tour Proposal and OIP subsidy availability.

September 1: Detailed itinerary, set student payment dates, and revised budget due to OIP.

Fall Semester: Faculty actively recruits students. Have students apply for passport to get it before flight reservations.

120 days prior to trip departure date: Student study tour applications are due at the OIP with a copy of initial payment receipt (N.B. The initial payment may be non-refundable in whole or in part once bookings have been made).

100 days prior to trip departure date: Copy of second payment receipt due at the OIP.

75 days prior to trip departure date: Copy of third and final payment receipt and all trip forms (Travel Authorization Request and Encumbrance, List of Travelers, Student Activity Travel Authorization Request and Encumbrance, Travel Advance Form) are due at the OIP.

Faculty Responsibilities:

1. Put together proposal with budget, estimated on the high end.
2. Advertise the course and study tour trip.
3. Make sure the students understand their financial responsibilities (see Student Responsibilities).
4. Coordinate reservations with OIP for all accommodations: airfare, hotel, on-ground transportation, health insurance, etc.
5. Ensure that study tour plans are in line with proposed budget.
6. Contact and follow up with students who have not yet made payments.
7. Submit all required trip forms at least 90 days prior to trip departure date.
8. Conduct a thorough pre-departure orientation at least 14 days prior to departure.

Student Responsibilities:

1. Full Financial commitment 75 days prior to trip departure:
 - a. The cost as advertised is a “proposed student cost” and may be adjusted if there are any unforeseen changes (e.g., currency fluctuation, airline fuel surcharge, underestimated costs).
 - b. By submitting the application packet and paying the initial deposit, the student is assuming financial responsibility to pay the full sum of the trip or the student should attempt to find an appropriate replacement as approved by the faculty member.
2. The initial payment may be non-refundable in whole or in part once bookings have been made. Students must make payments before the deadline or risk being dropped from the trip. Individual arrangements will be considered for subsequent payments, but **not** for the initial payment.
3. Obtain or renew passport and provide a copy to OIP as soon as possible (N.B. Many countries require passports to be valid for 6 months beyond the travel dates).
4. Obtain any required visas.
5. Get vaccinations, if necessary.
6. Budget for all meals that are not part of the study tour.

OIP Responsibilities:

1. Provide faculty with proposal packets to fill out and return.
2. Provide clear policies and responsibilities to all parties involved.
3. Maintain a spreadsheet with all traveller’s information and budget status. Periodically e-mail faculty the spreadsheet for full transparency of available funds.
4. Receive invoices from faculty and process payments.

Other Important Information:

OIP’s financial commitment to any study tour is based on budget availability. Once established for a given tour, the amount of the commitment is fixed. OIP will not pay for any additional fees associated with travel agencies or third party booking companies beyond its initial commitment.

Meals for all travelers are not to be included in study tour unless included as part of a hotel or pre-arranged package with an invoice.

The cost of up to two faculty leaders is borne by the students and divided equally among the number of participants. Study tours should not exceed 25 students. Additional faculty are welcome to participate at their own expense.

All participants in the study tour must travel together; the nature of group travel is that a block of seats is purchased and the travel agency negotiates a rate with the airlines for that block of seats. A group, by definition, must have at least 10 students; fewer may result in the cancellation of the study tour. The nature of a study tour is that it is an educational experience, not a touristic vacation. All those who participate must have a direct relationship to NEIU (as students, faculty, staff or alumni). Only students are eligible for the trip grant. Friends and relatives who are not connected with NEIU cannot participate in these trips.