

# SAMFORD ABROAD



Faculty-Led Programs Manual

# PACKING LIST



## Carry-On

- Passport and any necessary visas
- Blue or black pen to complete landing card
- Printed or Electronic Airline Boarding Pass(es)
- U.S and foreign currency
- Copies of all important documents and emergency contacts
- Credit and debit cards
- Smartphone with either an international plan or the capability for a SIM card insert
- Phone charger
- Eye glasses and/or contact lenses
- Prescription medication in original container, back-up supply, and letter from doctor
- Vaccination record card (original & copy)
- Samford Student ID
- Instructions for treating any allergies or unique medical conditions
- Camera
- Laptop and other small electronic devices
- Extra change of clothes

## Checked Luggage

- Extra copies of important documents and emergency contacts
- Clothing
- Toiletries
- Nail clippers\*
- Electric or manual shaving razor\*
- Over-the-counter medicines
- Extra laptop battery and/or flash drive
- Small umbrella
- Small purse or pouch
- Converter or transformer volt electrical devices
- Plug adapter

\*May get confiscated if placed in your carry-on bag.

Check with <https://www.tsa.gov>

and

Your airline's website



# TO BRING



## Clothing

Bring at least one nice outfit for attending the theater, church, or tea. Women may want to pack a nice dress, suit, skirt/slacks, and/or blouse. Men are advised to pack a dress shirt, tie, and dress slacks.

## Electrical Items

Different countries have different electrical current volts. Converters and special adapter plugs are necessary to use American 110 volt appliances.

Do not confuse an “adaptor” plug with a converter or transformer. An adaptor allows an American electrical plug to fit into the UK wall outlet. A converter or transformer converts the electrical current from 220v to 110v. Most electronic devices purchased in the last five years come with built-in converters. Check before you plug. Your device should have tech specs printed on the converter that says “Input: 100–240V.”

## Glasses

Bring two pairs and your prescription. If you wear contacts, make sure you bring extra contact lenses, because you may not be able to find your brand abroad.

## Medicine

Any prescription drugs or medicines must be carried in original prescription bottles with an accompanying letter from your physician. Bring enough for your entire stay; it will be difficult to obtain a refill without seeing a physician.

Pack your preferred non-prescription remedies: a laxative, an anti-diarrhea medication, a decongestant, something for coughs and colds, Tylenol or Advil. You may not find your favorite brands in your host country. Pack only prescription medicines in your carry-on luggage (liquids in quantities/amounts that follow security guidelines).

# NOT TO BRING



## Weapons

All weapons are prohibited, including pepper spray and mace in some countries. The best weapon you can carry is a personal alarm that can be activated if you feel threatened in any way.

## Other

Do NOT bring the following items from the US:

- A hair dryer
- Flat Iron or curling iron

(These items will not work due to the differences in electrical systems.)



# FLIGHT SCHEDULE & POLICY



## Flight Schedule

Group flights are included in the program fee for Samford Abroad faculty-led and Daniel House programs. Group flights are round-trip and depart from a hub airport, typically Atlanta Hartsfield, though this may vary by program. Samford Abroad will provide the university travel agency, CV travel, with a list of all students registered in the program. Students have the option of adding a connecting flight from their hometown, or deviating from the group flight to extend their travel, for an additional cost to be paid by the student. Students who wish to add a connection or deviation must contact the travel agent directly to modify their flight.

## Flight Policy

1. I understand that the deadline specific to my program will come via email from Samford Abroad for arranging my connecting flight or deviation with CV Travel. I understand that if I do not contact CV Travel prior to the deadline, the only flight that will be arranged for me is the main group flight with no connections or deviations. If I decide to add a deviation or connection after the deadline, I will be responsible for the penalty charges associated with changing my flight after the deadline, as well as any additional airfare charges incurred. I understand that Samford Abroad and CV Travel is not responsible for limited availability due to late requests for connections or deviations.
2. I understand that I am responsible for arranging my own connecting flight and/or any deviations from the group flight by contacting Shellie Powe with CV Travel at shelliep@cvtravel.com.
3. I understand that I am responsible for any additional airfare charges associated with my connection or deviation, and that I will pay CV Travel directly for additional charges, by the due date specified by CV Travel.
4. I understand that I cannot skip a segment of my Samford arranged flight without first notifying CV Travel and making appropriate arrangements with them to do so. I acknowledge that skipping a flight segment will result in cancellation of my entire booking by the airline. If my booking is cancelled due to intentionally skipping a flight segment, I understand that I am responsible for any additional airfare or fees incurred to reinstate my booking.
5. I understand if I forego the group flight and purchase my own flight I must email the university travel agent and email geo@samford.edu with my flight itinerary. I understand that my program fee may not be reduced by the cost of my independently purchased flight, but rather, it will be reduced by the amount that the university would have paid for my flight. I understand if I opt out of the group flight and the university loses the group flight rate as a result, I will be responsible for additional costs incurred by the university due to having to use individual bookings. Samford Abroad strongly discourages purchasing flights independently, and both Samford Abroad and CV Travel assume no responsibility for any arrangements related to flights booked independently by students.

# TRAVEL INFORMATION



## General Information

Traveling light is important. You need to be able to carry your entire luggage without assistance. Be sure your name and contact information are taped inside your luggage and that your name is visible on your luggage tags.

## TSA

Check the Transportation Security Administration website (<http://www.TSA.gov>) prior to departure to find out what items are allowed in your carry-on bags. Pay close attention to the 3-1-1 for liquids rule. If you are not sure, pack liquids in your checked luggage. Prior to your departure, please check the following website for changing security and luggage requirements or restrictions: <https://www.tsa.gov/travel/travel-tips/travel-checklist>

## Backpacks

Former students suggest bringing a backpack that can be used for day trips and travel breaks or personal item. You may want to consider using a backpack as your carry-on luggage. Use a backpack without a frame, because this often makes the backpack too large for carry-on. Be sure to check the size of your backpack with TSA regulations if you intend on using it as a carry-on or personal item.

## Purses & Wallets

The safest way to carry your money and passport is in a neck wallet that hangs around your neck and can be tucked inside your shirt. If you use a wallet, it should be small enough to fit in a front pocket. If you use a shoulder bag for your purse, choose one with a zipped inner compartment for valuables. Keep the purse zipper in front of you and put your hand on it for security.

Pickpocketing happens often. Many past students have been pickpocketed, so please be wise in where and how you secure your items.



## Money Handling Tips

Take a combination of money - Visa debit card, credit card, pre-paid cash card (through AAA) and cash.

- Keep some dollars for expenses before you leave the U.S. and after you return. **MAKE SURE YOU NOTIFY YOUR CARD-ISSUING BANK THAT YOU ARE LEAVING THE COUNTRY FOR SEVERAL MONTHS.** Otherwise, you might get to your host country and find your debit/credit card locked.
- ATMs and Currency Exchange Shops may be available. Please be safe when withdrawing and exchanging money. Do not flash large amounts of money when paying a bill.

## Spending Money

You will need to budget spending money for lunch, dinner, souvenirs, travel, entertainment, etc. The amount you need for spending money will depend on the budget you set for yourself with consideration for how much you intend to travel, your eating habits, how much shopping you do, etc. Former students recommend about \$150/week. For travel, former students recommend budgeting about \$100 - \$150 per day.

## Shopping

Remember, you must be able to bring home what you buy! (Shipping goods home is possible, but can be expensive.) The airline will levy a heavy charge on excess luggage beyond the allotted one checked bags for overweight bags.

## Tipping

Tipping customs vary in every country. Please research the tipping customs appropriate for your country.



## Medical Information

<http://www.cdc.gov/travel> is the web site for the Center for Disease Control's National Center for Infectious Diseases/Traveler's Health. It contains information on destinations, outbreaks, diseases, vaccinations, safe food & water, etc.

## Physical Exam

It is a good practice to get general checkups (medical, dental, and optical) before traveling. Please consult your physician if you have any medical conditions prior to travel.

## Vaccines

All countries recommend that travelers be up-to-date on routine immunizations. Routine immunizations include:

- Tetanus-diphtheria-pertussis (DTP)
- Hepatitis B
- Polio
- Meningitis
- Chicken Pox (Varicella)
- Measles, Mumps, Rubella (MMR)
- Influenza
- COVID-19 (May be required in some countries); Due to changing requirements/restrictions and for the health and safety of all participants, Samford Abroad encourages students to be vaccinated against COVID-19.

\* Vaccines can take up to 6 months for a full series, so check now to see if you need any.

## Insurance

GeoBlue Insurance is provided to all students studying abroad. The GeoBlue Global Health and Safety Team is available 24/7/365 to assist members with anything from arranging direct pay, coordinating evacuations, booking TeleMD appointments or getting the proper follow up care. Students can call +1.610.254.8771 or email [globalhealth@geo-blue.com](mailto:globalhealth@geo-blue.com).

\*Please note that coverage under the group policy with GeoBlue is only applicable while overseas, so students should not cancel any existing insurance policies.

A summary of the member benefits: [GeoBlue Member Guide 2021](#).



## Prescriptions & Other Medications

If possible, it is recommended that you take a full supply of medication for the duration of your program. You should discuss this option with your physician. The physician should provide a copy of the prescription and/or a physician's statement. Students may need to present that paperwork when they enter the host country and the name on the prescription or medication should match the student's name on their passport. The letter from physician should include name of the drug, quantity prescribed and the reason medication was prescribed. Students may want to consider having the physician's statement translated if they are studying in a non-English speaking country. Please note that Samford Abroad is unable to provide translation services. Students should contact the GeoBlue Global Health and Safety Team for help with translation or finding generic equivalents.

Once you have met with your physician and obtained a prescription that will last for the duration of their stay abroad, you should contact both your pharmacy and medical insurance provider and alert them to your travel plans. When calling the domestic medical insurance provider, you should ask for a "vacation override." This override should allow your student to buy the prescription(s) at the normal monthly copay rate. Otherwise, you may need to pay the out-of-pocket cost, which can be substantial. Students should be sure to make these arrangements at least 30 days before departure, as the domestic medical insurance company's process can be complicated and lengthy.

If you are unable to secure the needed supply of medication, they should contact the GeoBlue Global Health and Safety Team which is available 24/7/365 to assist members in creating a proactive plan for sourcing medication prior to departure or while in-country. Call +1.610.254.8771 or email [globalhealth@geo-blue.com](mailto:globalhealth@geo-blue.com). Prescriptions filled abroad may need to be paid for up front and a claim filed in order to be reimbursed by paper check.

## Mental Health

Students enrolled in study abroad and covered by GeoBlue insurance, can contact the GeoBlue Health and Safety Team for a mental health referral if needed. GeoBlue can provide emergency referrals to mental health facilities and physicians, medical treatment, emergency medical payments, medical evacuation or repatriation, dispatch of medical specialists, and emergency travel by a family member to the host country, among other services. GeoBlue coverage also includes Global Wellness Assist, access to mental health professionals available by phone, email or web 24/7/365. 6 virtual sessions are included in the plan, at no additional cost, to help students and families dealing with a challenging situation.

## Mental Wellness Plan

It is important for students to be proactive about their mental health. What are ways you manages stress now? How can you maintain these stress management techniques abroad? We encourage students to think through ways in which they manage and handle stress while they are at home, so that they can continue these practices while they are abroad. Students should try to maintain routines for both sleep, exercise and hobbies. They should find and attend a local church if it was part of their routine at home.

# SAFETY



How to use Samford's international travel insurance (provided by the Samford Global Engagement Office):

## For a non-urgent medical need:

1. Notify faculty/resident director that you need to see a doctor and keep them updated on your care.
2. Schedule an appointment on the GeoBlue app, through the Member Hub or by calling the GeoBlue Global Health and Safety Team at +1.610.254.8771. View detailed provider profiles to make your choice.
3. Request Direct Pay through the app or Member Hub. Select the participating provider and complete the request form. For optimal service, request Direct Pay at least 48 hours prior to your appointment. If you don't call the Global Health and Safety Team 48 hours in advance and request Direct Pay, you will likely have to pay for medical expenses out of pocket at the time of service. Most foreign medical facilities will not directly bill the insurance company if you just show up to their facility with an insurance card.
4. See your provider. The issued Guarantee of Payment (GOP) will be sent to your provider and will be available for you on the GeoBlue app and in the Member Hub.
5. Notify your family of the situation.
6. No matter where you go or what treatment you may seek, save all medical bills and receipts.
7. If it is necessary to file a claim for reimbursement, members can access printable claim forms or file an eClaim through the Member Hub and through the app. Claims can also be submitted via email ([claims@geo-blue.com](mailto:claims@geo-blue.com)), fax or postal mail. Contact GeoBlue Customer Service for help submitting a claim.

## For a life-threatening emergency:

1. Call the country's equivalent to 911 or go immediately to the nearest doctor/hospital and receive appropriate medical attention.
2. Notify faculty/resident director of the situation ASAP.
3. Call GeoBlue Global Health and Safety Team at +1.610.254.8771 before or during your visit to let them know where you are and that you are receiving medical attention. They will contact the medical provider and arrange for Direct Pay. If you don't call GeoBlue for assistance, you will likely have to pay for medical expenses out of pocket at the time of service. Most foreign medical facilities will not directly bill the insurance company if you just show up to their facility with an insurance card.
4. Notify your family of the situation.
5. No matter where you go or what treatment you may seek, save all medical bills and receipts.
6. If it is necessary to file a claim for reimbursement, members can access printable claim forms or file an eClaim through the Member Hub and through the app. Claims can also be submitted via email ([claims@geo-blue.com](mailto:claims@geo-blue.com)), fax or postal mail. Contact GeoBlue Customer Service for help submitting a claim.



# SAFETY



## Personal Documents Copies

Make at least two photocopies of all your travel documents in case of emergency or if your documents are lost or stolen. Leave another copy with a friend or relative at home. It is always a great idea to let at least one person know exactly where you will be staying and how to contact you in an emergency. Store copies separate from the original.

Documents to make copies of include:

- Passport ID page
- Foreign visa (if applicable)
- Traveler's Medical Insurance Card (GeoBlue or other)
- Itinerary
- Flight confirmation
- Credit cards brought
- Vaccination Record Card

## Local Laws & Customs

While traveling, you are subject to the local laws even if you are a U.S. Citizen. If you break local laws while abroad, your U.S. passport won't help you avoid arrest or prosecution, and the U.S. Embassy cannot get you out of jail. If you are arrested, ask the authorities to notify the U.S. Embassy or Consulate.

All policies outlined in the Samford Student Handbook apply while on a Samford Abroad program, including but not limited to Title IX, FERPA, Alcohol Policy, Code of Values, etc. Please refer to the student handbook for further information.

## Restaurant Safety

- Make sure you keep your property safely under the table.
- Do not accept drinks from strangers.
- Check up on your friends by phone or text to make sure they got home safely and vice-versa.

# EMERGENCY PREPAREDNESS



## Emergency & Non-Emergency Contacts

Emergency numbers and policies differ in every country. Please research these ahead of time or ask your faculty program leader for more information on who to call in an event of an emergency.

## Emergency Preparation

Make sure you have the contact information for the nearest U.S. Embassy or Consulate. Consular duty personnel are available for emergency assistance 24 hours a day, 7 days a week, at U.S. embassies, consulates, and consular agencies overseas and in Washington, D.C. If your family needs to reach you in an emergency at home or abroad, they should call the Office of Overseas Citizens Services in Washington, D.C. at 1-888-407-4747 (during business hours) or 202-647-5225 (after hours). The State Department will relay the message to the consular officers in the country where you are. The consular officers will then try to locate you, pass on any urgent messages, and, if you wish, report back to your family on your welfare. If you need to call from Overseas, you should call the office at +1 202 501-4444.

## Travel Alerts & Warnings

The State department issues Travel Warnings via STEP to recommend postponing travel to a country because of widespread civil unrest, dangerous conditions, or terrorist activity.

- Travel Alerts disseminate information quickly about terrorist threats or other relatively short-term or transnational conditions that could pose significant risks to you and affect your travel plans.
- Travel Warnings issued by the U.S. Department of State can be followed by going online: <http://travel.state.gov>

Please refer to page 12 for more information regarding STEP.

## Non-Medical Emergencies

1. Make contact with your faculty leader to let them know you are safe and to obtain advice on what to do.

It is vital that you notify him or her of your safety as soon as possible. During any emergency, our first objective is to confirm the safety of all students. We will begin to call all students, but by contacting your faculty leader first, you will help to speed up the process. If you are with friends, one person can call to report the safety of everyone in the group via the check-in feature on the AlertTraveler App.

2. Contact your parents at home to let them know you are safe. Even if the incident seems small to you and you have not been affected, the news at home may make the situation seem worse. Contact your family immediately to provide peace of mind.

\*Landlines and payphones are the best way to communicate in an emergency situation. During a major incident, mobile phone networks may be down due to the high volume of calls.



# COMMUNICATION



## STEP

Smart Traveler Enrollment Program (STEP) is a free program that allows U.S. citizens traveling abroad to enroll with the local U.S. Embassy or Consulate. Benefits include receiving important information from the Embassy about safety conditions in your destination country, helping the U.S. Embassy contact you in the case of an emergency, and helping family and friends keep in touch with you in an emergency. Students are required to enroll by setting up an account at <https://step.state.gov/step/> and are responsible for researching travel conditions and warnings prior to travel outside of your host country.

## Cell Phones

The Global Engagement Office requires all students to bring a smartphone abroad that either has an international plan or SIM card insert. In order to insert a SIM card, the phone must be unlocked. SIM cards are available for purchase in some countries, so please ask your program faculty leader if this option is available in your host country.

## Laptop Use

Please ensure that your laptop is running the latest version of Windows or Macintosh OS X. Most laptops are ready for international travel by having a 110-240-voltage capacity. In order to determine this, turn your computer over and look at the label on the back; or, look on the AC adapter to see if it indicates 110-220 voltage capacity. If so, you will not need a separate AC adapter or converter.

# RETURNING HOME



## United States Customs

On the return home, you may be given a Customs Declaration Form. You will need to list your purchases along with their value. Anything over \$800 will be subject to a duty tax. There is also a place to write down all the countries you visited during your time away.

You have an \$800.00 exemption (with some exceptions) on articles brought back at the time of return to the U.S. Articles in excess of the \$800.00 exemption, up to \$1000.00 in value may be entered at a flat rate of 10%. Make sure if you bring any food home that you mark it on this form. Check section “a.” Fruits, plants, or insects? Mark that you are bringing back souvenir food. Otherwise, you may be subject to inspection by the Agriculture Officers at the border.

If you take foreign-made goods to your visiting country with you (such as a camera), upon return to the U.S. you could be asked to prove that you purchased it in the U.S. A sales receipt or insurance policy will service as proof or you may take the article to the nearest Customs office and register it before departure.

## APPENDICES:

# Samford Abroad Cancellation & Withdrawal Policy

## NON-MEDICAL WITHDRAWAL

Arrangements for international travel for a group involve advance planning and program commitments based on the number of registered participants. Deposits for airline tickets, accommodations, group activities, and full payment of most costs take place prior to departure. The University must commit non-recoverable monies prior to the deadlines for student payment of program fees. Please read the following information carefully.

Samford University reserves the right to cancel a program at any time. I further accept and assume any and all risk of trip cancellation by Samford, the United States Department of State, and/or by the government of any host country. I further agree that in such circumstance, Samford shall only be responsible for refunding to me any monies paid by me to Samford for the canceled trip.

Withdrawal Penalties and Refunds (exclusive of tuition):

Students who withdraw from the program between the dates listed or receive a Honor Code violation from the date of registration until the full payment-due deadline are subject to the Samford Abroad Withdrawal Policy. Withdrawal penalties or refunds are dependent on the date of written withdrawal.

Upon Application Submission, the student authorizes their Samford account to be assessed a \$100 non-refundable application fee. This fee will only be refunded if a student is not accepted to a program by the Global Engagement Office. Students who withdraw their application will not be eligible for an application fee refund.

From Decision Date until November 1st (Spring) or April 1st (May Term, Summer & Fall):

The student will be responsible for any unrecoverable expenses paid on the student's behalf by Samford University. These expenses will appear on the student's eBill. Unrecoverable expenses increase as travel arrangements are made and as the program moves closer to the departure date. They often include, but are not limited to:

Flight costs

Provider Fees

Entrances to course-related activities

Pre-purchased ground transportation

Accommodations

After November 1st (Spring) or April 1st (May Term, Summer & Fall)

100% of Program Fee will be charged to the student account. The only exception to this policy will be as per the STUDY ABROAD PROGRAM MEDICAL/COMPASSIONATE WITHDRAWAL REQUEST PROCEDURES outlined in this policy. Students must follow the procedures set forth in the Samford University catalog at [to withdraw from academic courses associated with their program.](#)

After Program Start Date:

If withdrawal occurs on or after program start date, participant must pay program fee and any necessary tuition as set forth in the Samford payment and refund policy.

## MEDICAL WITHDRAWAL

Medical/Compassionate Withdrawal

A medical/compassionate withdrawal request from a study abroad program may be made in extraordinary cases in which serious illness or injury (medical) or another significant personal situation (compassionate) prevents a student from participating or continuing in their study abroad program. Consideration of a study abroad program medical/compassionate withdrawal is limited to a complete withdrawal from the program. All requests for a medical/compassionate withdrawal from a study abroad program require thorough and credible documentation. An approved medical/compassionate withdrawal from a study abroad program request may not result in a full refund of the balance due to Samford University for program fee costs.

A study abroad medical/compassionate withdrawal request applies only to fees billed by Samford Abroad for a study abroad program and does not apply to any other programs or tuition or other fees billed by Samford University. Students must follow the procedures set forth in the Samford University catalog at <https://catalog.samford.edu/> to withdraw from academic courses associated with their program.

If a medical or personal issue requires a student's withdrawal prior to the commencement of or during the program, the student must notify Samford Abroad in writing as soon as possible. Students requesting a medical/compassionate withdrawal from their program should email Jill Fisse, Assistant Director, at [jfisse@samford.edu](mailto:jfisse@samford.edu). Samford Abroad will not consider requests for medical/compassionate withdrawal if the student has not officially withdrawn from the study abroad program in writing prior to the commencement of the study abroad program in which the student is enrolled, unless the onset of the medical or personal issue occurs after the start of the program.

A student may request and be considered for a medical withdrawal from a study abroad program when extraordinary health or medical circumstances, such as a serious illness or injury that develops/occurs after the student has committed to the program, prevent the student from participating in their study abroad program. The medical withdrawal policy covers both physical health and mental health difficulties.

A student may request and be considered for a compassionate withdrawal from a study abroad program when extraordinary personal reasons not related to the student's personal physical or mental health (including but not limited to care of a seriously ill immediate family member or a death in the student's immediate family), prevent the student from participating in their study abroad program.

Samford Abroad reviews each study abroad program medical/compassionate withdrawal request and determines the appropriateness of the request. Samford Abroad either approves or denies the request based on the documentation provided by the student/healthcare provider.

Procedure to Request a Medical/Compassionate Withdrawal from a Samford Abroad Program

The following procedure applies to students who are unable to participate in their study abroad program for extraordinary medical or other personal reasons.

To request a study abroad program medical/compassionate withdrawal, you must complete a Request for Documented Medical/Compassionate Withdrawal from a Study Abroad Program form and compile thorough and credible documentation to support the reason for your request. Submit your completed form and support documentation to the Assistant Director of Global Engagement via email at [jfisse@samford.edu](mailto:jfisse@samford.edu).

Appropriate documentation for a study abroad program medical withdrawal consists of a letter from your attending health care provider that specifies the following:

- the date of onset of illness
- the dates you were under professional care
- the general nature of your medical condition and why/how it will prevent you from participating in your study abroad program (ex.: dates of follow up appointments, procedures, or recovery time that coincide with study abroad program dates)
- the date that your health care provider determined that you were unable to participate in your study abroad program

If you intend to withdraw from the study abroad program, your request must be well documented to justify the nature of the study abroad program medical withdrawal request. The letter must be typed on the health care provider's letterhead stationery and submitted in a sealed envelope.

Appropriate documentation for a compassionate withdrawal is dependent upon the nature of your circumstances.  
req

Note: If you are receiving financial assistance, you are strongly encouraged to consult with Student Financial Services to identify and understand the financial assistance/money implications of processing a withdrawal transaction.

By signing this document, you are agreeing to the above Cancellation and Withdrawal Policy.

## **Statement of Responsibility and Authorization; Waiver, Release, and Indemnification Agreement**

I am a student at Samford University ("Samford") and will receive academic credit for research, study, work or travel in a foreign country or countries in conjunction with my participation in my Samford Abroad program. I have chosen to undertake participation in this Program voluntarily. I am not required to travel to a foreign country as a condition of receiving my degree. This Travel Risk and Release Form (this "Agreement") confirms my understanding of and my agreement to the following:

1. Risks of International Travel. I understand that participation in the Program and international travel involves risks not typically found in study at Samford. These include without limitation risks involved in traveling to and within, and returning from, international locations; foreign political, legal, medical, social and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; and local weather conditions. The country or countries to which I will travel may have health and safety standards different from those found in the United States, and I recognize that I may be subjected to potential risks, illnesses, injuries, or even death. I have made my own investigation of these risks, understand these risks, and assume them knowingly and willingly.

I also acknowledge that while abroad, I may experience problems including increased crime, pollution, high population density, or standards of living and health standards that are different from those I am accustomed to in the United States. I will take every precaution to safeguard my health and to protect my personal belongings from damage or theft. I acknowledge that Samford recommends that I never travel alone and doing so may present additional danger to my safety and well-being.

I acknowledge that Samford is not responsible for my welfare during periods of independent travel or during any absences from supervised activities. I accept all responsibility for my own welfare during periods of independent travel or during any absence from supervised activities. I agree that Samford is not liable for any consequences of my actions including injury to persons and property, arising during such periods, and further I accept responsibility for reimbursement either to the injured party or to Samford should such occasion arise.

I understand that I must be in possession of a functioning smart phone for the duration of the course, and must download and activate the Alert Traveler app. As part of its commitment to student safety, Samford Abroad is providing the Alert Traveler service to students and faculty. The Alert Traveler app allows the University to send push-notifications to travelers in the event of an emergency, making check-ins and communication between the University and its travelers quick and efficient. It also provides alerts, country information and local emergency numbers to users. The Alert Traveler app with enabled GPS allows me to receive alerts for my location and allows Samford to facilitate assistance for me in case of an emergency. I understand that my GPS data will not be collected, stored or utilized for any purpose other than assisting students and faculty in an emergency.

I have read and understand the U.S. Department of State Consular Information Sheet about the country or countries to which I am traveling (available on the State Department website at <http://travel.state.gov>), and I am aware of the risks involved with international travel in general, and with travel to this country/ these countries in particular.

Additionally, prior to my departure, I will register with the U.S. State Department's Smart Traveler Enrollment Program (STEP) <https://step.state.gov/step/>, so that I may receive important information from the Embassy about safety conditions in the destination(s).

2. Medical Care; Health and Safety Concerns; Permission to Treat. I understand that I am responsible for obtaining any recommended immunizations before traveling to my destination. I voluntarily provide information regarding condition(s), allergy(ies), medications, or other medical information pertinent for travel, to assist Samford if any issues arise relative to my safety and well-being in the medical questionnaire.

I acknowledge that the information provided in the medical questionnaire is true, correct and complete as of the date this Release is being signed, and agree to provide updated information to Samford, if and as reasonably necessary between the date hereof and the conclusion of the Program. To the extent I am taking any medication(s) at any time during the Program, I acknowledge that I am solely responsible for the timely and appropriate administration of all such medication(s).

I assume all risk and responsibility for my medical needs and agree Samford is not responsible for the costs or quality of any treatment I receive. I agree to promptly notify Program staff of any health or safety concerns I may have.

Physical activity varies by program and I understand that it is my responsibility to review the program itinerary and consider my own physical ability level. I understand that Samford Abroad programs may include physical activities including but not limited to significant walking or hiking to sites relevant to the program's academic or cultural content. I understand it is my responsibility to consult with the Global Engagement Office before the withdrawal deadline if I have questions or concerns about the level of physical activity on my program.

I understand and agree that if, during my participation in the Program, Samford learns that I am experiencing health problems, have suffered an injury, or am otherwise in a situation that raises health and safety concerns, then Samford may contact my parents or any other person whose name I have provided as my "emergency contact." I understand that Samford ordinarily will not initiate such contact without first attempting to have a discussion with me, but that Samford may initiate such contact, without discussing it with me in advance, if Samford believes such action is necessary or appropriate under the circumstances.

I hereby authorize any licensed physician, emergency medical technician, paramedic, nurse, or hospital or other medical or health care facility or provider ("Medical Provider") to provide medical care for any injury and/or condition that occurs, manifests, or arises during my participation in the Program. I further authorize any Medical Provider to perform all procedures or services deemed medically advisable to treat or relieve, or to attempt to treat or relieve any illness, injury, or condition.

I further acknowledge that there is a possibility of complications and unforeseen consequences in any medical treatment, and I knowingly and voluntarily agree to assume such risk for and on my own behalf. I acknowledge that I am capable of participating in the Program and its attendant activities except where otherwise noted below.

3. Standards of Conduct. I recognize that I must comply with Samford's policies for student conduct (including without limitation those set forth in the Student Handbook and in any Course-specific materials); and with the policies of my host institution, organization, or company, if applicable. I promise to act responsibly and will become informed of, and will abide by, all such laws, regulations, policies and standards. I will comply with Samford's policies, standards, and instructions for student behavior. I understand that my failure to abide by applicable laws, regulations, rules, and policies may result in disciplinary action against me by Samford.

I understand that my failure to abide by applicable laws, regulations, rules, and policies may result in disciplinary action against me by Samford, which can include a failing grade for my participation in the Course. I further understand that should I endanger myself or others, threaten the integrity of the Course, or behave in a manner that is detrimental to the Course and/or to Samford, at the discretion of the Course's faculty/staff leader and relevant Samford officials, I may be sent home at my own expense. I understand that if my participation is terminated under these circumstances, no portion of my fees will be refunded.

4. Travel Arrangements. In consideration for my participation in the Course, I hereby agree for myself, my heirs, and assigns, to release, discharge, indemnify, and hold harmless Samford, and its officers, agents, employees, and representatives, from any and all liability, claims, demands, injuries, damages, costs, ("claims") resulting from, related to, or arising as a result of my participation in the Program, including, but not limited to claims for: (i) any act or default committed by Samford or anyone hired by Samford to arrange or conduct tours; (ii) any injury, loss, damage, accident, delay, or expense resulting from the use of any vehicle, strike, war, weather, sickness, quarantine, government restriction or regulation; (iii) any act or omission by any steamship, airline, railroad, bus, taxi service, hotel, restaurant, or university; or (iv) any other financial obligation or liability, or damage or injury to me or my property. I further accept and assume any and all risk of trip cancellation by Samford, the United States Department of State, and/or by the government of any host country. I further agree that in such circumstance, Samford shall only be responsible for refunding to me any monies paid by me for the canceled trip.

5. Elective Participation. During the course of the Course, Samford may take photographs of me to be used for publicity purposes. I hereby authorize Samford, its official representatives, employees, or agents, to use photos or videos of me for any and all publicity, publications, and advertising purposes that Samford may designate. I further understand and agree that if I provide a quote or a statement for use in Course publicity, Samford may use any such statements or quotations for that purpose.

6. Student Travel Document and Timely Payment Responsibilities. I accept responsibility for obtaining my own passport, visa, or other documents required for the purpose of participating in the program, and I acknowledge that failure to do so does not constitute grounds for withdrawal with refund. I assume the responsibility for payment of all fees or other financial obligations due from me to Samford before the scheduled date of departure, and I understand and agree that a failure to do so may result in the withholding of credit for the course and/or additional expense for which I will be responsible.

7. GENERAL RELEASE. In further consideration for my participation in the Program, I assume all the risks and responsibilities associated with my participation in the Course, and in return for the services provided to me by Samford associated with the Program, I hereby agree on behalf of myself, my heirs, and assigns, to release, discharge, indemnify, and hold harmless Samford, and its officers, agents, employees, and representatives, from any and all liability, claims, demands, and actions that may arise from physical or financial injury or harm to me, from my death, or from damage to my property in connection with, resulting from, related to, or arising as a result of my participation in the Program. I understand that this release covers liability, claims, demands, and actions, including but not limited to negligence, mistake, or failure to supervise, caused entirely or in part by any act or failure to act of Samford, its officers, agents, employees, and representatives.

I certify that I am age 19 or older. I have carefully read this Agreement. I understand and agree that it is the entire agreement, that it may not be modified except in writing signed by Samford and me, and it is binding on me, my heirs, personal representatives, successors, and assigns. Any legal action regarding this Agreement must be filed in the State of Alabama, and Alabama law shall apply.

## **AlertTraveler & STEP Enrollment Agreement**

I understand that I am required to report all travel that occurs within the start and end date of my program if it is outside of my host city by utilizing the AlertTraveler app provided by Samford. I acknowledge that I must activate the AlertTraveler app, enable push notifications, and allow GPS motion tracking.

I understand that failure to utilize the AlertTraveler app as instructed will result in consequences, including but not limited to, travel restrictions, values violation, and potentially removal from program.

# Samford Abroad Flights Policy

## Samford Abroad Flight Connection & Deviation Policy

Group flights are included in the program fee for Samford Abroad faculty-led and Daniel House programs. Group flights are round-trip and depart from a hub airport, typically Atlanta Hartsfield, though this may vary by program. Samford Abroad will provide the university travel agency, CV travel, with a list of all students registered in the program. Students have the option of adding a connecting flight from their hometown or deviating from the group flight to extend their travel for an additional cost to be paid by the student. Students who wish to add a connection or deviation must contact the travel agent directly to modify their flight.

By signing this document, I acknowledge the following:

1. I understand that the deadline specific to my program will come via email from Samford Abroad for arranging my connecting flight or deviation with CV Travel. I understand that if I do not contact CV Travel prior to the deadline, the only flight that will be arranged for me is the main group flight with no connections or deviations. If I decide to add a deviation or connection after the deadline, I will be responsible for the penalty charges associated with changing my flight after the deadline, as well as any additional airfare charges incurred. I understand that Samford Abroad and CV Travel is not responsible for limited availability due to late requests for connections or deviations.
2. I understand that I am responsible for arranging my own connecting flight and/or any deviations from the group flight by contacting Shellie Powe with CV Travel at shelliep@cvtravel.com.
3. I understand that I am responsible for any additional airfare charges associated with my connection or deviation, and that I will pay CV Travel directly for additional charges, by the due date specified by CV Travel.
4. I understand that I cannot skip a segment of my Samford arranged flight without first notifying CV Travel and making appropriate arrangements with them to do so. I acknowledge that skipping a flight segment will result in cancellation of my entire booking by the airline. If my booking is cancelled due to intentionally skipping a flight segment, I understand that I am responsible for any additional airfare or fees incurred to reinstate my booking.
5. I understand that I forego the group flight and purchase my own flight I must email the university travel agent and email geo@samford.edu with my flight itinerary. I understand that my program fee may not be reduced by the cost of my independently purchased flight, but rather, it will be reduced by the amount that the university would have paid for my flight. I understand if I opt out of the group flight and the university loses the group flight rate as a result, I will be responsible for additional costs incurred by the university due to having to use individual bookings. Samford Abroad strongly discourages purchasing flights independently, and both Samford Abroad and CV Travel assume no responsibility for any arrangements related to flights booked independently by students.

## Passport Agreement

All study abroad participants are required to have a valid passport. This means the passport expiration date must be at least 6 months after your return date to the U.S.

You will be required to submit a copy of your valid passport to the Global Engagement Office immediately upon program acceptance. Students who are unable to provide a valid passport upon acceptance to a program by Commitment Date may have their acceptance revoked and may be moved to the program waitlist.

If you do not have a passport, or if you need to renew or replace your passport, please click here to get started right away. Passports typically take between 4-6 weeks to process.

## Medical Consent

In the event of illness or injury requiring immediate medical attention, representatives of Samford University have my permission, consent, and authority to take whatever action is deemed by them to be appropriate under the circumstances to provide medical treatment for the individual named below, including, but not limited to the following: administer first aid, obtain services of a physician, admit to a hospital, consent to surgery, consent to blood transfusion, and/or perform any other medical treatment that is deemed necessary.

I understand that all Samford University study abroad programs require an included student insurance policy provided by GeoBlue, and that I may view the GeoBlue coverage at the Global Engagement Office website via my application portal at [abroad.samford.edu](http://abroad.samford.edu). Prior to departure, I agree to read thoroughly through the policies covered by GeoBlue. I understand that certain activities, including but not limited to bungee jumping, zip lining, skydiving, and other high-risk activities are not covered under this policy along with other possible policy exclusions. In the event that injury occurs from such activities, I understand that GeoBlue, Samford University, Global Engagement Office, and faculty leaders are not personally or financially liable.

## Health Insurance Agreement

I acknowledge that Samford has automatically enrolled me in GeoBlue (comprehensive healthcare and security evacuation insurance coverage) that will cover me throughout my participation in the Program. Coverage is included in Program fees. The coverage begins one day before the Program start date and ends one day after the Program end date. I understand Samford is not financially responsible for any medical treatment I obtain that is related to my participation in the Program. I understand that GeoBlue has agreements with some medical providers for direct pay, but in the case that direct pay is not set up with the provider, I should be prepared to pay out of pocket and submit a claim for reimbursement to GeoBlue at a later date.

### Policy Exclusions

A full list of policy benefits and exclusions can be found on my application portal and in the policy brochure that will be emailed directly to me by GeoBlue in my welcome packet. I agree to read over GeoBlue policy materials and be familiar with coverage and exclusions. As stated in the GeoBlue policy manual, I agree to seek treatment within 30 days of an accident, injury, or onset of sickness. I understand that GeoBlue does not cover pre-existing conditions. A pre-existing condition is defined as a condition that would have caused a person to seek medical advice, diagnosis, care or treatment during the 365 days prior to the effective date of coverage under the policy. Furthermore, GeoBlue does NOT cover injuries sustained while taking part in:

protests

mountaineering where ropes or guides are normally used

hang gliding

hang gliding

parachuting

bungee jumping

racing by horse, motor vehicle or motorcycle

parasailing

I understand that, if I choose to engage in one of the above activities, GeoBlue and Samford are not financially responsible for any medical treatments that I obtain as a result of this activity.

Personal/Leisure Travel Before or After Program Dates

I understand and acknowledge that if I travel before or after the Samford Program start and end dates, I am strongly encouraged to obtain additional international health insurance for the duration of personal travel at my own expense. If I would like to extend GeoBlue insurance coverage before or after the Program dates, I will need to independently purchase this separate insurance coverage. I understand that, if I choose not purchase coverage for personal travel outside of Program dates, that GeoBlue and Samford are not financially responsible for any medical treatments that I obtain during this time.

## Eligibility Requirements & Agreement

I understand and agree that Samford University considers study abroad to be an extension of its educational program, and therefore, the normal rules and regulations governing behavior that are applicable on the Samford University campus are equally applicable during international and domestic travel and study.

The eligibility requirements for students participating in study abroad are the following:

Enrolled as a student at Samford University or an approved affiliate at the time of application.

Enrolled at Samford University or an approved affiliate for the term of the study abroad program that is the subject of the application.

Student shall not be on academic or Honor Code/Values/disciplinary probation at the time of application and continuing to the time of the program departure. Eligibility decisions related to disciplinary concerns are made by the Student Conduct Coordinator in conjunction with Student Affairs staff and are not determined by the Global Engagement Office/Samford Abroad.

Have a GPA no less than 2.5 upon applying to a program.\*

Have a valid passport at the time of Commitment Date. Students who cannot provide a valid passport upon acceptance to a program may have their acceptance revoked and may be moved to the program waitlist.

Have read and signed a copy of the cancellation and refund policy and understand the financial commitment and penalties that apply to withdrawal from the program.

\*Students who do not meet GPA eligibility are required to submit a letter stating the reason for GPA, recommendation letter from professor, and recommendation letter from primary advisor in order to be considered for a Samford Abroad program. More details can be found on the "GPA Exception Policy."

I have never been expelled from an academic or study abroad experience for disciplinary reasons and I am not currently on academic or disciplinary probation of any kind. I understand that if I am on probation for any reason at the time of my application or thereafter through the date of departure, I will be ineligible to participate in the program. I also recognize that I will be ineligible for consideration if I am not an enrolled Samford student at the time of application or the term of my study abroad program.

I understand that withdrawal for any reason will subject me to the penalties of the cancellation and refund policy that was provided in my application packet. It is my responsibility to notify the Global Engagement Office immediately in writing if I no longer meet the eligibility requirements or need to withdraw from the Program, and until such notice is received in writing by the Global Engagement Office, I am subject to any and all penalties as set forth in the cancellation and refund policy.

## Application Fee Agreement

Samford Abroad has implemented a \$100 non-refundable application fee, and as such will no longer require a \$500 deposit from students.

This application fee will be charged to the student eBill at the end of the open application cycle, and is used to cover administrative costs that were previously included in the individual program fee charges. The application fee will only be refunded under the following circumstances:

1. The student is denied acceptance or waitlisted at the time the program rosters are finalized.
2. The program is canceled by the university.

By electronically signing this document and submitting a completed Samford Abroad program application, I understand that I am authorizing a \$100 application fee to be charged to my student eBill.

# Privacy Notice

## Privacy Statement: Global Engagement Office

This Privacy Notice provides information concerning the collection, use, and disclosure of Personal Data provided to the Samford University (“Samford”) Global Engagement Office (“GEO”) by prospective students, students, former students, potential visiting faculty, visiting faculty, potential employees, employees and others who engage in study, teaching, travel or other activities offered through or managed by Samford GEO. This Privacy Notice also provides notice as required under the European Union’s (“EU”) General Data Protection Regulation (“GDPR”), which regulates data collection and use of Personal Data of persons located in the EU. As used in this Privacy Notice, the term “Personal Data” includes an individual’s name, email address, physical address, photos, IP address, and other sensitive personal data obtained by GEO with prior consent.

## Lawful Basis for Collecting and Processing Personal Data

Samford is a private institution of higher education that is involved in education, research, and public service. In order for Samford to educate its students both in person and electronically, engage in research, and perform public service, it is essential, and Samford has lawful bases to collect, process, use, and maintain data of its students, employees, applicants, research subjects, and others involved in the educational, research, and public service programs of the university. The lawful bases include, without limitation, admission, registration, delivery of classroom, on-line, and study abroad education, grades, communications, employment, applied research, development, program analysis for improvements, governmental regulatory compliance, accreditation and records retention.

Most of the Personal Data collected and processed by Samford comes within one or more of the following categories:

1. Processing required for the purposes of the legitimate interests pursued by Samford or third parties in providing education, employment, research and development, and public service.
2. Processing required for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
3. Processing required for compliance with a legal obligation of Samford.
4. Processing for which the Samford data subject has consented to the use his or her Personal Data for one or more specific purposes. In addition to the foregoing, there will be other instances where the collection and processing of Personal Data by Samford will be pursuant to other lawful bases.

## Types of Personal Data Collected/Processed and Purpose

The GEO collects the following categories of Personal Data (i) to process immigration documentation required by the U.S. government or the government of a destination country; (ii) to enroll students in study abroad or exchange programs; and (iii) to facilitate emergency assistance for Samford students and personnel on Samford programs abroad:

- Name
- Contact information including, without limitation, email address, phone number, physical address, location data, and emergency contact information
- Unique personal identifiers and biographical information such as date and place of birth
- Dependent information if dependents are accompanying the data subject during travel
- Education and/or employment qualifications of the data subject
- Information as to visa requirements, copies of passports and other documentation required by U.S. laws
- Financial information obtained to verify eligibility for study in the U.S.
- Information concerning the prevention and detection of crime and the safety of employees, students and visitors of Samford

The Personal Data collected by the GEO may be shared with Samford departments including Admissions, the Registrar, Insurance and Risk Management, Campus Safety, Financial Services, academic and administrative departments, Human Resources and Residence Life; and with external organizations such as the Department of Homeland Security, Customs and Border Patrol, the U.S. Department of State, U.S. Citizenship and Immigration Services, the Veterans Administration, Alabama Secretary of State, and insurance companies contracted to serve Samford students and personnel in emergencies overseas. This information may also be stored in software licensed by Samford for the purposes stated above.

If you have specific questions regarding the collection and use of your Personal Data by the GEO, please contact the Samford Privacy Officer at [privacy@samford.edu](mailto:privacy@samford.edu).

If you refuse to provide Personal Data that Samford requires in connection with one of Samford’s lawful bases for collecting such Personal Data, such refusal may make it impossible for Samford to provide you with education, employment, research or other requested services.

## Where Samford gets Personal and Sensitive Personal Data

Samford receives Personal Data from multiple sources. This data is often provided directly by the data subject or under the direction of the data subject who has provided it to a third party. The GEO also collects Personal Data of students through the Banner student information system.

## Individual Rights of the Data Subject under the GDPR

In addition to the right to receive the information provided in this Privacy Notice, if you are an individual data subject covered by the GDPR (i.e. located in the EU/EEA) you have the right to:

1. Request from Samford access to and rectification or erasure of Personal Data or restriction of processing Personal Data concerning the data subject, the right to object to processing and the right to portability of Personal Data;
2. Where processing is based upon the consent of the data subject, to withdraw consent at any time, without affecting Samford’s right to process Personal Data based upon consent before its withdrawal;
3. The right to file a complaint with a supervisory authority appointed by an EU member state for the purpose of receiving complaints;
4. Additional notice of the existence of automated decision-making, including profiling;
5. If Personal Data is going to be further processed for a purpose other than that for which it was collected, then notice of the purpose and basis or bases for the further processing;
6. If Personal Data is collected for Samford’s legitimate interests or for a task carried out in the public interest, then the data subject has the right to object, on the grounds of his or her particular situation, to the processing of Personal Data concerning him or her (including profiling);
7. Where Personal Data is processed for direct marketing purposes, the right to object at any time to processing Personal Data concerning the data

8. Not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning or similarly significantly affects the data subject; provided, however, that this right does not apply if the decision is (a) necessary for entering into, or performance of, a contract between the data subject and Samford; or (b) is based upon the data subject's consent. Please note that exercising one or more of these rights guarantees access to a process, but does not guarantee any particular outcome.

A data subject who wishes to exercise any of the above-mentioned rights may do so by filing a request with the designated Data Protection Officer:

Privacy Officer  
Samford University  
Technology Services  
Birmingham, AL 35229  
(205) 726 - 3681  
privacy@samford.edu

#### Cookies

Cookies are files that many websites transfer to users' web browsers to enable the site to deliver personalized services or to provide persistent authentication. The information contained in a cookie typically includes information collected automatically by the web server and/or information provided voluntarily by the user. Samford's websites use persistent cookies in conjunction with a third party technology partner to analyze search engine usage and web traffic patterns. This information is used in the aggregate to monitor and enhance our web pages. It is not used to track the usage patterns of individual users.

#### Security of Personal Data

All Personal Data and sensitive Personal Data collected or processed by Samford must comply with the security controls and systems and process requirements and standards set forth in the Samford Policy Manual, as amended from time-to-time. Samford will not share your Personal Data with third parties except:

- as necessary to meet one of its lawful purposes, including but not limited to, its legitimate interest, contract compliance, pursuant to consent provided by the data subject, or as required or authorized by law;
- as necessary to protect Samford's interests;
- with service providers acting on Samford's behalf who have agreed to protect the confidentiality of the Personal Data.

#### Data Retention

Samford maintains records for the time periods specified in its Data Retention and Destruction Policy.

## Health Insurance Agreement

I acknowledge that Samford has automatically enrolled me in GeoBlue, (comprehensive healthcare and security evacuation insurance coverage) that will cover me throughout my participation in the Program. Coverage is included in Program fees. The coverage begins one day before the Program start date and ends one day after the Program end date. I understand Samford is not financially responsible for any medical treatment I obtain that is related to my participation in the Program. I understand that GeoBlue can set up direct pay if I notify them in advance, but in the case that direct pay is not set up with the provider, I should be prepared to pay out of pocket and submit a claim for reimbursement to GeoBlue at a later date.

#### Policy Exclusions

A full list of policy benefits and exclusions can be found on my application portal and in the policy brochure that will be emailed directly to me by GeoBlue in my welcome packet. I agree to read over GeoBlue policy materials and be familiar with coverage and exclusions. GeoBlue does NOT cover injuries sustained while taking part in:

- protests, riots or civil commotion
- sky diving
- mountaineering where ropes or guides are normally used
- ultra-light aircraft
- parasailing
- sailplaning/gliders
- hang gliding
- parachuting
- bungee jumping

I understand that, if I choose to engage in one of the above activities, GeoBlue and Samford are not financially responsible for any medical treatments that I obtain as a result of this activity.

#### Personal/Leisure Travel Before or After Program Dates

I understand and acknowledge that if I travel before or after the Samford Program start and end dates, I am strongly encouraged to extend the international health insurance for the duration of personal travel at my own expense. If I would like to extend GeoBlue insurance coverage before or after the Program dates, I will need to independently purchase this separate insurance coverage. I can do this here as a "renewal" to extend coverage and pay directly online. I understand that, if I choose not purchase coverage for personal travel outside of Program dates, that GeoBlue and Samford are not financially responsible for any medical treatments that I obtain during this time.

# COVID-19 Terms & Conditions

If Samford Abroad is to operate Samford in London for {TERM} {YEAR} (the “Program”) in a safe manner, it is essential that all participants prioritize the health and well-being of themselves and the community. Samford Abroad requires your commitment to abide by all guidelines put in place to mitigate the risk of acquiring and/or transmitting COVID-19. For the Program to operate, it is imperative that you cooperate fully with all COVID-19 protocols and procedures. Even with precautions in place, as a result of being on site you may be exposed to COVID-19, may contract the disease, and may transmit the disease to others. You may experience COVID-19 symptoms, and may require testing, isolation, quarantine, or hospitalization. COVID-19 is associated with a number of negative health outcomes and can be fatal.

By signing this contract, you are affirming your informed consent for in-person participation in the Program. You are agreeing that you will comply with the behaviors required to minimize the health risks to yourself, your classmates, and your host community. Please read the following agreement carefully. By electronically signing, you are agreeing to abide by the terms of the agreement in full.

**PARTICIPATION IN THE PROGRAM:** At my request and upon the exercise of my own free choice, I have chosen to voluntarily participate in the Program identified above. I understand I am participating in the Program entirely at my own risk and responsibility. I acknowledge and understand that the World Health Organization (WHO) has declared coronavirus disease 2019 (COVID-19) to be a pandemic, and that the University does not guarantee my safety on the Program and has not required that I engage in this travel.

**RISKS OF STUDY ABROAD:** I understand that participation in the Program may involve risks not found in campus study at Samford University. 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; and local medical and weather conditions. I understand that significant health risks related to the COVID-19 pandemic vary by location. I have made my own investigation and am willing to accept these risks.

I affirm that I have read and understood the United States Department of State Travel Advisory and the Centers for Disease Control and Prevention Travel Notice for my destination(s). I have voluntarily decided to participate in the Program. I further understand that the University cannot and does not assume responsibility for my safety or any such personal injury, death, property damage, or other problem or damage that arises from these or other dangers, hazards, and/or risks of or related to the Program. I understand my destination(s), the United States, and any countries I may travel through at any point during my Program (including countries in which I have a layover) may enact restrictions, including entry bans and/or lockdowns, at any time, and that these restrictions have the potential to disrupt my Program.

**ACKNOWLEDGEMENT OF INSTITUTIONAL AUTHORITY TO RESCIND APPROVAL:** I understand and acknowledge that the University retains the right to withdraw institutional approval and/or require return to the United States at any time.

**RESPONSIBILITY FOR ACADEMIC RISK:** I acknowledge that I am electing to participate in an international activity that may include academic risk. This risk could be the result of academic disruption due to COVID-19 or other factors. Disruptions include but are not limited to my personal decision to independently withdraw, program cancellation, recall of students or changes in academic content delivery.

**VACCINES, TESTING, QUARANTINE REQUIREMENTS:** I understand that I must comply with University, domestic, and international requirements regarding COVID-19 vaccination, testing and quarantine.

This may include the requirement to be vaccinated against COVID-19, in accordance with University, domestic, and international laws and regulations at the time of travel. The University is bound by national and international guidelines and no exceptions will be allowed, unless allowed by the host country of the Program.

It may also include the requirement to undergo testing prior to entering the host country of the Program, and to quarantine on arrival. Further testing and quarantine may be required during my time abroad in accordance with local and national regulations.

I understand that I may be required to undergo testing and abide by quarantine requirements prior to reentering the United States and/or the University campus.

I also understand that regulations surrounding vaccination, testing and quarantine may change rapidly prior to, and during, my time abroad. I understand that national restrictions may be put in place prior to or during my program. This could take the form of a local or national lockdown (“stay at home” order).

I understand that these changes have the potential to affect my participation and to impact my Program, including my ability to return to the United States.

**TRAVEL RESTRICTIONS:** I understand that independent travel outside of the host country of the Program during weekends or academic breaks may be restricted due to local, national or University guidelines. If I decide to travel despite these guidelines, I could be caught in rapidly changing regulations and do so at my own risk. Samford Abroad may not be able to offer assistance. The Program’s international travel policy is subject to change at any time.

Students are strongly encouraged not to purchase non-refundable tickets or accommodations for independent travel. Samford University will not reimburse students for independent travel arrangements that must be canceled due to a change in the Programs’ travel policy, or due to any changes in local or national restrictions.

**RESPONSIBILITY FOR MEDICAL NEEDS AND OVERSEAS INSURANCE:** I understand that certain comorbidities increase the risk of serious illness and death from COVID-19. I am aware of my personal medical history and needs.

Samford University provides required international travel health insurance for all participants during the dates of the Program. Due to COVID-19, insurance may or may not cover certain events related to the pandemic. Costs for medical treatment for COVID-19 will be covered under the terms of the accident and sickness policy. The international travel health insurance policy is available in the application portal and will be a required Learning Material. I agree to read the full policy carefully and take the assigned quiz.

I agree to delay my arrival if I have any signs of illness, am feeling unwell or have been in direct exposure with a known COVID-19 positive person and have not produced a negative COVID-19 test result.

I understand that I may be asked to conduct daily self-health checks, including temperature.

I understand that I may be asked to participate in random testing throughout the Program.

I agree to self-isolate and not attend in-person classes, events, or activities if I am unwell or if I am symptomatic, or if I have reason to believe I've been exposed to someone who is actively sick with COVID-19.

If asked, I will partake in all contact-tracing events to the best of my ability. My participation may include:

- Disclosure of my close-contact association
- Disclosure of my vaccine status
- Self-isolation/quarantine
- A COVID-19 test

I agree to take all necessary precautions and follow protocols and guidance from relevant authorities, including adhering to travel notices and warnings from the U.S. Department of State and the Centers for Disease Control and Prevention (CDC), if applicable. While in the host country of the Program, I will also follow the guidance provided by the host country's government. I agree that such guidance may be updated without notice, and I agree to check frequently for updates throughout the Program. I also agree that if I am traveling internationally and eligible, I will enroll in the State Department's Smart Traveler Enrollment Program (STEP) and take advantage of its resources.

I acknowledge and understand that I will continue to be governed by all applicable University policies, procedures, and protocols, and I agree to take all reasonable measures to comply with them – including those implemented or adjusted during my travel.

These measures (imposed by international, national or University authorities) could include (but are not limited to) the following: virtual internships, mandatory masks, mandatory social distancing, enhanced cleaning procedures, virtual or hybrid classes, travel limited within host country and surrounding countries, restrictions on using public transportation, stay at home orders (as part of local or national lockdowns), limits on social contact that may include restrictions on how many people you can mix with at any one time (this may necessitate the introduction of rotations for the use of communal spaces in the Daniel House), restrictions on visitors to the house, and restrictions on venues you may enter (certain venues may be closed due to Covid-19 restrictions, or considered inadvisable due to infection rates.)

I understand this is not an exhaustive list and that changes in the course of the pandemic, for example, the emergence of new vaccine-resistant variants, could completely alter the restrictions imposed by University and National authorities. It is my responsibility to secure the necessary supply of masks, sanitizing products, or other related supplies that may be required in order to access transportation, appear in public, or visit any operating establishments during my travel.

I understand that I also am subject to any rules and policies of third-party sites and jurisdictions. If I do not follow all applicable rules and policies, I may be required to leave the Program at my own expense. Furthermore, Samford University, Samford's international health insurer GeoBlue, and the United States Government (or my government of citizenship) may be limited in their ability to assist me should I fail to abide by any such regulations.

**CONDUCT:** I agree to abide by all the rules and regulations related to student conduct as set forth by Samford University.

**RESPONSIBILITY FOR EXPENSES:** I understand that my expenses prior to departure, while abroad and any funds needed to return home due to Program cancellation, recall or emergency, or as normal at the end of my term abroad are my sole responsibility. I further understand that the University cannot and does not assume any responsibility for financial losses that I may incur as a result of my decision, including (but not limited to) cancellation of airline tickets, non-refundable fees paid for services to be rendered abroad, etc. The University is not responsible for these expenses and may not reimburse students for the cost of application fees, tuition, transportation, visas, room and board, preventative quarantine, insurance or any other non-refundable expenses that you may incur prior to, during and after your program.

**FEDERAL AID:** Any costs pre or post program such as quarantine procedures or COVID-19 testing which are specific to certain locations/airlines, are NOT covered by Federal Financial Aid. I understand that I will have to secure my own funds to cover those additional costs (if applicable).

**IMPORTANT TAKEAWAYS:**

Federal Financial Aid cannot be used for quarantine costs or COVID-19 testing pre or post program.

Costs for medical treatment for COVID-19 WILL be covered under the terms of the GeoBlue accident and sickness policy.

You may need to quarantine once you get to your country and upon return to the United States.

You may be responsible for testing costs for entry to host country, while in country, and for re-entry to US.

**LIMITS OF UNIVERSITY RESPONSIBILITY:** I understand that the University cannot

Guarantee the safety of participants or eliminate risk from the study abroad environment.

Monitor or control all the daily personal decisions, choices, and activities of individual participants.

Prevent participants from engaging in illegal, dangerous or unwise activities.

Assure that US standards of due process apply or provide or pay for legal representation for participants.

Be responsible for any injury or loss suffered due to participation in a Program.

**ASSUMPTION OF RISK AND RELEASE OF CLAIMS:** In further consideration for my participation in the Program, I assume all the risks and responsibilities associated with my participation in the Program, and in return for the services provided to me by Samford associated with the Program, I hereby agree on behalf of myself, my heirs, and assigns, to release, discharge, indemnify, and hold harmless Samford, and its officers, agents, employees, and representatives, from any and all liability, claims, demands, and actions that may arise from physical or financial injury or harm to me, from my death, or from damage to my property in connection with, resulting from, related to, or arising as a result of my participation in the Program. I understand that this release covers liability, claims, demands, and actions, including but not limited to negligence, mistake, or failure to supervise, caused entirely or in part by any act or failure to act of Samford, its officers, agents, employees, and representatives.

**Director, Lauren Doss**

**Assistant Director, Jill Fisse**

**Samford Abroad Advisor, Alexis Whiting**

221 Brooks

Monday-Friday, 8AM-4:30PM

205-726-2741