Welcome!

Dear Student:

Welcome to the Study Abroad+Study USA Program! Your success on a short-term travel course will depend upon how well you have prepared yourself for the experience. Take time to research your country, countries, city or state of destination. The more effort you put into preparing yourself, the better you will enjoy your travel course.

This short-term handbook covers a wide range of information necessary for the next important steps you must take for a Study Abroad+Study USA travel course. Please read all of the enclosed information carefully. Keep this information and bring it with you to your program site.

Please feel free to call us at 412-536-1037, or if you are on campus, stop by one of our offices in Bold Hall II, room 255 or in the Science Center, room 104.

We look forward to assisting you in the weeks ahead with a number of matters that have to be taken care of prior to your departure.

Contact information:

Office of Study Abroad+Study USA
La Roche College
9000 Babcock Boulevard
Pittsburgh, PA  15237
Tel: 412-536-1037
Fax: 422-536-1772
www.laroche.edu/studyabroad/SAUSA
studyabroad@laroche.edu

Sincerely,

Thomas Schaefer
Assoc. VP for Academic Affairs

Nicole Kubit
Coordinator of Study Abroad+Study USA
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INTRODUCTION

Congratulations on being selected to participate in a Study Abroad+Study USA travel course. You are about to embark upon an amazing experience and an incredible opportunity.

This handbook is designed to help prepare you for a short-term travel course. Besides this handbook, you will also receive specific information about your travel course, such as the course syllabus, orientation/class schedule, and other information pertaining to your program.

This handbook provides you with the most up-to-date information and advice available at the start of the academic year. Change may occur before your departure or while you are abroad. Your flexibility and willingness to adjust to these changes as they occur will help you in having the best study abroad or study USA experience possible. One of the best ways to prepare for your travel course is to learn as much as possible about the program and/or host country prior to your departure. This may mean researching information on the internet, speaking with the faculty leader, or consulting books and novels about the area. However, it will not be possible to prepare yourself completely and there will be situations you will not have anticipated. Your flexibility will determine greatly the kind of experience you will have while abroad or in another state.

The Study Abroad+Study USA Office revises this handbook annually, and your comments and suggestions for next year’s handbooks are welcome. Direct them to Office of Study Abroad+Study USA, La Roche College, 9000 Babcock Blvd., Pittsburgh, PA 15237.

Remember: It is your responsibility to attend any orientations/class meetings for your program. Failure to do so may result in your withdrawal from the program.

Read all information provided in both this handbook and course handouts carefully. You are responsible for in the information included in this handbook and any information discussed during course meetings/orientation sessions. Keep this information with you, refer to it throughout the period before you leave, and keep it with you while on your travel course.

We wish you a successful study abroad or study USA travel experience!
**CHECKLIST**

- **Passport**
  If you do not already have a passport, make sure that you apply for one right away. Keep a copy of the first two pages (pages with your picture and personal information) of your passport separate in case you lose your passport. It is recommended that you leave one copy with your emergency contact and provide one copy to the Study Abroad+Study USA Office in addition to your own personal copy.

  Passport applications can be obtained at most U.S. Post Offices or you can go online at [www.travel.state.gov](http://www.travel.state.gov) for application forms and instructions. Remember to read all instructions before applying for a new passport or renewing an old one. You **must** have all required documents and photos, Passport applications that are incomplete will not be processed. Expedited service is available for an additional fee.

- **Immunizations**
  Some countries require additional vaccinations. If you are not sure what vaccinations you may need, check out the CDC website at: [http://wwwnc.cdc.gov/travel/](http://wwwnc.cdc.gov/travel/)

- **Medications**
  If you take medications, make sure that you have enough for the duration of the travel course, as well as copies of the prescription in case yours is lost.

- **Emergency Contact Information**
  You must have emergency contact information on file with the Study Abroad+Study USA Office. This form is available in the appendix. Copies will be provided for your faculty leader in the event that someone needs to be contacted for you. Your faculty advisor will have a cellular telephone for emergencies and will be able to get in touch with a representative from the Study Abroad+Study USA Office 24 hours a day.

- **Medical Form**
  Along with your emergency contact information form is the **Medical Form**, this form is available in the appendix. This form must be completed to the best of your knowledge, signed and returned to the Study Abroad+Study USA Office or you will not be able to participate in a Study Abroad+Study USA travel course. Keep a photocopy of this form for your information.

- **La Roche College Assumption of Risk and Release Form**
  You must read, sign and return the La Roche College Assumption of Risk and Release Form to the Study Abroad+Study USA Office or you will not be able to participate in a Study Abroad+Study USA travel course. This form is available in the appendix. Keep a photocopy of this form for your information.

- **La Roche College Study Abroad+Study USA Program Students Rights and Responsibilities Form**
  You must read, sign and return this form to the Study Abroad+Study USA Office or you will not be able to participate in a Study Abroad+Study USA travel course. This form is available in the appendix. Keep a photocopy of this form for your information.
CONTACT INFORMATION

Emergency Contact Information

Office of Study Abroad+Study USA
La Roche College
9000 Babcock Boulevard
Pittsburgh, PA 15237
412-536-1037 (tel)
412-536-1772 (fax)
www.laroche.edu/studyabroad/SASUSA
studyabroad@laroche.edu

In case of an emergency immediately notify your faculty leader. If you are unable to locate your faculty leader, call the Office of Study Abroad+Study USA 24 hours a day at one of the phone number listed below:

412-538-7583
412-865-9718

Inform your parents or guardians that locating a program overseas can be difficult due to the hectic schedule inherent to a short-term program. The Study Abroad+Study USA Office is in constant communication with faculty leaders while overseas and in the United State and will assist in any emergency situation.
PRE-DEPARTURE PLANNING

Preparatory Questions

What am I looking for in a study abroad or study USA travel experience? Have I made a list of my goals? What are my hidden (or unspoken) expectations? What cultural experiences am I looking for during my travel course? How will this experience impact my career objectives? How familiar am I with my own cultural heritage? Can I answer questions about my own hometown, state, country, US culture, customs, and politics?

Travel and Arrival Questions

How do I get a passport? Why do I need one? What can I do to avoid having my passport stolen? If my passport is stolen, do I know where to go to get a new one? Should I photocopy my passport and other important documents? What is a visa? Will I be going to countries that require a visa? If so, who is responsible for obtaining a visa and how long will it take to get one?

Do I know the weight and size limits for luggage on planes? Can I carry all of my luggage for plane and train connections as well as to the hotel(s)? Can I manage it alone? What do I really need to bring and what should I leave behind?

Do I know the currency exchange rate of the country/countries I will be traveling to? Do I know how and where to obtain that country’s currency? Am I familiar with the bills and coins? Should I bring a pocket calendar?

Site Questions

What is the climate like where I will be? Do I have the appropriate clothes for the climate? Am I bringing too many clothes?

Can I request a single room? Can I choose who I room with? Will laundry service be available? Do I have to get up with the group in the morning? Who do I speak to if I feel sick?

Where do I cash traveler’s cheques? What are the banking hours? Do I have an ATM card? Will it work overseas? Can I access my savings at an overseas ATM? Can my parents access my account for deposits or withdrawals on my behalf?

Are local telephone calls free in the hotel? How will I pay for calls? Are calls overseas and within the country itemized? Should I purchase a phone card? Do I know the long distance and overseas access codes? Will I be able to call home on arrival?

What are the normal expectations regarding the use of hot water, heating and power consumption? Is there central heating? What about voltage? Plug size?
TRAVEL AND ARRIVAL

Arrival Instructions

Unlike semester or academic year programs, the Study Abroad+Study USA Office makes travel arrangements for all short-term Study Abroad+Study USA travel courses. During orientation, you will receive information on travel arrangements for your program, as well as flight schedules and when/where you will be required to meet for departure and return.

The program will not provide round-trip transportation from your home to the airport; this is your responsibility. You are encouraged to speak with other students on the program to arrange for a group departure.

Currency Exchange

Currency Exchange is available at the Pittsburgh International Airport for individuals traveling overseas who wish to convert their US dollars before leaving the country. Travelex is the currency exchange provider at PIT, the company website is accessible via the following link: http://www.travelex.com/. Travelex provides currency exchange services as well as a product called a “Cash Passport” which claims to have the security of travelers cheques with the convenience of an ATM card. It is up to you to decide what, if any, currency services are right for you.

DO NOT BE LATE! IF YOU MISS YOUR FLIGHT YOU MAY VERY WELL MISS THE ENTIRE PROGRAM! RESCHEDULING A FLIGHT CAN BE DIFFICULT, TIME CONSUMING AND EXPENSIVE.
HEALTH ISSUES

Medical Insurance

The Study Abroad+Study USA Program provides limited accident and sickness insurance coverage for all students who enroll in a travel course. The premium for this insurance is included in the program fee.

Information on health insurance will be given during orientation. Take time to review the summary of insurance coverage provided by the program, as well as the health insurance coverage you may already have and what it includes. Keeping in mind that all students have varying medical needs and that each host site will not have the same health care services, you need to personally make an assessment of your needs. A few important questions:

- Does the insurance cover students engaged in international education while outside their home country? Are there limitations?
- What is the maximum sickness and injury benefit?
- Are pre-existing conditions covered?
- Are accidental death and dismemberment covered? Does the policy cover repatriation of remains and if so, what is the maximum payable?
- Does the policy cover emergency medical transportation/evacuation and if so, what is the maximum payable? Are there limitations?

Visit your Doctor and Dentist

It is strongly recommended that you contact your doctor and dentist prior to departure if you have pre-existing medical or dental conditions. Remember, studying abroad can be stressful both physically and mentally. A healthy mind and body are essential to a successful study abroad experience.

If you are experiencing any physical or emotional problems, please address them before leaving for your travel course. If you have not been feeling well, make an appointment with your doctor for a check-up; if you anticipate any dental work (i.e. extraction of wisdom teeth), get it done before departure; if you are experiencing any emotional, eating, or substance abuse problems, seek professional advice and consider deferring your participation in a Study Abroad+Study USA travel course until you have the problem well under control. The sorts of pressures, which can lead to eating disorders, emotional, and dependency problems, are only exacerbated when you are coping with adjustment to the hectic schedule of a short-term travel course. Leaving the country will not make your problems go away – if anything, it will make them worse.

The range of counseling services available to students on the La Roche College campus and most U.S. college campuses will probably not be available overseas. Many insurance policies, if they reimburse for counseling services at all, may not do so for services obtained overseas or out of state. In the event that appropriate counseling is unavailable to your overseas or out of state, you will be advised to withdraw from the program and return home.
For your safety and well-being, it is vital that you inform us of any physical, emotional or psychological difficulties or special needs that you may have on the Medical Form provided in the appendix of this handbook. On the other hand, if you are simply nervous about experiencing a different culture, do not worry. You are not alone. Stop by or call our office to talk about your concerns.

**Vaccines & Immunizations**

Ask your physician if you need any vaccinations or boosters. You should also consult the Center for Disease Control and Prevention website, which provides information on vaccines and immunizations for travel abroad, as well as other information relating to health issues. The CDC website is accessible via the following link: [www.cdc.gov](http://www.cdc.gov)

**Medications**

Bring enough medication to cover you for the duration of the entire program. Do not expect to fill prescriptions overseas! Filling a prescription overseas can be expensive and finding the equivalent medication can be difficult. For travel to other states, medications can be filled if you already use a large chain-type pharmacy. Any medications that you bring should be in the original, properly labeled containers. If you wear glasses or contact lenses, bring an extra pair in case you lose or damage your original pair.

**Emergency Contact Information**

Our office needs to know who to contact in the event of an emergency, and we also need to provide this information to your faculty leader(s). Please complete the Medical Authorization/Emergency Contact Information form located in the appendix.
PACKING

Clothes

Effective packing is a refined art. The following tips might be of help when you pack:

Ensure that every bag is marked in capital letters with your name, address, and final destination both inside and outside of the bag. Be warned that both trains and planes place additional charges on extra or overweight luggage, as well as over-sized luggage. Please check with your airline for the most recent regulations on check-in procedures and carry-on baggage.

What to Carry With You on the Plane

Remember to carry with you all essential items (i.e. prescription medications, important paperwork, etc.). DO NOT PACK SUCH ITEMS IN YOUR CHECKED LUGGAGE. If your luggage is lost, you will have to replace items that could be difficult, if not impossible, to replace while overseas. It is advisable that you pack one change of clothing in your carry-on as well, in the event that your luggage is lost.

Do Not Over-Pack!

If you look at any experienced traveler, the first thing you will notice is how little luggage he/she has. The more clothes you pack, the more you will have to take care of, and the heavier your suitcase will be. Make sure that everything you pack is essential. Also, you will probably accumulate quite a few gifts and souvenirs, so it is a good idea to leave space in your suitcases. International flights generally allow for one (1) piece of checked luggage up to 50 lbs. free of charge. Domestic flights usually do not allow for any complementary checked luggage. The Study Abroad+Study USA Office will incur the cost of one (1) 50lbs. or less standard size piece of luggage for students enrolled in Study USA travel courses. Overweight, oversize, and/or additional luggage is the responsibility of the student.

Take Practical Clothes

Clothes that require minimal care, are comfortable to travel in, and can be layered are best to take. These times include turtlenecks, T-shirts, lightweight sweaters, and sweatshirts (for cooler climates) T-shirts, and other easy care, lightweight fabrics for warmer climates. Layering is the best way to combat temperature changes. Avoid bringing clothes that need dry-cleaning or special handling.

Roll Your Clothes

The fashion industry uses this method of packing as you can fit more in your suitcase and have fewer wrinkles in your clothes upon arrival.

Do not bring a piece of baggage that is so heavy that you cannot lift or move it without help. A good test is to pack everything you want to take and see if you can walk one block. You will be responsible for your own luggage, so do not rely on the fact that another student or your faculty leader will be able to assist you if you over-pack!
ESSENTIAL EXTRAS

Clothing/Accessories

- Comfortable shoes (make sure you break in new ones)
- Strong umbrella, raincoat, or waterproof parka
- Wind-up or battery-operated alarm clock
- Travel purse (one that you wear around your neck) or money belt for passport, ID, money, ATM/credit cards and/or travelers cheques.

Electronics

Worldwide, electricity generally runs on 220 volts, while the U.S. runs on 110 volts.

Taking U.S. electronics abroad can be difficult, confusing or even dangerous. Most electronics have the capability of operating abroad, but you have to understand the difference between voltage and wattage. For example, most cellular phone chargers, digital camera chargers and laptop computer power adapters are capable of operating from 100 – 240 volts. The wattage range will also be illustrated on your charger. These electronics usually operate at a lower wattage than say, a hair dryer or microwave oven and only require a plug adapter to operate on 220 volt plugs. However, electronics like hair dryers, hair straighteners and curling irons operate on a considerably higher wattage and are NOT to be taken abroad unless the electronic states that it is for dual voltage use. Using these electronics with a plug adapter or voltage converter is not advisable unless the electronic is labeled for dual use. If you must have these electronics with you, consider purchasing a dual voltage version or purchasing one once you arrive in country.

Cellular Telephones

Your cellular telephone may or may not work abroad, depending upon your carrier. Generally, AT&T, Sprint and T-Mobile are capable of operating abroad. If Verizon is your carrier, you may have to rent a separate phone in order for usage abroad. PLEASE NOTE: sometimes activation of international service must be done a month in advance. If you are considering using your cellular phone abroad, contact your carrier immediately. Also, your existing rate plan will not apply abroad; this includes airtime minutes as well as text messages and data services. If you must have access to your cellular phone while abroad, contact your carrier regarding rates per minute, per text message and per megabit of data.

Phone Cards

You may want to research phone cards for use with landline telephones while you are abroad. The cards are often readily available in “convenience stores” abroad. Research the types of cards available before you leave the U.S. Rates are based on where the call is originating as well as where the call is going to.
MONEY MATTERS

ATM

By far, the easiest and most convenient way for Americans to draw money from their banks in the U.S. is by using their ATM cards. You should check with your bank/credit union to see if your ATM card will function properly in the country or countries you are traveling to and/or if you need to use a different PIN abroad. Check the maximum amount you may withdraw in one day or in one week, as this can vary from bank to bank. Also, check about service charges and foreign transaction fees that your bank may charge for accessing ATMs abroad. If you already know that your ATM card is able to be used abroad, notify your bank of the exact dates you will be abroad, as well as what country or countries you will be traveling so that you do not have your card shut off due to suspicious activity.

- Machines that accept CIRRUS affiliated cards are more common than those that accept PLUS affiliated debit cards.
- Having a debit card that is also affiliated with Visa or MasterCard is highly advisable, as some ATMs only process these types of transactions. Do not worry, you should not be charged for the transaction like you would a cash advance on a traditional credit card, but always check with your bank before you leave the U.S. to verify their policies.

Credit Cards

It is a good idea to take at least one major credit card with you. It will come in handy if you need to purchase plane or train tickets or for other emergencies. MasterCard and Visa are accepted almost everywhere. You may also access your U.S. account through ATM machines, but take note of your credit card’s policy on cash advances. The interest rates for such transactions are usually considerably higher than for purchases.

- Visa and MasterCard are the most commonly accepted cards. Do not bring a Discover Card. American Express is also not widely accepted.
- Be aware that credit card companies charge a fee for “cash advances” if you choose to take money out of an ATM using a credit card. Be sure you know what these fees are before you leave the U.S.
- Before you leave, make sure to get a PIN number to use with your debit and/or credit cards. Make a copy of the cards you carry and keep it in a safe place (i.e. with your passport).
- If you charge purchases to your card, you may get a slightly better exchange rate than you would at a bank; however, be aware that most credit card companies charge a foreign transaction fee of 1 – 5%. Contact your credit card company before you leave the U.S. to find out what their foreign transaction fee is.
- It is a good idea to notify your credit card company that you will be travelling, where you are going, and the dates that you will be travelling.

Travelers Cheques

Travelers cheques are not as commonly accepted as they once were. It is recommended that you do not use travelers cheques while abroad.
THE TRAVEL COURSE

Attendance

Given the compact pace of Study Abroad+Study USA travel courses; attendance is mandatory for each lecture, site visit or program-related activity. Failure to attend all program-related activities will result in your immediate withdrawal from the program and return to the U.S. at your own expense. Exceptions may be made for illness or injury that occurs while on the travel course.

 Orientations

Orientations/class meetings allow you to ask questions about the course syllabus, term papers, and other projects for the course. Attendance is mandatory for all orientations. Failure to attend orientations will result in your withdrawal from the program. NOTE: this does not include information sessions that are held prior to course enrollment; these information sessions are intended to help you decide if you are interested in a particular travel course and are not part of the official travel course.

Alcohol and Drugs

La Roche College has very strict policies regarding alcohol use on campus grounds, with exceptions only existing for individuals of age attending college sanctioned alcohol-approved events. The Study Abroad+Study USA Office acknowledges that laws regulating alcohol consumption vary from country to country and the legal age to consume alcohol abroad may be different from the legal age in the United States. If you are enrolled in a Study USA travel course, all of La Roche College’s policies and disciplinary procedures for alcohol consumption and abuse hold for the duration of your travel course. If you are enrolled in a Study Abroad travel course, you must abide by the local laws and regulations governing alcohol consumption, but any abuse is still subject to the policies and disciplinary procedures of La Roche College. Please see the La Roche College Student Handbook pages 53 – 56 for reference. http://www.laroche.edu/sl/pdfs/Student%20Hbook-10.pdf

However, in addition to disciplinary action based upon the La Roche College Student Handbook, students who violate the alcohol policy while on a Study Abroad+Study USA travel course are subject to dismissal from the program and may be sent home at their own expense.

On-Site Behavior

You are expected to abide by the policies governing behavior at La Roche College. Disruptive, abusive or aggressive behavior (including sexual harassment) will not be tolerated. Any violation will result in your immediate withdrawal from the program and transfer home and your own personal expense.

Withdrawal

If you are asked to leave the program for any reason you will be responsible for all fees and/or charges associated with your return. If you must leave due to an illness, injury or family emergency, the Study Abroad+Study USA Office holds the sole discretion regarding whether or not you are responsible for fees associated with your return. If you illness or injury resulted from a violation of the policies of the Study Abroad+Study USA Program, you will be held financially responsible for all costs associated with your return.
ISSUES WHILE TRAVELING

The Local Area

You are strongly encouraged to explore the sights and sounds of each city you visit while on your program. Free time is scheduled into virtually every program, and you will have ample time to explore on your own. Meals on many programs include breakfast and dinner; generally, lunch is not included and provides you with an opportunity to explore the local cuisine.

Accommodations

Accommodation is generally in tourist class hotels and consists of double (and sometimes triple) occupancy per room. You will be notified of the particular accommodation scheme for your program. Some programs allow for individuals to opt for a single room at an additional charge. If your travel is covered by the Study Abroad+Study USA Program, this additional supplement will be your responsibility. Individuals not covered by the SA+SUSA Program also are responsible for the additional room supplement fee if they opt for a single room. Occasionally, depending upon program, accommodations will be much more rustic. This is not due to cost, but rather, the nature of the program necessitates it.

Safety While Traveling

You are strongly discouraged from traveling to areas that the U.S. State Department has designated as hazardous or has advised against travel. If the destination country or countries of your program are suddenly listed on the U.S. State Department’s Travel Advisories and Consular Information Sheets, the Study Abroad+Study USA reserves the right to cancel the program. In the event that this occurs, normal refund policies do not apply: all students are refunded and retain eligibility a future SA+SUSA travel course.

The SA+SUSA Office will register all participants in Study Abroad travel courses with the U.S. Department of State’s Smart Traveler Enrollment Program (STEP). This program is a resource, which allows the SA+SUSA Office to be better prepared in the event of an emergency. For more information, visit http://travel.state.gov/travel/tips/registration/registration_4789.html
CONDUCT AND SAFETY

You will soon be entering a culture that is probably foreign to you. Please read through the following sections carefully; they are not meant to frighten you, but rather to inform you of issues which you should be aware upon arrival at your new setting. This advice is applicable no matter where you are in the world.

Student Conduct

La Roche College seeks to provide all members of the La Roche community with an environment conducive to learning. Application to participate in the Study Abroad+Study USA Program indicates a free choice to become part of an academic community, to participate in its programs, and to accept the responsibilities of membership therein. The College’s acceptance of the student in turn represents the extension of privileges of community membership to the individual and the right to remain a part of it so long as the student meets the academic, financial and behavioral expectations of the community. By enrolling in or attending a course or program of study sponsored by the College, all persons are deemed to have agreed to respect the rights of the College and its members, and to be held accountable for all regulations and procedures as presented in the “La Roche College Student Handbook,” published by the Division of Student Life, to the normal expectation of ethics, conduct and good citizenship. La Roche College reserves the right to suspend or dismiss any student for failure to maintain a satisfactory academic record, acceptable personal behavior, or satisfactory standards of health.

While overseas, you are not only subject to the La Roche College standards of conduct and disciplinary sanctions, but also to the local laws and sanctions of the particular country in which you are studying. In many countries, the punishment for possession and/or distribution of controlled substances and for driving under the influence of alcohol or controlled substances is much more severe than in the U.S. You should be aware that if you are arrested for a crime overseas, there is little that La Roche College or the local U.S. Consular authorities can do to intercede on your behalf. On the whole, students who choose to enroll in a Study Abroad+Study USA travel course exhibit a greater degree of maturity and responsibility than many of their peers.

The Study Abroad+Study USA Office has the authority to establish rules of conduct necessary for the operation of the program and to reserve the right to require a student to withdraw from the program for any violations thereof.

General Safety in Public Places

Many people’s impressions of Americans come from what they see on American television shows. Americans are seen as wealthy, particularly in developing countries, and in many locations you may be better off than the local population. Americans are also easily noticed. We dress differently, we speak loudly in groups, we carry backpacks, we wear athletic shoes and baseball caps, and our American accent is unmistakable. By following the suggestions below, you can minimize your exposure in unsafe situations:
- Do not leave your bags or belongings unattended at any time. Security staff in airports and train stations are instructed to remove or destroy any unattended luggage. Do not agree to carry or look after packages or suitcases for anyone. Make sure that no one puts anything in your luggage.

- When you travel, use a waist or neck pouch to carry your passport, credit cards and extra cash. Wear the pouch under your clothes. Keep a separate record of your passport and credit cards in another part of your belongings so that you will have a record of it in the event that your passport or credit cards are stolen.

- Do not carry more cash than you are prepared to lose.

- Be careful when wearing headphones or talking on your cell phone while out in public. Such distractions can be dangerous, especially if you are unfamiliar with local traffic.

- Be as inconspicuous in dress and demeanor as possible. Downplay those elements of your appearance and manner, which broadcast that you are American. Here are some “tip-offs” to avoid if you do not want to be pegged quickly as an American:
  - Wearing US college or university insignia clothing or heavily patriotic American clothing
  - Wearing baseball caps
  - Talking loudly with a group of friends

- Use the buddy (or in the evening, small group) system. Walking with someone else helps to deflect approaches by would be harassers. Do not go out alone!

- Be alert to the people whom you have contact. Be wary of people who seem overly friendly or overly interested in you. Be cautious when you meet new people. Do not give out your hotel information. Be careful about sharing information about other students or group events. Be alert to anyone who might appear to be following you or to any unusual activity. Report any unusual people or activities to the faculty leader or other on-site staff and/or authorities immediately.

- In countries where drivers drive on the left-hand side of the road (e.g. Australia, England and Ireland), you will have to make an extra effort to check traffic before crossing the street. Be careful to observe traffic lights. Stay on sidewalks away from the curb, and walk facing oncoming traffic whenever possible. Drivers in large cities can be aggressive, and often erratic. *Never* assume that a car will stop for you or steer out of your way.

**Money and Other Valuables**

- Keep your cash and other valuables in a locked suitcase in your room whenever possible.
- Do not take expensive or otherwise sentimental jewelry with you, it can get stolen. Be aware that it is common in some cities for thieves on motorcycles to pull gold chains off of the necks off pedestrians. Leave your inessential valuables at home.
• Avoid putting important or valuable items in the back pocket of your pants or in a backpack. If you wear a backpack, put it in front of you in crowded places. We highly recommend bringing a money belt, waist or neck pouch that can be worn concealed under your clothes.

• Do not handle or display large quantities of money (dollars or local currency) on the street. Only bring as much money with you as you need for the day or night.

• Be aware of your surroundings when withdrawing money from and ATM. Quickly remove your money from the machine and place it in a wallet. When you are able, transfer some of the funds to your money belt or waist/neck pouch.

• Be particularly vigilant in areas where there have been numerous reports of pick-pocketing and purse snatching, especially in tourist areas. Be aware that thieves on mopeds snatch purses, so have your bag face away from the street.

• If you suddenly find yourself being “crowded” in a market, move away from the crowd. Thieves may be slicing open your purse or backpack with a razor.

U.S. Department of State Consular Information Sheets and Travel Warnings

Consular Information Sheets are available for every country of the world. They include such information as locations of U.S. Embassies and Consulates, health conditions, crime and security information, drug penalties, and other information. Travel Warnings are issued when the State Department recommends that Americans avoid travel to a certain country or region. Consular Information Sheets and Travel Warnings, as well as other information is available on the U.S. Department of State website accessible via the following link: www.travel.state.gov

Local Transportation and Travel

• If someone leaves a package unattended on a seat near you in any crowded public place (e.g. airports, train stations, metro, bus, or public transportation) notify the driver or other authority immediately and get away from it as quickly as possible.

• Driving and pedestrian behaviors overseas can be very different from those we take for granted in the U.S. Even in developed countries, accident rates are sometimes higher than in the U.S.

• You may see other passengers on public transportation who do not appear to be paying the fare. Do not copy them. Many of them have passes that they only show when asked by an inspector. If you get caught without a ticket or pass, you can be pulled off the public transportation you are traveling on and be taken to the police station.
Independent Travel

- While independent travel is generally not possible on short-term programs, you may find yourself with a free day. If you plan to do any traveling outside of the group, keep the faculty leader informed of your travel plans and make sure that your plans are approved.

- Never travel alone. Always try to travel with at least one other person.

- Have sufficient funds or a credit card on hand to purchase emergency items such as bus or train tickets, or for medical treatment.

In Times of a Political Conflict

The SA+SUSA Office is constantly monitoring the state of international affairs via the U.S. Department of State’s website, accessible via the following link: www.state.gov. The SA+SUSA Office will never send students and faculty to areas that the U.S. Department of State has listed as presenting an imminent threat to Americans who travel to that region. However, sometimes situations can develop quickly without notice. The SA+SUSA Office will monitor the any such situations and attempt to remove the SA+SUSA group from the area as soon as possible (if deemed necessary).

- In the unlikely event of a political conflict, the faculty leader and the Study Abroad+Study USA Office will monitor the situation. You should also keep informed by watching television, listening to the radio, or reading the newspaper. In the event of an emergency, advisories may be made to the general public through the media. You are required to follow the instructions of the faculty leader in the event of an emergency.

- When in large cities and other popular tourist destinations, avoid or spend as little time as possible in potential target areas for terrorist activities, especially places frequented by Americans such as: bars, discos and U.S. fast food restaurants; branches of American banks; American churches; American consulates or embassies; American cultural centers.

- Keep away from areas known to have large concentrations of residents sympathetic with interests unfriendly to the U.S. and its allies. Consult with the faculty leader before venturing out to popular tourist destinations.

- Keep away from political demonstrations, which can easily result in clashes between demonstrators and authorities, particularly those authorities seen as aligned with the U.S. If you see a situation developing, resist the temptation to satisfy your curiosity and investigate what is happening. Walk the other way. Go back to your hotel and watch it on the news.

- Do not agree to newspaper or other media interviews regarding political conflicts or controversial issues. It is important to remain as inconspicuous as possible. Do not make reference to your SA+SUSA group. In such cases, always say “no comment,” and walk away.
Alcohol and Drugs

It is important to keep the following in mind so that you do not find yourself in a situation, which could put your personal health and safety in jeopardy, or lead to a violation of the La Roche College Student Handbook and/or local laws.

- Do not consume large quantities of alcohol, particularly with people you do not know in public places like pubs, bars or parties. You should be careful in public places where alcohol may be consumed, and constantly aware of the fact that you are in another country with another set social customs. Until you are familiar with these customs, you should err on the side of caution.

- If you consume alcohol, remember that your ability to make sound judgments is impaired, and you may be putting yourself in danger.

- Many drugs are available in other countries over-the-counter that would not normally be available in the U.S. Be certain when purchasing medication that you know the ingredients and understand their effects, especially if you are taking another medication.

- Do not consume alcohol while taking any medication.

Advice Especially for Women

What may be considered appropriate or friendly behavior in the U.S. may bring you unwanted, even dangerous attention in another culture. Some cultures view eye-contact or a smile, as an invitation to approach. Observe how the host country’s women dress and behave and follow their example. Try not to take offense at whistles and other gestures, but if your intuition tells you a situation is dangerous, then act as if it is. A common stereotype held by people in other countries is that all American women are promiscuous. Be careful with giving your trust. This applies generally, but is especially important when traveling alone.

Avoiding Sexual Harassment and Sexual Assaults (For Both Men and Women)

It is important that men understand and be sensitive to the kinds of problems women in their group may face. Also, American men can be victims of sexual assaults while abroad.

- Be aware of how you carry yourself and dress. Even things as seemingly insignificant as smiling and your stride will mark you as a foreigner. Avoid looking like a stereotypical American; dressing fairly conservatively will help deflect at least some potential harassers (avoid wearing micro-miniskirts on the street, even if every local woman you see is wearing one!) In some cultures, normal American female dress could be viewed as that of a prostitute.

- In many parts of the world, meeting a man’s gaze/making eye-contact is widely viewed as sexually provocative, and you may be followed, verbally harassed, or touched as a result.
• Usually the best response to unwanted stares, comments or touches is to ignore the harasser and remove yourself from the situation quickly and calmly. Although verbal responses often work, cursing your harasser in the local language or in English may result in your being struck. Avoidance is the safest tactic.

• If you continue to be followed, spoken to, or touched after repeated attempts to get away, try to remove yourself to a very public place. Tell your harasser firmly and calmly to leave you alone. Sometimes threatening to get the police is effective, but sometimes the police are less than supportive.

**QUICK GUIDE**

**Safety and Security**

For country information sheets, travel warnings, passport services, visa requirements, health issues, transportation questions and other information:

U.S. Department of State: Bureau of Consular Affairs [www.trave.state.gov/](http://www.trave.state.gov/)
Centers for Disease Control and Prevention [www.cdc.gov/travel/](http://www.cdc.gov/travel/)
Transportation Security Administration [www.tsa.gov/](http://www.tsa.gov/)

**General Travel and Safety**

Lonely Planet Guides [www.lonelyplanet.com/](http://www.lonelyplanet.com/)
Conde Nast Traveller Online [www.concierge.com/](http://www.concierge.com/)
STA Travel [www.statravel.com/](http://www.statravel.com/)

**Travel Guides and Information**

Frommer’s Travel Guides [www.frommers.com/tips/](http://www.frommers.com/tips/)
Let’s Go [www.letsgo.com/](http://www.letsgo.com/)
The Lonely Planet [www.lonelyplanet.com/us](http://www.lonelyplanet.com/us)
International Travel Health Guide [www.travmed.com/health_guide.htm](http://www.travmed.com/health_guide.htm)
**REFUND POLICY**

Because of the unique nature of the Study Abroad+Study USA Program, two separate “refund” policies exist.

1. For students enrolled in a SA+SUSA travel course as their “eligible” program:
   - If you withdraw from the course **at least** 50 days prior to the departure date of your program, you may retain your eligibility for a different SA+SUSA travel course.
   - The SA+SUSA Office must be notified immediately if you choose to withdraw from a travel course. Withdrawing through the Registrar’s Office is not considered formal withdrawal and you will forfeit your right to a future “free” travel course.
   - If you withdraw from the course **less than** 50 days prior to the departure date of your program, you will forfeit your right to a future “free” travel course.
   - Exceptions will be made at the discretion of the SA+SUSA Office for withdrawals that occur due to medical, family or financial emergencies.

2. For students enrolled in a SA+SUSA travel course at their own expense:
   - If you withdraw from the course **at least** 90 days prior to the departure date of your program, a full refund of the funds paid to that point will be given, less the $75 application fee and $200 deposit.
   - If you withdraw from the course **at least** 60 days prior to the departure date of your program, a 50% refund of the funds paid to that point will be given, less the $75 application fee and $200 deposit.
   - If you withdraw from the course **less than** 50 days prior to the departure date of your program, no refund will be given and the outstanding balance is immediately payable to La Roche College.
   - The SA+SUSA Office must be notified immediately if you choose to withdraw from a travel course. Withdrawing through the Registrar’s Office is not considered formal withdrawal and you will be responsible for the full program cost.
APPENDIX
Medical Report

To be filled in by applicant

Name: __________________________________________

Address: ________________________________________

Date of birth: __________  Sex: _____  Height: _____  Weight: _____

Physician name: __________________________________

Telephone: ________________  Fax: ________________

Duration of travel course (i.e. 5 days, 1 week, etc.): __________________________

Are you in good physical and mental health, so far as you know and believe?

☐ Yes  ☐ No (explain)

________________________________________________________________________

What diseases, ailments or injuries have you had in the past five years?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Have you had any allergic reactions? If so, to what?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Are you currently on any medications? If so, please list.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

If you are currently on a restricted diet, please give details.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
MEDICAL AUTHORIZATION/EMERGENCY CONTACT INFORMATION

By signing this form, I authorize a representative from La Roche College to speak directly with my health care provider to obtain more information concerning my health problems, IF IT IS DEEMED NECESSARY. I further understand that this information is completely confidential and will be used solely for the purpose of ensuring that my participation in the Study Abroad+Study USA Program will not compromise either my safety and well-being or that of the group.

I further understand that if La Roche College deems that my participation in the Study Abroad+Study USA Program will in any way endanger my safety and the well-being or that of the group, I will be denied admission. I understand that not all of the services and support systems provided at the La Roche College campus are available abroad.

I understand that any undisclosed health or psychological issues will be cause for denial of admission to the Study Abroad+Study USA Program or dismissal while on a travel course. I understand that any health or psychological problems that arise between the time of my admission to the travel course/submission of the health clearance form and departure for the travel course must be reported. At such time, La Roche College will re-evaluate my application and reserves the right to revoke admission to the program if such action is deemed necessary.

| Name(s): | __________________________________________________________________________ |
| Relationship to applicant: | __________________________________________________________________________ |
| Address: | __________________________________________________________________________ |
| City: | __________________________ | State: _____ | Zip: __________ |
| Phone(s): |________________________________________________________________________ |
| E-mail address (if available): | __________________________________________________________________________ |

In the event of an emergency while on a travel course, La Roche College may notify my emergency contact(s). In the event that I need medical or psychological care, hospitalization or surgery while on a travel course, I understand that every effort will be made to contact the person(s) listed above. In case my emergency contact(s) cannot be reached ad an immediate decision about care or treatment must be made, I authorize La Roche College, through its representatives, to secure necessary treatment. La Roche College may, but is not obligated to, take any actions that it considers to be necessary regarding my health and safety.

| Name of applicant (printed): | __________________________________________________________________________ |
| Signature of applicant: | __________________________________________________________________________ |
| Date: | __________________________ |
Study Abroad+Study USA travel courses provide unique opportunities for academic achievement and personal growth, but these courses also entail special risks. This release form specifies certain areas of risk that you should know about prior to applying to a Study Abroad+Study USA travel course.

I __________________________, hereby agree as follows:

1. RISKS OF TRAVEL COURSES: I understand that participation in the La Roche College Study Abroad+Study USA Program may involve risks not found in study on campus at La Roche College. These risks include, but are not limited to those risks involved in traveling to and within, and returning from, one or more foreign countries, foreign political, legal, social, and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; local medical and weather conditions; OR within the United States, different local/state ordinances, laws and statutes. I have made my own investigation, and am willing to accept 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 transportation carrier, hotel, travel organizer or other provider of goods or services involved in the Program.

3. LIMITS OF COLLEGE RESPONSIBILITY: I understand that the College cannot:
   a. Guarantee the safety of participants or eliminate risk from the travel course environment.
   b. Monitor or control all the daily personal decisions, choices, and activities of individual participants.
   c. Prevent participants from engaging in illegal, dangerous or unwise activities.
   d. Assure that US standards of due process (while abroad) apply or provide or pay for legal representation for participants (either abroad or within the US).
   e. Assume responsibility for the actions of persons not employed or otherwise engaged by the College, for events that are beyond the control of the College and its affiliates, or for situations which arise from the failure of a participant to disclose pertinent information.
   f. Assure that the home-country cultural values will apply on the program when these differ from those of the host country.
   g. Be responsible for any injury or loss suffered when traveling independently or otherwise separated or absent from any College-supervised activities.
4. HEALTH AND SAFETY:
   
a. I have consulted with a medical doctor/physician with regard to my personal medical needs. There are no health-related reasons or problems that preclude my participation in the Program.
   
b. I understand that the program I am participating in includes mandatory insurance coverage. I may not opt out of this coverage in favor of a personal insurance policy. I may add additional insurance coverage at my own discretion. The College is not obligated to attend to any of my medical or medication needs, and I assume all risks and responsibility therefore. If I require medical treatment or hospital care, in a foreign country or in the United States during the Program, the College is not responsible for the cost or quality of such treatment or care. I agree to promptly express any health or safety concerns to the Program staff or other appropriate individuals.
   
c. The College may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses related thereto (if not covered by my insurance) and release the College from any liability for any actions.

5. STANDARDS OF CONDUCT:
   
a. I understand that each foreign country has its own laws and standards of acceptable conduct including but not limited to: dress, manners, morals, politics, drug use and behavior. I recognize that behavior which violates those laws or standards could harm the College’s relations with those countries and institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will traveling during my participation in the Program.
   
b. I understand that each state within the United States has its own local laws, ordinances and statutes. I recognize that behavior which violates those laws or standards could harm the College’s relations with those states and institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each state to or through which I will traveling during my participation in the Program.
   
c. I also will comply with the College’s and the Program’s rules, standards and instructions for student behavior.
d. I agree that the College has the right to enforce the standards of conduct described above, in its sole judgment, and that it will impose sanctions, up to and including termination from the Program, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the College, the Program, or other participants. I recognize that due to the circumstances of travel courses, procedures for notices, hearing and appeal applicable to student disciplinary proceedings at the College do not apply. If I am terminated from the Program, I consent to being sent home at my own expense with no refund of fees or program costs.

e. I will attend to any legal problems I encounter with any foreign nationals or government of the host country, as well as those that occur within any state in the US. The College is not responsible for providing any assistance under such circumstances.

6. PROGRAM CHANGES: The College has the right to make cancellations, substitutions or changes in case of emergency or changed conditions or in the interest of the Program. I understand that the College’s fees and program charges are based on current airfares, lodging rates and travel costs, which are subject to change. If I leave or am terminated from the Program for any reason, there will be no refund of fees already paid. I accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, or sickness, weather, strikes, or other unforeseen causes if it is not covered by my insurance. If I become detached from the Program group, fail to meet a departure bus, airplane, or train, or become sick or injured, I will, at my own expense, seek out, contact, and reach the Program group at its next available destination (if applicable).

7. ASSUMPTION OF RISK AND RELEASE OF CLAIMS: Knowing the risks described above and in consideration of being permitted to participate in the Program during the time period indicated on my application, I agree, on behalf of my family, heirs, and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the Program during the time period indicated on my application. I hereby agree to release, hold harmless and indemnify officers of La Roche College, its employees, and agents and the Board of Trustees, from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person during my participation in the Program during the time period indicated on my application (including period in transit to or from any country or state where the Program is being conducted).

Name (please print): ____________________________________________

Signature: ___________________________________________________
I understand, and will comply, with the following payment schedule and terms of withdrawal:

**Minimum Payment Schedule:**

- **Down Payment:** $200 (non-refundable and needed to secure a spot)
- **90 Days before Departure:** 60% of remaining balance
- **50 Days before Departure:** Remaining balance

**At any time additional funds may be paid toward the cost of the travel course. The figures listed above are minimums only.**

**Reimbursement Policy for withdrawal:**

If the SA+SUSA Office is notified at least 90 days prior to the date the travel course is to depart that you, the participant, must withdraw from the course, a full refund of the funds paid to that point will be given, less the $75 application fee and $200 deposit.

If the SA+SUSA Office is notified at least 60 days prior to the date the travel course is to depart that you, the participant, must withdraw from the course, a 50% refund of the funds paid to that point will be given, less the $75 application fee and $200 deposit.

If the SA+SUSA Office is notified less than 50 days prior to the date the travel course is to depart, the participant, must withdraw from the course, no refund will be given and the outstanding balance is immediately payable to La Roche College.

Name (please print): __________________________________________________________

Signature: _________________________________________________________________

Date: ________________
TRAVEL COURSE CANCELLATION AND REIMBURSEMENT POLICY

(for La Roche Students covered by the SA+SUSA Program)

I understand, and will comply, with the terms of withdrawal:

Eligibility Policy for withdrawal:

If the SA+SUSA Office is notified at least 60 days prior to the date the travel course is to depart that you, the participant, must withdraw from the course, you will remain eligible for the SA+SUSA Program and retain your right to enroll in a future SA+SUSA travel course.

If the SA+SUSA Office is notified less than 50 days prior to the date the travel course is to depart that you, the participant, must withdraw from the course, you forfeit your eligibility for inclusive participation in the SA+SUSA Program and any future SA+SUSA travel course(s) you wish to apply for will be at your own cost.

Exceptions:

The above withdrawal policy may be reconsidered if the individual has a true medical, family or financial emergency. The SA+SUSA Office must be notified, in writing, regarding the nature of the emergency, if the individual wishes to retain eligibility for a future SA+SUSA travel course. The SA+SUSA Office holds the sole discretion in determining if an individual retains his or her eligibility for inclusive participation in a future SA+SUSA travel course.

Name (please print): ________________________________

Signature: _______________________________________

Date: ____________
La Roche College Study Abroad+Study USA Program
Student Rights and Responsibilities

Study Abroad+Study USA travel courses offered through La Roche College are designed to enhance and broaden your college experience. Experiencing another culture, either abroad or within the United States, is an opportunity filled with challenges and excitement, so it entails taking on a certain about of personal responsibility. We ask for your cooperation in assuming your full responsibility as a Study Abroad+Study USA student and as an adult. Listed below are some of the things you will be required to undertake as part of your travel course. While enrolled in the program, students are subject to the rules, regulations, and policies of La Roche College, the provider organization, and host country (if applicable).

Students are responsible for:

1. Reading all information presented by La Roche College, your faculty leader and provider organization and carrying out the tasks outlined in these materials.

2. Securing a passport (if necessary).

3. Returning all forms requested by La Roche College, your faculty leader (if applicable) and provider organization (if applicable) on time.

4. Complying with payment schedules, and financial aid instructions (when applicable).

5. Attendance at pre-departure orientation meetings.

6. Paying all fees and personal expenses incurred while abroad, if not included on the official travel course itinerary.

7. Completing all academic work during the given time period.

8. Behaving in a manner respectful of the host culture.

9. Notifying the La Roche College Study Abroad+Study USA Office and faculty leader of any changes in address or contact information.

10. Educating themselves about their host country.

11. Assuming responsibility for their own personal safety at all times, especially when they are absent from the program activities, during free time periods, or periods of independent travel (if applicable).

Students who do not turn in all forms and attend required meetings may be dropped from the program. Students who jeopardize the program may be withdrawn. Students who do not complete academic work as assigned may fail to receive credit. Students who do not meet the financial obligations of the program may be withdrawn. Students who fail to comply with any of the responsibilities outlined above may be withdrawn and sent home at their own expense.

I understand and agree to comply with this Students Rights and Responsibilities Statement.

Signed_____________________________ Date_________________

Print Name_____________________________

*Please make a photocopy of this form and keep it for your information
Passport Information

Name of travel course: ________________________________

☐ Maymester    ☐ Summer Semester    ☐ Fall Break    ☐ Winter Break    ☐ Spring Break

☐ 2011    ☐ 2012    ☐ 2013    ☐ 2014

Student ID#: __________________________

Name: ________________________________

Last    First    Middle

Name as it appears on your Passport: ________________________________

Passport Number: __________________________

Issue Date: _______________    Expiration Date: _______________

Country of Citizenship: __________________________

Date of birth: _______________ (mm/dd/yyyy)

E-mail address: ________________________________

Home phone #: __________________________    Cell phone #: __________________________

Street address: ________________________________    Apt #: __________

City: __________________________    State: _____    Zip: __________