

# DANIEL HOUSE

Code of Conduct / Student Manual



*Samford  
Abroad*

*GO farther.*

# Welcome to the Daniel House

## Purpose of this Manual

Samford University is committed to the health, safety and well-being of our students. Policies are in place to foster a safe, supportive and academic environment.

This manual is intended as a reference for Samford faculty, staff and students studying at the Daniel House.

Any questions or concerns should be directed to the Residence Director.



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# Welcome from the Residence Director

On behalf of Samford University, I am delighted to welcome you to the United Kingdom and our little slice of Alabama in London – The Daniel House.

Over the coming weeks and months, you will have infinite opportunities to explore London where the imprint of over 2,000 years of history remains visible today. From its beginning as the Roman settlement of Londinium through its time as the hub of the British Empire, London has and continues to be a global city. Over 300 languages are spoken in London today making it one of the most culturally diverse places in the world. We hope that by using the city as a classroom you will gain an understanding of the challenges faced by Britain and the world today.

We want to provide you with the tools to succeed, so that you can take advantage of the fantastic opportunities on offer in London and the UK. The orientation sessions will provide information to get you up and running as quickly as possible, and the manual will reinforce much of the material. If you are ever unsure about anything, please do not hesitate to contact me or one of the faculty/staff in London. As a wise Hogwarts Professor once said, “Help will always be given at Hogwarts to those who ask for it” and that certainly applies for Samford University in London, too!

Our hope is that by the time you leave London, you will have developed academically, professionally, and personally. You will also remain part of the Daniel House community no matter where your journey takes you beyond Samford University.

Best wishes,

Thomas Crosby  
Daniel House - Residence Director



**Tom Crosby** is the Daniel House Residence Director. He oversees housing, operations, and student services to augment student well-being and experiences. Tom lives on site in order to respond to out-of-office-hours emergencies. He also teaches the British Heritage and Culture course on a rotation basis so loves to discuss British history, and the trials and tribulations of Coventry City Football Club.

**Joanna Burkhart** works part-time (8:30am-3pm Tuesday, Wednesday & Thursday) as Academic Director. Jo works with our Samford and adjunct faculty to assist with course planning, focusing especially on how to make the most of London as a ‘city classroom’. Jo also oversees immigration and works alongside our internship provider to support students in their work placements.

**Lauren Doss** is the Director of the Global Engagement Office at Samford. She oversees all the Global Engagement programs, including the Daniel House. Lauren’s recent major project was managing the Daniel House renovation from across the Atlantic.

**Jill Fisse** serves as the Assistant Director in the Global Engagement Office at Samford. She organizes all logistics after students’ acceptance into a program, including flights. Jill builds courses and issues permits for all students studying abroad. She is also responsible for handling all cancellations and withdrawals.

**Alexis Whiting** works in the Global Engagement Office as the Samford Abroad Advisor. She advises students throughout the Samford Abroad cycle, starting at application and ending at re-entry. She organizes all pre-departure orientations and works closely along Jill Fisse to communicate all dates and deadlines to students.

**Faculty-in-Residence** will rotate every semester based on a schedule determined by the Global Engagement Office. The Faculty-in-Residence during the semester not only serves as the accompanying Samford faculty and teaches course(s) in residence, but also acts as a resource to support students while in London.

# The Daniel House

## Address

**12 Ashburn Gardens**

**Kensington**

**London**

**SW7 4DG**

**United Kingdom**

## Nearest Tube Station

**Gloucester Road (Piccadilly Line and Circle/District Line).**

## Office Opening Hours

**Monday – Friday 08:00-16:30 (hours may vary upon the Residence Director's schedule)**

## Mail and Packages

**Mail and packages may be sent to the Daniel House address. Students will be notified of their arrival via email. If receiving packages from the US, students should ensure that the correct import duties are paid.**

### Sending Gifts (New Items)

**All goods imported into the UK from outside the EU must be declared to HM Revenue & Customs and in most cases, are subject to Customs Duty and VAT. If someone is sending a gift to you, they will be liable to pay duty on gifts worth more than £135 and import VAT on any value stated above £36\*. On top of these taxes, they will also generally be liable for a 'handling' or 'admin' fee from the postal company who generally pay these fees on your behalf and hold the package for you until reimbursement. (Even when charges are made incorrectly and students claim their money back in retrospect, which is laborious, the handling fee will always stand).**

**Pass along these considerations to the sender:**

- **Always remember to complete a Customs Declaration form and affix to your package (UPS/your postal service will generally mandate you complete this before posting)**
- **Clearly state that this is a gift (gifts are subject to a higher allowance before taxation, and lower rates of taxation)**
- **Write the true value of the gift and be aware if you are sending anything over £36 (around \$50) the student will have to pay import fees**
- **Never inflate the value of your gift. Often the sender writes a higher value on the customs form to cover for insurance reasons, which results in higher tax!**
- **If you are sending gifts to more than one person they each get an allowance (up to £36 before import VAT, up to £135 before import duty). You must ensure that multiple gifts are listed individually on the Customs Declaration form, and that each gift is individually wrapped and addressed.**



## Sending Personal Items (Already Belonging to Student)

**Personal items are not subject to import duty or VAT. However, you may be responsible for paying a large amount of money on an item shipped to you if Customs Declaration is incomplete or unclear and the customs officer from the UK Border Agency (UKBA) examining the package assumes it's for commercial use or is a gift.**

**Pass along these considerations to the sender:**

- Always remember to complete a Customs Declaration form and affix to your package (UPS/your postal service will generally mandate you complete this before posting)
- Ensure that it is clearly marked 'personal belongings', and/or 'used' and/or 'second-hand'.
- Never write the value of these belongings as they were purchased new. Always write the value they are worth as second-hand/used items.

**\*Please note there are separate import rules and taxes for 'excise goods'. These include alcohol, tobacco products and perfume. We recommend you never request these items.**

## Printing

**Free printing is available through the student basement printer for academic purposes.**

**The Daniel House team reserve the right to revoke printing access if printing privileges are abused.**

## Wi-Fi

**The Wi-Fi username and password will be given to students upon arrival. Students will be notified of any changes to the password/username.**



# PART ONE: Samford University Mission Statement and Vision

## Samford University Mission Statement

The mission of Samford University is to nurture persons in their development of intellect, creativity, faith and personhood. As a Christian university, the community fosters academic, career and ethical competency while encouraging social and civic responsibility and service to others.

## Samford University Vision

**A**nchored in Christian understanding, Samford University will be a diverse community, stressing vigorous learning and personal faith, in the Baptist tradition. Within that commonality, the community will be innovative in teaching, learning and research; sensitive to global issues; aggressive in self-assessment and continuous improvement. Faithful to its mission, Samford will be known and acknowledged worldwide by holding to its core values. The world will be better for it.

## Department of Residence Life Mission Statement

The Department of Residence Life exists to serve the Samford Community by providing high-quality and safe residential facilities while fostering the resident's educational, personal, social and spiritual development within a Christian environment.

## Goals of Department of Residence Life

1. Provide an environment conducive to academic success.
2. Assist students in becoming independent individuals as they transition from high school to college to adult life.
3. Educate students about a sense of civic responsibility, including how to live and engage in a community (neighborhood) and respect and honor the rights of neighbors.



# PART TWO: Pre-Departure

## What to Pack

### Carry-On

**Passport and any necessary visas**  
**Immigration Letter provided by Samford**  
**Airline Boarding Pass(es)**  
**U.S and foreign currency**  
**Copies of all important documents and emergency contacts**  
**Credit and debit cards**  
**State driver's license**  
**Student ID**  
**Smartphone with either an international plan or the capability for a SIM card insert**  
**Phone charger**  
**Eyeglasses and/or contact lenses**  
**Prescription medication in original container, back-up supply, and letter from doctor**  
**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**  
**Small first aid kit**  
**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 if amount exceeds the limit.**

**Check with <https://www.tsa.gov> and airline website for baggage restrictions, weight limits, and policies.**

## Clothing

**Bring at least one nice outfit for internships, 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.**

**Bring clothes that you can layer and adapt for the changing weather. The weather is often cold and wet, so wool and wool blends are helpful.**

## Electrical Items

**British electrical current is 220 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 in London.**

## Medicine

**Any prescription drugs or medicines must be carried in original prescription bottles. If possible, 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 England. Pack only prescription medicines in your carry-on luggage (liquids in quantities/amounts that follow security guidelines).**

# **What Not to Bring**

## Weapons

**All weapons are prohibited in London, including pepper spray and mace. 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



\*There are several hair dryers and flat irons available in the house for student use. Additional hair appliances can be purchased in nearby stores.

Items provided by the Daniel House:

- Linens (sheet, duvet cover, pillow sheet)
- Pillow
- Towel (2 bath towels replaced fortnightly)
- Access to washer and dryer
- Tea, coffee and milk
- Trash service
- Laundry Detergent

## Flight Schedule and 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](mailto: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.

The Global Engagement Office will notify you of the date in which all flight information is final. You will not be able to adjust flights after this date.

## 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 address 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: [http://www.delta.com/content/www/en\\_US/traveling-with-us/baggage/before-yourtrip/checked.html#guidelines](http://www.delta.com/content/www/en_US/traveling-with-us/baggage/before-yourtrip/checked.html#guidelines).

### Backpacks

Former students suggest bringing a backpack that can be used for day trips and travel breaks in and around London. 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.

### 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.

## 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
- Student visa
- Itinerary
- Daniel House Contact Information
- Flight confirmation
- Driver's license
- Credit cards brought to London
- COVID-19 Vaccination Record Card

You must carry your immigration letter (provided to you by the Global Engagement Office) any time you leave the country.

## Money

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 London and find your debit/credit card locked.
- ATMs and Currency Exchange Shops are available in London to receive pound sterling (£) and alternative currencies. 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 bag for overweight bags.

### Tipping

In restaurants, check to see if service is included on the bill, if not, add 10-15% of bill. Tip taxi drivers by rounding up to the nearest pound; porters at least 50p per bag and hairdressers 10%. You do not need to tip in pubs. Further, every country in the EU has different customs for tipping. Consult a good travel guide for country protocol.

## Health

### Prescriptions & Other Medications

**If you have a medical condition, particularly one that requires regular treatment or medicine, contact the GeoBlue Global Health and Safety Team prior to departure for help making a proactive plan.**

**If possible, pack enough medication to last your entire trip.**

- **Carry your medications in their original labeled containers, and pack them in your carry-on bag since checked baggage is occasionally lost or delayed. Be sure that the name on the prescription matches the name on your passport.**
- **Ask your pharmacy or physician for the generic equivalent name of your prescriptions in case you need to purchase additional medication abroad.**
- **Get a letter from your physician in case you are questioned about your carry-on medication; some countries have strict restrictions on bringing prescription or even non-prescription medications into the country without proper medical documentation.**
- **Some common prescription medications in the U.S. are illegal abroad. Check with the embassies of the countries you expect to visit to make sure that your prescription and over-the-counter medications are permissible.**

**Do not plan on mailing medications abroad.**

**Be sure to maintain your usual dosage and pattern of taking your medication while you're abroad and ask your physician how to make adjustments due to time zone changes.**

### Mental Health

**Experiencing another culture is an exhilarating but often stressful experience that can sometimes cause symptoms or pre-existing mental health conditions to flare up temporarily. Culture shock can manifest itself much the same as depression. If you experience initial signs of depression or anxiety, please consult with the Residence Director.**

**Some level of depression or anxiety surrounding your departure to study abroad is normal and expected. We encourage you to speak with your regular physician for advice on coping skills. Samford's Counseling Services are also available as a resource pre-departure (DBH 203, appointments open M-F 8am-4:30pm). If you have a mental health condition that requires regular treatment or medication, we encourage you to contact the GeoBlue Global Health and Safety Team prior to departure at +1.610.254.8771. They will provide resources to manage your health while you're away.**

**Additional counselling and mental health research are available in London via your GeoBlue insurance. Please consult with the Residence Director to access these resources.**

### Alcohol

**Alcohol abuse and misuse are not tolerated globally and will not be tolerated on Samford study abroad programs. Violation of local laws and/or Samford regulations or policies may result in (a) immediate dismissal from the program; (b) academic withdrawal from the university for the semester in progress; and (c) disciplinary action upon return to campus. Dismissal from a study abroad program will incur the purchase of one-way transportation to your hometown with the charges added to your Samford account.**

**The Residence Director, Thomas Crosby, has a list of additional resources for support.**

## Cell Phones

All students are required to bring a smartphone with either an international plan or the capability for a SIM card insert. SIM cards can be purchased at a local convenience store in London for c. \$20/month. **Phones must be unlocked for the SIM card to be inserted.**



# PART THREE: Student Support in London

Studying abroad is a time of challenges, opportunities, and new experiences.

The Daniel House team are here with you every step of the way, from your first arrival at the airport, to your eventual return home and everything in between. We provide support information and opportunities, to help you make the most of your time abroad and have a successful academic experience.

## Support, Opportunities, Information, and Advice

### Personal Support

- Health care advice and support.
- Safety advice.
- Roommate relations.
- 24/7 emergency staff support.
- Chats.

### Information & Advice About Life in London

- Travel.
- Budgeting.
- Immigration and visas.
- British culture and adjustment.
- Local geography.
- Transport.
- Local events and organizations.
- Diversity.
- Faith support.
- Cell phones.
- Shopping.
- Banking.
- Money.
- Popular culture.
- Staying Healthy.

### Opportunities to Get Involved

Getting involved with the community through community engagement and programming activities.

- Events and excursions.
- Community engagement and volunteering.



## Services

- **Housing.**
- **Orientation.**
- **Emergency loans.**
- **Student confirmation letters.**

## **Daniel House Weekend Excursion & Events**

### Weekend Excursion

Each semester Samford faculty, staff, and students participate in a weekend excursion to Preseli Venture in Wales.

The Friday-Sunday excursion is included in students' program fee.

Students have the option to participate in coasteering, hiking, surfing, or visiting local towns and a castle.



## Events

The Daniel House team will run a weekly Community Events, either at the Daniel House or at a London venue. Past events include:

- Bounce Ping-Pong.
- House Dinner.
- Flight Club.
- Karaoke Night.
- Movie Night.
- Quiz Night.

## Health Coverage & Access in London

Samford University provides international health coverage through GeoBlue insurance. Please maintain a copy of your plan while in London.

### Emergency Appointments

If your condition is urgent, please call 999 for the Emergency Services. 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.

You nearest Accident & Emergency Hospital (ER) is:

Chelsea and Westminster Hospital, 369 Fulham Road, Chelsea, London SW10 9NH

### Non-Emergency Appointments

Private GP services can be booked through GeoBlue's London partners on the GeoBlue app, through the [Member Hub](#) or by calling the GeoBlue Global Health and Safety Team at +1.610.254.8771. Detailed information on how to book an appointment will be provided in your London Welcome Pack. Alternatively, the Residence Director is more than happy to help book you an appointment. If you arrange Direct Pay 48 hours before your appointment, you will not have to file a claim for reimbursement.

### **Prescriptions**

For prescriptions, you will pay up front, file a claim and be reimbursed by paper check.

## Mental Health

Studying abroad can exacerbate feelings meaning you need a little extra help. The Daniel House team are always available to chat.

The Residence Director can provide information on Counsellors and Psychiatrists in London. Students enrolled in study abroad and covered by GeoBlue insurance, can also contact the Global Health and Safety Team [for](#) a mental health referral in London.

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 to be proactive about your mental health. What are ways you manage stress now? How can you maintain these stress management techniques abroad? We encourage you to think through ways in which you manage and handle your stress while you are at home, so that you can continue these practices while you are abroad. Try to maintain routines for both sleep, exercise and hobbies. Find and attend a local church if it was part of your routine at home. If there are other ways in which you manage stress, talk with the Residence Director. He is more than happy to help make arrangements ((e.g. finding a piano to play if that is a stress reliever, recommending gyms to join etc.).**

### Emergency Help

- For urgent medical attention, phone 999 or go directly to an **A&E department, then contact the GeoBlue Global Health and Safety Team.**
- For urgent medical advice, call **NHS 111**
- See the **NHS guide to dealing with a mental health crisis or emergency**

## Additional Resources and Support

### Online Resources

- [www.headspace.com](http://www.headspace.com) - a meditation app.
- [www.mind.org.uk](http://www.mind.org.uk) - Advice and support for those experiencing mental health problems and for those helping someone else with their mental health.
- [www.papyrus-uk.org](http://www.papyrus-uk.org) - A charity for the prevention of young suicide - Call 0800 068 4141 - Text 07786 209697.
- [www.sane.org.uk](http://www.sane.org.uk) - A charity working to improve the quality of life for anyone affected by mental illness - Call 0300 304 7000 (open 4.30pm - 10.30pm daily).
- [www.studentsagainstd Depression.org](http://www.studentsagainstd Depression.org) - Information and resources to help you identify low mood or depression and then find a way forward.
- [www.studentminds.org.uk](http://www.studentminds.org.uk) - Resources and support from the UK's student mental health charity.
- [www.samaritans.org](http://www.samaritans.org) - A 24-hour service for anything that is troubling you - Call 116 123.
- [www.victimsupport.org.uk](http://www.victimsupport.org.uk) - Support for those affected by crime or traumatic events – Call 0808 1689 111 or use their Live Chat feature (available Mon-Fri 9am-5pm).
- [www.youngminds.org.uk](http://www.youngminds.org.uk) - Advice and support for all young people.

### Pharmacies

Trained pharmacists can give you advice and some medicines over the counter without an appointment. They are usually open early-late evening. See below:

- **Boots Pharmacy**
  - 128 Gloucester Road, Kensington, London SW7 4SF
  - Opening Hours:
    - Monday-Friday: 08:00-20:00

- Saturday: 09:00-19:00
- Sunday: 10:00-19:00
  
- Sainsbury's Pharmacy
  - 158A Cromwell Road, Kensington, London SW7 4EJ
  - Opening Hours:
    - Monday-Friday: 07:00-23:00
    - Saturday: 07:00-22:00
    - Sunday: 11:00-17:00
  
- Zafash 24 Hour Pharmacy
  - 233- 235 Old Brompton Rd, Earl's Court, London SW5 0EA
  - Opening Hours:
    - Monday-Friday: 24 hours.
  
- London Claremont Clinic
  - 50-52 New Cavendish Street London W1G 8TL

## Immigration Advice

You will need to apply for a **Student visa** to allow you to live, work and study in the UK. You will be required to provide the GEO with your passport number and other personal details in order that we can raise a 'CAS' number (Confirmation of Acceptance to Study). This number demonstrates that Samford will sponsor you to study in the UK, and without it you cannot complete a visa application.

**It is very important that you check your passport will be valid for at least 6 months after the end of your program.** If this is not the case, you will need to renew your passport BEFORE providing the GEO with your details. Failure to do so could invalidate your CAS and subsequent visa application.

Under UKVI (UK visas and immigration) rules, **the application window for Student visas opens 6-months prior to your program start date. We encourage you to begin the application process as soon as you receive your CAS number and visa application instructions.**

Please be aware that **you are responsible for maintaining for your visa status while in the UK.** This includes full attendance in all your classes and working no more than 20 hours each week. Please read the information on attendance below and refer to the attendance policy in the appendix.

### IMPORTANT: Planning to travel independently?

- You must travel to the UK within the validity of your entry vignette (**check the dates printed on your visa**) to activate your immigration permission as a student.
- You should NOT plan to arrive in London via Ireland, the Isle of Man or the UK Channel Islands. These territories comprise the Common Travel Area (CTA) and usual immigration controls do not apply. As such, you are unlikely to receive the correct immigration permission.
- The UK Home Office expects you to leave *on or before* the end date of your program (which will have been submitted as part of your CAS application)
- You MUST leave the UK by the expiry date printed on your visa.
- You cannot switch from a student to a visitor status without leaving the country. (Re)Entry to the UK is at the discretion of Border Force officials.
- You will become an 'overstayer' if you are in the UK the day after your visa expires. Overstaying is a criminal offence.

**You are advised not to book flights until you have received your visa.**

**When you receive your visa, ensure you check the dates printed on the vignette, and make any travel plans accordingly.**

### Arrival and departure

Please follow these instructions carefully. You must have the correct immigration permission to be enrolled on your study program in London. If you arrive without the correct permission, you may be required to leave and re-enter the country at your own expense.

#### Prior to arrival

- Check your immigration document carefully and contact the GEO immediately if you think it contains any errors.
- Keep your passport safe. Take copies of your passport and other paperwork before travelling and keep these secure in a different place to your passport.
- Inform the GEO if your arrival in London will be delayed.
- **Ensure you travel to the UK within the validity of your entry vignette to activate your immigration permission as a student.**
- Check the information on the UK Government website about [entering the UK](#).

#### At the UK border



- The UK Border Force has produced a '[10 Top Tips](#)' information leaflet providing guidance on getting through the UK border controls as efficiently as possible.
- In addition to the information outlined in this leaflet, you are advised to **carry your visa application decision letter** in your hand-luggage. The decision letter will have been issued to you to confirm your visa application was successful.
- **Ensure you have your immigration letter** (issued by the GEO) to hand.
- You may use the eGates on arrival in the UK.
- As long as you enter during the validity of the vignette printed in your passport, you will be admitted on your student visa.
- **Please retain your boarding pass.** This will be required by London staff as evidence of your date of entry.



### On arrival in London

- You will be asked to present your **passport and boarding pass** to London staff so they can confirm you have the correct immigration permission to be enrolled on the program.
  - If you do not have the correct immigration permission, we will not be able to enroll you on the program, and it may be necessary for you to leave and re-enter the country to rectify this.
  - Please ensure you follow all the immigration information closely, to ensure you enter with the correct permission.



- Copies of the photo page of your passport and boarding pass will be taken (your boarding pass can be in electronic form)
- In accordance with the terms of our immigration license, these records are kept for 12 months following your departure date, after which they will be destroyed. Please refer to Samford's privacy policy for more information.

## Attendance Policy

In order to gain a full attendance grade, you must attend all classes and class activities, including those which may fall outside the usual class time (such as day trips and evening performances) without exception. **This is important both for your academic success and to comply with the terms of your visa.**

Absences which have not been agreed in advance or are not adequately explained, will be deemed unauthorized and you will be penalized.

Authorized absences are limited to:

- Illness where faculty and London staff are informed by 8am on the day of the class
- Exceptional circumstances where leave has been applied for and agreed in at least 4 weeks in advance. You must have approval in writing both from your Professor and the London Academic Director.

All other absences will be considered unauthorized and may be penalized by a percentage reduction in your grade in the region of 3-10%, depending on the nature of the class missed. For example, if you miss a day trip or class assessment, the percentage reduction will be greater. Two or more unauthorized absences will be penalized at a higher percentage.

**Multiple unauthorized absences may result in the revocation of your visa and your removal from the program.**

Please refer to the Samford in London Attendance Policy (see appendix) for further detail.

## Travel Safety

### State Department Travel Registration

**Enroll in STEP** (Smart Traveler Enrollment Program) if you have not already done so. You will want to create an account and register your travel to your primary destination and also any other countries you plan to travel to. Please download the app to your smartphone. This application is provided by the U.S Department of State and is their primary communication to American travelers abroad in the event of any travel advisories or other safety alarms. Information, registration, and downloads can be found at <https://step.state.gov/>.

State Department Bulletins

The state department and its consular offices around the world will occasionally issue warning notices for American citizens living abroad, normally after an event of international significance. As the Department continues to develop information on any

potential security threats to U.S. citizens overseas, it shares credible threat information through its Consular Information Program documents, available at <http://travel.state.gov>.

#### United States Embassy and Consulate Information

The American Embassy provides very useful information for American travelers, including tips on places to avoid. Visit their website for travel advisories and warnings for US citizens. As an American citizen, it is helpful to know where your closest U.S. Consulate or Embassy is located. Both are responsible for representing the United States abroad and handling major diplomatic issues, such as preserving the rights of U.S. citizens.

US. Embassy London  
33 Nine Elms Ln, Nine Elms, London SW11 7US  
020 7499 9000

- Taxis

 The only taxis you should hail from the street are the traditional shaped London taxi. They are not always black. You can hail a cab down if its sign is illuminated.

Your American Uber account will also work in London.

#### Public Transport

Britain's public transport systems are relatively safe and used by millions of commuters daily. Nevertheless, extra care should be taken.

- Pay close attention to wallets/purses on very crowded trains and buses. **Never carry it in your back pocket or the outer pocket of any bag.**
- Beware if you are jostled or if there is a sudden argument or commotion. Incidents can be staged to distract you while your possessions are stolen.
- If you witness/are involved in a crime while on public transport, contact the British Transport Police toll free on 0800 40 50 40. Calls will be treated in strictest confidence.

#### AlertTraveler and Safety Precautions

When staying away from the Daniel House and/or traveling outside of London, **you must have AlertTraveler activated and GPS tracking turned on.** Be sure your cell phone will work where you are traveling and keep it with you always – fully charged and turned on. This allows you to receive location specific alerts, enables you to contact local police or the GEO 24/7 using the “Help” feature, and allows us to contact you in the event of an emergency.

#### Safety Precautions

Female travelers are sometimes more likely to encounter harassment, but uncomfortable situations can usually be avoided by taking the following precautions:

- **Dress conservatively** – certain clothes may encourage unwanted attention.
- **Avoid walking alone late at night** or in questionable neighborhoods.
- **Do not agree to meet anyone you do not know very well in a non-public place.**

Here are some additional tips for traveling safely:

- In addition to activating AlertTraveler, leave a detailed itinerary with your friends and family, in case you need to be reached or in case of emergency. Also, include a copy of your passport information page.
- Plan and research your trip before traveling: check the country's travel advisories and read safety, health and travel recommendations for your destination. The State Department's [SMART](#) travel section is very useful.
- Book your accommodation and travel in advance.
- Always be aware of your surroundings and avoid situations that make you feel uncomfortable.
- Remember to take maps and guidebooks to avoid being lost.
- Leave your valuables behind, locked away, or in a safe place.
- When sightseeing during the day, keep your passport locked in a safe in the hotel, if possible, and carry a copy with you.
- Learn some helpful phrases in the local language.
- When you are in a foreign country, you are subject to its laws. Know the local laws and regulations and obey them.
- Avoid areas of unrest and disturbance. Do not get involved in protests.
- Samford Abroad does not support any swimming activity when a lifeguard is not present. Swimming in unfamiliar conditions is extremely risky. In fact, swimming in very polluted waters can also expose travelers to serious infectious diseases. If there is no lifeguard on duty, Do Not Go In The Water!
- Deal only with authorized outlets when exchanging money or buying airline tickets.
- Do not accept or deliver packages.
- Contact info and address for U.S. Embassies/Consulates can be found using AlertTraveler.

## Large Scale Emergencies

Samford University is committed to working with students towards a safe and secure experience abroad. In the event of a large-scale emergency (such as natural disaster, political unrest, security threat, etc.), we will reach out to you to confirm your safety through multiple modes of communication, which may include email; phone; AlertTraveler; Facebook or others. Based on the situation and your location, we will offer advice and assistance. Your own preparedness and actions are key to staying safe during an emergency.

What you can do:

- Always carry a functioning, charged mobile phone and the emergency numbers for Samford staff.
- Activate AlertTraveler, have GPS tracking turned on and promptly respond to any check-in requests.
- Share the cell phone number you are using with Samford in London. In most cases, on-site staff will collect phone numbers; additionally, you will have the opportunity to submit your phone number via Terra Dotta.

Please follow these general procedures:

1. Avoid the affected area and ensure your personal safety first.
2. For immediate assistance, contact the local emergency services. Contact information for local authorities can be found using the AlertTraveler app.
3. Contact the Residence Director, Academic Director, or Faculty Member in Residence via phone, text message, or email.

**Residence Director – +44 7885 429 067**

**Faculty Member in Residence - +44 7885 429 080**

4. If you are unable to reach Samford staff, consider the following options:

### **At the Daniel House**

- If the Daniel House is not affected by the emergency, stay inside and avoid going out unless it is necessary.
- If the Daniel House is affected, follow Samford's instructions.
- Respond to AlertTraveler check-in requests.

- Monitor AlertTraveler alerts and heed advice given.

#### **Elsewhere in London**

- If it is unsafe to travel, find a local safe place and stay there.
- Heed advice from AlertTraveler, local emergency service personnel and reliable news sources such as BBC news.
- If it is safe to travel, return to the Daniel House. Continue to try to contact Samford in London staff.
- Respond to AlertTraveler check-in requests.

5. If you are unable to reach Samford in London staff, you may also contact for assistance/advice:

#### **The Global Engagement Office**

+1 205 726 2741

Geo@samford.edu

24/7 through AlertTraveler “Help” feature

#### **US Embassy in London**

For emergency services during and outside of work hours: +44 (0) 20-7499-9000

6. Continue to monitor you cell phone, AlertTraveler and email, and promptly respond to any messages from Samford staff.
7. As soon as it is possible, it is also important to contact relatives at home to let them know you are safe.

# PART FOUR: Residential Policies and Regulations

## 4.1 Alcohol and Drugs Policy

**Policies and procedures related to alcohol and drug possession, use, and distribution are based on national and local laws, in addition to rules in the Samford University student handbook.**

General Regulations: Alcohol

- **Students are prohibited from the possession and consumption of alcohol in the Daniel House.**
- **Possession of empty alcohol containers, including for decorative purposes, is prohibited.**

Local and National Regulations

- **The legal drinking age in the United Kingdom is 18 years.**
  - **All students will be held accountable for their actions if they return to the Daniel House under the influence of alcohol.**

General Regulations: Drugs

- **Samford University prohibits the illicit use, consumption, sale, distribution, possession, and cultivation of illegal drugs.**
- **Drug related paraphernalia is prohibited.**
- **Illicit possession and recreational misuse of controlled substances is prohibited; this includes using prescribed medication other than for its intended use and students using medication prescribed for another person.**
- **Responsibility for possession of illicit materials found in common and shared spaces will initially fall to all residents responsible for that space (i.e. all members of a room for materials found in the room).**

## 4.2 Bodily Harm

**Inflicting bodily harm on another is strictly prohibited; this includes the threat of bodily harm, intentional bodily harm, unintentional bodily harm resulting from reckless or inappropriate behaviour, and harassment, relationship violence and sexual misconduct.**

**Any act of bodily harm, intentional or unintentional, that violates additional Samford policies are subject to those further repercussions as well as any applicable national law.**



## 4.3 Fire Alarms and Fire Safety

**Residents in violation of the Daniel House's fire safety policies may not only receive additional charge for damages and associated works but may also be subject to prosecution in accordance with UK health and safety laws.**

### General Regulations: Fire Alarms

- Evacuation for fire alarms is required of all occupants whenever an alarm is sounded; failure to evacuate is a serious violation of city ordinances.
- Falsely initiating a fire alarm is prohibited and may result in a student being dismissed from the programme and being returned to the US at the student's own expense.

**If you discover/suspect a fire or if the fire alarm sounds:**

- Sound the alarm by operating the nearest fire alarm call point (if the alarm has not already sounded).
- Dial 999 to call the Fire Brigade.
- Leave the building by the nearest exit. Follow the green escape signage/the escape route on your bedroom door.
- The main entrance is the emergency exit for the Ground Floor and above.
- The emergency exit for Basement is through my apartment's corridor and to the door. Again, follow the green escape signage.
- Close the windows and doors (when possible) to contain the smoke and fire.
- Report to the person in charge at the Assembly Point: corner of Ashburn Gardens and Courtfield Road (exit the Daniel House and turn right until the end of the road).
- Return to the Daniel House only when you are told it is safe to do so.

**If it is not safe to exit your room (if the handle is hot), you should call 999 and notify them that you are in your room. Your bedroom and lobby doors are fire doors, which can prevent a blaze entering your room for 30-minutes. This is why the bedroom and lobby doors cannot be propped open.**

**In addition, the Parlour Room has a fire curtain which drops over the door in the event of a fire.**

**The kitchen also contains a fire blanket on the wall if your pan sets alight. Instructions on how to use the fire blanket are on the packaging.**

### General Regulations: Fire Safety

- Candles, matches and smoking are strictly prohibited throughout the building.
- Tampering with fire safety and general safety equipment is prohibited; this includes unnecessarily discharging fire extinguishers, covering or removing heat/smoke detectors, hanging anything from heat/smoke alarms or sprinklers, and exiting through alarmed fire exits.
- Fire doors must be kept closed at all times.
- Exits and hallways must be kept clear and free of potential obstructions and rubbish.
- Electrical outlets and power strips should not be overloaded and appropriate transformers (voltage convertors) must be used for the UK voltage of 240v.

## 4.4 Firearms and Weapons

In accordance with UK regulations, violators of firearms and weapons laws face criminal prosecution in addition to Samford University sanctions. Any threat of violence, including reference to use and/or possession of firearms or ammunition, will be treated as a serious and potentially life-threatening situation. Members of the Samford community are therefore expected to temper their language appropriately and report any concerning behaviour or language to Samford immediately.

General Regulations: Firearms and Weapons

- Samford University prohibits the possession and/or use of weapons of any type in and around their facilities. This includes but is not limited to firearms, knives (excluding appropriate kitchen cutlery), and weapons used in hand-to-hand combat.
- Possession of firearms, including pepper spray, is illegal in the United Kingdom and therefore prohibited in all facilities.
- Ammunition is not permitted in or around Samford's facilities.

## 4.5 Flammables and Fireworks

General Regulations: Flammables and Fireworks

- The use and/or possession of fireworks (including sparklers), flammable liquids, and hazardous materials within the Daniel House is not permitted.
- The burning of candles, cigarettes, incense, and flammable liquids is prohibited.
- The use of flammable materials (e.g. paper, fabric and tinsel) for decorative purposes must be limited and is at the discretion of Samford staff.

## 4.6 Food and Drink

General Regulations: Food and Drink

- Eating and drinking (other than water) is restricted to the breakfast room/kitchen area.
  - *Students with medical needs in contradiction to this policy should contact the Residence Director.*

## 4.7 Harassment, Bullying, Victimization, and Discrimination

Samford University is committed to fostering a positive environment that is:

- Free from any harassment, bullying, victimisation and discrimination;
- Developing an atmosphere in which all members are treated with dignity and fairness; and
- Ensuring that no one in the community feels under threat, degraded, humiliated and/or intimidated.

**Harassment** includes but is not limited to: creating a hostile environment; retaliatory harassment; sexual harassment; and hate incidents (that is, words or actions that target an individual on the basis of race, colour,

nationality, ethnic or national origin; sex, sexual orientation, gender identity or expression; marital or parental status; religion or belief; age; disability; genetic information; or veteran's status).

**Bullying** includes any behaviours or actions by an individual or group, often repeated over time, which intentionally hurts another group or person, either physically or emotionally, including those over the internet or social media (i.e. cyber bullying).

**Discrimination** includes treating someone unfairly because of who they are and is unlawful under all Equality Acts. Discrimination generally happens based on either a person's protected characteristic or the assumption that a person belongs to a certain protected characteristic.

**Victimisation** occurs when a person is treated badly or unfairly and subjected to harassment, bullying or discrimination.

Samford University will not tolerate any form of disrespectful or abusive behaviour with or to other students, residents, staff, visitors, contractors, or the public. This includes verbal and written communication, physical conduct, and interference/obstruction of staff or failure to comply with staff requests made in the performance of their duties.

## 4.8 Internet Policies

Samford's wired and wireless networks are intended for educational purposes as well as personal use only ("personal use" including but not limited to: sending emails, browsing the internet, making bookings and using social media and communication apps such as Facebook, Instagram and Zoom).

In the event a member of Samford community's internet access is in violation of UK or US laws, Samford will cooperate fully with the investigating and/or licensing parties.

### **General Regulations: Internet Policies**

- Any activities that violate UK or US laws are prohibited. This includes downloading and/or sharing copyrighted material.
- On-line gambling (including browsing on-line gambling or gaming sites) is prohibited.
- Accessing pornographic materials is prohibited.
- Sharing folders or files on Local Area Network (LAN) or Wide Area Network (WAN) is prohibited.

## 4.9 Keys

All keys to the Daniel House remain the property of Samford University. Residents are issued with a key fob upon check-in and this is on loan for the duration of their stay. At no time should keys be sold, traded, given to or duplicated by another party. This includes lending or giving keys to visiting friends or family.

Additional procedures related to keys and lockouts are listed in Part Four: "Keys and Lock-outs."

## 4.10 Kitchens

All students are expected to demonstrate respect for the property, fellow community members and staff responsible for the maintenance and upkeep of the kitchen space.

**The Daniel House is committed to sustainable initiatives to help reduce our impact on the environment. As such, all members of the community are encouraged to recycle packaging materials whenever possible and to aim to reduce food waste when shopping and cooking.**

**The Daniel House sinks are not equipped with waste disposals. Repair costs resulting from misuse of sinks will be the responsibility of the students or divided amongst all residents.**

#### General Regulations: Kitchens

- **Residents are responsible for cleaning their own dishes and utensils. Please note the cleaner will not wash dishes.**
- **Personal items such as food and cooking utensils should be properly stored in cupboards and fridges.**
  - **The fridge within the kitchen is reserved for faculty and staff.**
- **Residents are collectively responsible for removing rubbish once bins are full and replacing the bags.**
- **Samford staff reserve the right to remove kitchen items or restrict access to the kitchen if it is being used inappropriately.**

### 4.11 Pets

**Student pets and other animals are prohibited within the Daniel House.**

**Students with medical needs in contradiction to this policy may contact the Residence Director.**

### 4.12 Property, Furniture, and Decorations

**Students are expected to respect Samford facilities, furniture, and property.**

#### General Regulations: Damages

**Damages and normal wear and tear to Samford property, furniture and facilities should be reported immediately to the Residence Director. Further information regarding this process can be found in Part Six: Maintenance Request and Reporting Information.**

**Wilful damage to or destruction of Samford property or furniture (i.e. vandalism) will result in disciplinary action and restitution.**

**Residents are jointly responsible for property and furniture, and damages therein, in their shared spaces, including the Breakfast Room, Courtyard, Kitchen, Parlour Room, and Utilities Room.**

#### General Regulations: Decorations and Furniture

- **For health and safety reasons, residents may not move Samford furniture.**
- **Samford furniture may not be removed from rooms. Kitchen items such as crockery, silverware, pots, pans, utensils and electrical items may not be removed from the kitchen.**
- **Residents may not use paint, wallpaper, double-sided tape, heavy duty tape, screws, tacks, or nails, in their rooms or communal spaces.**

- Personal items may be tacked to cork boards in the room.
- Personal items and decorations may not in any way interfere or tamper with fire or other safety equipment.
- Samford University reserves the right to move or remove any items that constitute a fire or safety hazard.

### 4.13 Prohibited Areas

Students are prohibited from entering the Faculty-In-Residence's Suite and the Residence Director's Apartment. Student may enter the Residence Director's corridor **only** as an exit point in the event of an emergency.

Students are expected to be respectful when in close-proximity to the Faculty-In-Residence Suite and the Residence Director's Apartment. Please keep noise to a minimum.

Balconies, rooftops, and the attic are also prohibited spaces.

### 4.14 Quiet Hours and Noise

Policies and regulations regarding quiet hours and noise reflect the laws of the Royal Borough of Kensington and Chelsea.

#### General Regulations

- Quiet Hours begin at 10pm every night.
- Groups should not congregate on the front steps and pavements outside of the Daniel House. This includes, and is not limited to, waiting for taxis.
- Members of the Samford community should be aware of and respectful of workspaces: the office and classroom.
- Courtesy Hours are in place 24 hours a day in respect for the wider community and in order to foster a positive academic environment. In order to reduce noise, residents are expected to comply with reasonable requests to turn down music, videos, TV or close windows.
- Audio devices playing within the residences should be set to a reasonable volume and should not be audible outside individual rooms or flats.
- Audio devices should never be placed near open windows or on windowsills or played in outside areas.
- Metropolitan Police and Police Community Support Officers have the right to ask groups of two or more people to leave an area under the Anti-Social Behaviour Act 2003.

In instances of noise violations Samford reserves the right to confiscate audio devices including, but not limited to, external or portable speakers. Students can request return of confiscated items at the end of their study abroad programme. It is the responsibility of the student to place such as request and to ensure they retrieve confiscated items at a time and date agreed upon with the Residence Director.

### 4.15 Sexual Misconduct

Sexual misconduct is strictly not tolerated by Samford University; this includes but is not limited to relationship violence, sexual or gender-based harassment, and sexual assault.



Samford University in London abides and is governed by the definitions and guidelines stated in the United Kingdom's Sexual Offences Act of 2003. Any reports of sexual misconduct within, by or against the Samford community are subject not only to Samford's policies and disciplinary action but also this national law. Any acts of sexual misconduct that violates additional Samford's expectations policies and/or UK laws are subject to those governing policies.

All members of the Samford community are expected to foster a respectful and supportive community. Additionally, all should familiarize themselves with related laws, policies and guidelines in order to continue to foster such a community and discourage misconduct.

Samford is dedicated to maintaining the health and well-being of all community members and, as such, Samford faculty, staff and students are encouraged to report any concerns about or incidents related to sexual misconduct.

Samford University respects an individual's privacy and will, whenever possible, maintain the strictest confidentiality with regards to reporting concerns or incidents.

#### 4.16 Smoking and Tobacco Products

Smoking and the use of tobacco products are prohibited in the Daniel House. This includes electronic cigarettes (e-cigarettes) and vaporizers; any lit cigarette, clove or scented cigarette, pipe, cigar, cigarillo, hookah smoked products or other smoking product; and smokeless tobacco.

##### Local Regulations

- Under regulations of the Royal Borough of Kensington and Chelsea it is a littering offense to dispose of cigarette butts/ends on the streets, pavements or in gutters, and is liable for a £80 charge.

#### 4.17 Visitors and Guests

All Samford students, staff and faculty have the right to be comfortable and respected in their community and environment. Any guest whose behaviour or language contradicts this expectation or any of the following regulations may be asked to leave the Daniel House. Visiting students from Samford University are considered guests and as such, the same regulations apply.

##### General Regulations: Visitors and Guests

- Overnight guests are not permitted in the Daniel House; guests must vacate all residences by 10 pm.
- Hosts are responsible for the guests at all times and it is their responsibility to ensure guests are aware of and abide by Samford policies, procedures and expectations.
- Hosts are expected to be with their guests at all times; at no time should guests be permitted to walk through the Daniel House unattended.
- Under no circumstances are guests permitted to be in possession of a resident's key.
- Visitors are only allowed to visit the communal areas: Parlour Room and Breakfast Room. Under no circumstance are visitors permitted above the Ground Floor.
- Anyone requesting access to the building – including visiting Samford students or alumni – should be referred to the Residence Director. Do not provide them with a tour of the building.



# Daniel House Housing and Participation Agreement

A student must maintain these standards throughout their program in London. Violation of any of the terms of this agreement or the Student Handbook will result in disciplinary action, including values violations or dismissal from the program and return home at the expense of the student.

## 1. Bedrooms

- a. When checking-in, it is a student's responsibility to notify the Residence Director if there are any discrepancies with the **Room Condition Report**.
  - i. Students are responsible for reporting any damages subsequent to checking-in. Charges for damages not listed on the Room Condition Report will be assessed and placed on the student's account.
- b. A student may not change rooms without the permission of the Residence Director. The University reserves the right to change, at any time, an individual student's room assignment.
- c. No decorations may be tacked or taped to bedroom walls or bunks. Students should use the cork boards for that purpose.
- d. Bedroom doors must not be propped open at any time.
- e. Students are responsible for the upkeep of their rooms. Bedrooms must be well maintained to provide safe access for students, staff, and approved maintenance personnel.
- f. Furniture should not be removed from bedrooms.
- g. Student rooms are subject to monthly health, safety, and maintenance inspections by the Residence Director.
- h. Students must complete the checking-out procedure and turn in their key before departing the program. Failure to do so will result in a \$200 fine added to their student account.

## 2. Communal Areas

- a. **Breakfast Room/Kitchen:**
  - i. Students are responsible for the regular upkeep of the Breakfast Room/kitchen: e.g. cleaning dishes, surfaces, and appliances.
  - ii. Food and drinks are only permitted in the Breakfast Room/kitchen.
  - iii. Students have kitchen privileges as designated by the Residence Director. Abuse of such privileges or failure to maintain the cleanliness of the facilities may result in the revocation of kitchen privileges.
- b. **Courtyard:**
  - i. Students are responsible for the upkeep of the area and should not leave any items behind after use.
  - ii. Students cannot access the Courtyard outside of **Quiet Hours**.
  - iii. Abuse of Courtyard privileges or failure to maintain the cleanliness of the facilities may result in Courtyard privileges being revoked.
- c. **Parlour Room:**
  - i. Food and drinks other than water are prohibited from the Parlour Room.
  - ii. Students should switch off lights and equipment after use.
- d. **Utilities Room:**
  - i. Students should remove items from washing machines and tumble dryers promptly to allow other students to use the facilities.
  - ii. Students must remove lint from tumble dryers after use.

iii. Abuse of utility room privileges or failure to maintain the cleanliness of the facilities may result in utility room privileges being revoked.

e. **FYI** – In the event of damage to common areas, where individual responsibility cannot be determined, all students in the building will share the cost of repair.

i. Furniture should also not be removed from any of these spaces.

### 3. Health and Safety

a. Students must report any lost key fob to the Residence Director ASAP.

i. The fee for a replacement key fob is \$100.

b. Internal and external fire doors (including bedroom doors) must not be propped open at any time.

c. Tampering of any fire equipment will result in a \$300 fine.

d. Emergency safety procedure – e.g. fire – are established for the Daniel House and will be communicated to students during orientation. Students should become familiar with the safety procedures and respond immediately when advised that an emergency exists.

e. Students must not tamper with the internet or security systems.

### 4. Maintenance

a. Students must complete a **Maintenance Form** in the event of a non-emergency maintenance issue as soon as possible.

b. Students should contact the Residence Director in the event of an emergency maintenance issue.

### 5. Program Dates

a. The Daniel House is unable to accommodate students arriving ahead of the group dates or remaining beyond the final date of the program.

b. Students cannot store luggage at the Daniel House outside of the program dates.

### 6. Prohibited Areas

a. Students are prohibited from the following areas:

i. Faculty Bathroom/Bedroom.

ii. Residence Director Apartment\*

1. \*Students can access the Residence Director's corridor as means of an emergency escape from the Daniel House.

iii. Rooftops/attic.

### 7. Prohibited Items

a. The following items are forbidden in the Daniel House. Possession of any of these items may result in a values violation or expulsion from the program.

i. Alcohol.

ii. Candles/open flames.

iii. Firearms, weapons, or fireworks.

iv. Illegal substances.

### 8. Quiet Hours

a. The Daniel House observes quiet hours from 10:00 pm to 07:00 am. Students should remain mindful of noise levels, because the Daniel House is immediately adjacent to two other properties. These quiet hours are reflective of the neighborhood's sanctioned quiet hours.



## 9. Travel

- a. Weekend travel is permitted from Friday-Sunday, except on blocked travel weekends. Students must complete the travel form before departing the Daniel House, so they can be contacted in an emergency.

## 10. Visitors

- a. Visitors are only permitted in the public areas of the Daniel House: parlor room and kitchen area. Visitors should always be accompanied by the student. Any unaccompanied visitor will be escorted from the premises. All visitors must leave the Daniel House by 10:00 pm.
- b. Students are responsible for the conduct of their guests. Any violation by the guest could result in disciplinary action against the Samford student who invited them onto the premises.
- c. Overnight guests are not permitted.
- d. If a Samford alumnus requests a tour of the building, notify the Residence Director. Do not provide a tour of the building.

## 11. Other

- a. Students should respect the privacy of the Residence Director's apartment and the Faculty-In-Residence's Suite.
- b. The Daniel House is a smoke-free area in keeping with University's campus-wide policy.
- c. Because of the nature of residence at the Daniel House and participation in the London program, the Residence Director may modify or change house rules as necessary for the successful conduct of the program, safety of the residents, and cooperative living of all students enrolled in the program.

**I have read the terms and conditions of the Participation and Housing Agreement for the Daniel House and hereby accept them and agree to abide by them.**

**Student Signature:**

**Date:**

**Parent/Guardian Signature if under 19:**



## PART FIVE: Disciplinary Measures

Failure to comply with the Daniel House Housing and Participation Agreement, Residential policies and procedures, and Housing Procedures of the Daniel House Student Handbook will result in a mandatory meeting with the Residence Director and the Academic Director or Faculty in Residence.

Depending on the severity of a violation, students may receive a values violation and/or fine, or be dismissed from the program with immediate effect. The accumulation of three violations over the course of a program, or in the case of a serious violation, may result in the dismissal of a student from the program at the student's own expense.

In the event of a violation that breaks UK law or places the student, fellow students, faculty, and staff at risk, the student will be dismissed from the program with immediate effect.



# PART SIX: Housing Procedures

The following procedures and guidelines apply to the Daniel House.

Procedures are subject to change and, whenever possible, changes will be confirmed to students either prior to arrival or during their orientation. Updates or changes that take place during their programme will be communicated by the Residence Director to students.

When in doubt, all members of the Samford community are encouraged to ask for clarifications in order to avoid miscommunication or misinterpretation.

## 6.1 Check-In

Students will receive a housing assignment email approximately thirty (30) days prior to their programme start date. The housing allocation is based on the roommate questionnaire distributed by the Global Engagement Office.

General Regulations: Check-In

- The Residence Director will meet students on the group flight at the airport, where they will be transported to the Daniel House via coach.
  - Early arrivals cannot be accommodated.
- Upon arrival at the Daniel House, **semester students** will receive the following:
  - Welcome Folder:
    - Academic Calendar.
    - Key Fob to the Daniel House entrance and bedroom.
    - List of local amenities.
    - Orientation Schedule.
    - Oyster Card for travel in London.
    - Participation Agreement (Copy).
    - Programming Schedule.
    - Residence Director's Emergency Contact Information.
    - Room Condition Report.
    - Information on how to book a doctor's appointment
- Upon arrival at the Daniel House, **short-term** students will receive the following:
  - Key Fob to the Daniel House entrance and bedroom.
  - List of local amenities.
  - Participation Agreement (Copy).
  - Residence Director's Emergency Contact Information.
  - Room Condition Report.
  - Information on how to book a doctor's appointment.
- All students will undertake a Welcome Orientation to the Daniel House shortly after checking-in.

## 6.2 Check-Out

All Samford students will receive check-out information including their check-out time at least one week prior to their programme end date. Late check-out or housing extensions cannot be accommodated.

**Students MUST complete a check-out with the Residence Director or Academic Director to avoid a penalty.**

To ensure check-out is completed in a timely and appropriate manner, the following regulations are in place to assist students with their departure day preparations:

General Regulations: Check-Out

- Strip your duvet cover, flat sheet, and pillowcase from your bed. Place them into the blue linen bags on your floor's landing.
  - In addition, place your towels into the same blue bag.
- Remove all food from the kitchen (cupboards, fridge, freezer).
- Remove all toiletries from the showers.
- Secure all rubbish in regulation bags (provided prior to departure) and place them in the rubbish vault.
- Recycle items and materials per the instructions in the Daniel House.
- Return the kitchen to its original condition by washing all used items: e.g. dishes, cups, et al.
- Return your bedroom to its original condition, including removing all items from the floor.
- Leave carpets and furniture free from burns, stains, and other damage.
- Return your key to the Residence Director and/or Academic Director.
- **ALL STUDENTS MUST BE PRESENT DURING THEIR CHECK-OUT.**
  - Failure to comply will result in a \$100 penalty.

Charges for additional housekeeping start at \$50 for failing to complete the above checklist.

In accordance with Samford's commitment to the environment, departing students are encouraged to donate any unwanted items to local charity shops rather than dispose of them in the rubbish bins.

Unfortunately, no items can be left at the Daniel House. Any items will be disposed.

## 6.3 Room Damages

In the event a student damages Daniel House property, a fine will be added to their student account to cover the cost of repairing/replacing the item(s) in addition to the labour costs.

## 6.4 Electrical Appliances and Fuses

The UK operates on 240 volts, which is twice that of US voltage and different from many other countries. Residents, therefore, should use both adaptors and power converters/transformers to avoid damage to their and Samford's property.

Electrics and electrical items should be turned off when not in use; this includes TVs, lights, cookers/ovens, transformers and irons. This not only reduces fire risk but also saves electricity and natural resources.

If a fuse is blown, residents should contact the Residence Director. In addition, please contact the Residence Director with any questions or concerns.

## 6.5 Fire Regulations and Evacuation

All members of the Samford community are expected to familiarise themselves with the evacuation plan for the Daniel House; these plans can be found on the backs of bedroom doors. Emergency lighting and signage is also present to direct students to the closest exit point.

Any questions or concerns can be directed to the Residence Director.

General Regulations: In the Event of a Fire

- If you smell smoke or detect a fire, activate the nearest alarm and call 999 immediately from a safe location.
- Before opening any door, use the back of your hand to see if it is hot. If it is, leave it closed, place wet towels or clothes under the door and open a window. If the door is not hot, open it slowly and be prepared to close it quickly if necessary.
- Exit the building quickly and carry a damp blanket or towel to protect you from flames and smoke.
- If it is safe to take the time to do so, lock your door and take your keys with you.
- If you see or smell smoke in a hall or stairway, use another exit if possible.
- Once outside, move to the designated emergency assembly point – corner of Ashburn Gardens and Courtfield Road.
- Do not return to an evacuated building until the all-clear signal is given by the designated incident commander.
- Fire alarms and fire safety equipment are located in the Daniel House to save lives and property; always use them appropriately.

Residents must evacuate the building when the fire alarm is sounded.

## 6.6 Housekeeping

Housekeeping cleans the Daniel House's communal areas on Mondays, Wednesdays, and Fridays.

Residents have responsibilities to assist Samford's Housekeeping Team in ensuring Samford's facilities and residences are clean and pest-free. Samford reserves the right to limit access to facilities and/or charge individuals, rooms, or floors for damages related to kitchen damages and extra cleaning costs.

Any questions regarding the cleaning schedule, or specific requests related to cleaning, can be directed to the Residence Director.

General Responsibilities: Resident Responsibilities

- Linens and towels are provided to semester students every two weeks.

- Residents must return their existing linens and towels to collect replacements.
- Residents are responsible for washing their own dishes and putting clean dishes away. Please note the Housekeeping Team will not wash dishes.
- Place trash outside of your rooms before 9:00am on Mondays, Wednesdays, and Fridays, so it can be collected by the Housekeeping Team.
- Once a rubbish bag is full in the kitchen, replace with another bag and leave the full bag next to the bin.
  - To expedite rubbish removal, you can take bags out of the main entrance, and place in the outside vault.
- All residential spaces should be kept tidy and relatively clear of clutter.
- All residents with access to a communal space (kitchens, study areas, etc.) have a shared responsibility for its cleaning, maintenance and upkeep.
- All bathrooms are provided with toilet paper at a programme's start date. Students have access to the second-floor cleaning closet to obtain additional rolls when empty.

## 6.7 Keys and Lock Outs

Each resident is issued with a key fob upon their check-in. Residents are responsible for their keys and should keep them in their possession at all time; under no circumstances should residents give their keys to guests.

In the interests of safety, residents should report lost or missing keys to the Residence Director or Academic Director immediately.

If lost or missing, residents are liable for a key replacement fee of \$100.

All key fobs must be returned to the Residence Director upon check-out and departure from the Daniel House.

### **Lockouts**

Residents are encouraged to make every effort to avoid lockouts by always carrying their key fob and communicating with their roommates regarding access to their space.

Residents locked out of the Daniel House or their room should contact the Residence Director or Faculty Member On-Call.

Out of regular business hours, or during particularly busy periods, staff responding to lockouts may be delayed.

Lockouts outside of regular office hours will also result in a \$10 charge being added to the student's account.

## 6.8 Laundry

Three washing machines and tumble dryers are in the utilities room and are free for students to use. Washing detergent is also provided by Samford.

Students are advised to be considerate when using the washing facilities by removing their clothes after their washing/drying cycles.



An iron and ironing board is also provided for faculty and students in the utilities room.

**Students MUST remove lint from the tumble dryers after use to prevent a fire risk.**

## 6.9 Maintenance Request and Reporting Procedures

Any maintenance requests and/or reporting of faults or problems within the Daniel House should be submitted via email or in-person to the Residence Director.

In the event of a facilities emergency, residents should contact the Residence Director immediately via phone.

## 6.10 Room Entry and Search

Samford staff occasionally require access to student bedrooms. This includes routine health and safety checks, housekeeping, and pastoral care.

Facilities and Maintenance

For routine access, residents can obtain housekeeping and health and safety inspection schedules from posted notices in the Daniel House.

Residents will be given at least 24 hours' notice for health and safety checks. No notice will be given for staff responses to resident submitted maintenance requests as staff access is implied. Maintenance personnel will be supervised while on site.

Pastoral Care and Responses

In the event a concern for a resident's immediate health and safety is raised, Samford staff reserve the right to enter a room or common area in the course of their role and responsibilities.

Alcohol and Drug Searches

Samford staff reserve the right to search any room or common area if there is suspected consumption or possession of alcohol, illegal or illicit substances. If any prohibited substance or paraphernalia is found, it will be confiscated by the staff member present and appropriate disciplinary action will follow.

## 6.11 Safety and Security

All members of the Samford community are responsible for maintaining a diligent, safe and supportive environment. Students, staff and faculty are encouraged to abide by the following guidelines to facilitate a safe community.

Any concerns over the safety and security of the Daniel House should be brought immediately to the attention of the Residence Director, Academic Director, or Faculty-In-Residence.

Please note Samford is not responsible for any lost, missing or theft of personal belongings in your bedroom or common areas.

**These guidelines are in addition to policies and regulations stated elsewhere in this handbook, including fire safety and regulations.**

#### General Regulations: Resident Responsibilities

- Key fobs should always be kept in a resident's possession and not shared with guests, other residents, or additional parties.
- Keys should not be labelled with identifying features, including but not limited to the Daniel House, Samford University, or room number.
- Lost or missing keys should be reported immediately.
- Room doors should be kept closed and locked, even if residents are elsewhere in the building.
- Bedroom, kitchen, and parlour windows should be kept closed and locked when residents are not in the space.
- Residents should ensure the front doors of the Daniel House are closing firmly and tightly behind them. At no time should anything be placed in a doorframe or the locks tampered with (including taped over) to prevent the door from closing and locking properly.
- Residents should store their valuables in a safe place and are encouraged to purchase a lock for their wardrobe.

**Under no circumstance should students leave the Daniel House front door or bedroom doors propped open. Violations of this policy may result in a values violation.**

## 6.12 Travelling

Travelling is only permitted on non-blocked Travel Weekends from Friday-Sunday. Please check the semester calendar to see what weekends are blocked.

Before travelling outside of London, students must have AlertTraveler activated and GPS and push notifications enabled. This is so we can contact you in the event of an emergency. Failure to comply may result in a values violation.



# PART SEVEN: US Higher Education Laws

Although FERPA, the Clery Act, and Title IX are United States federal laws, the Daniel House faculty and staff are committed to providing related information as available to maintain compliance with these laws.

It is important to note the United Kingdom and the Republic of Ireland may have different definitions for and legal classifications of the crimes outlined in Clery and Title IX which impedes a directly comparative reporting. Additionally, information provided by local authorities may not align directly with Clery and Title IX requirements.

## 7.1 Clery Act

For the purpose of reporting incidents, Samford uses the incident categories stated in the Jeanne Clery Act (20 U.S.C. § 1092(f): Disclosure of campus security policy and campus crime statistics) and as outlined by the Clery Centre for Security on Campus:

- Murder;
- Sex offenses, forcible or nonforcible;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Manslaughter;
- Arson; and
- Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession; and
- Crimes ... of larceny-theft, simple assault, intimidation, and destruction, damage or vandalism of property, and of other crimes involving the bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religions, sexual orientation, ethnicity, or disability of the victim.

The Daniel House team will communicate to home campus any incidents that occur within the Daniel Houses that violate the above laws. Please note the Daniel House team is committed to maintaining the confidentiality of persons involved in sensitive and personal incidents.

For the purposes of reporting incidents that occur outside of the Daniel House, the Daniel House team utilizes the crime statistics reported by the London Metropolitan Police for the Royal Borough of Kensington and Chelsea. The Daniel House is located in this Borough.

## 7.2 FERPA

As designated by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), Samford University will not release nor discuss students' information to a third party without their consent; this includes names, contact information, grades and academic standing, internship placements, and judicial cases.

### 7.3 Title IX

**In accordance with Title IX Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), and consistent with Samford's policies regarding discrimination and equal opportunity, Samford prohibits any discrimination on the basis of sex or gender.**

**Samford University is committed to fostering an environment free of sexual harassment, intimidation or assault. As noted above with regards to the Clery Act, the Daniel House team will notify home campus of any incidents that occur that violate the law or spirit of Title IX.**

**In the event a Title IX violation is reported while a student is on-site, the Residence Director or Academic Director will communicate with the Samford University's Title IX Coordinator.**

**In order to support our students, faculty and staff, the Samford faculty and staff will:**

- **Communicate any known Title IX violations to the designated Title IX Coordinator;**
- **Provide internal training on Title IX policies to current Samford staff and faculty;**
- **Train new Samford staff and faculty on these responsibilities and reporting lines during new staff inductions;**
- **Make our policies and expectations regarding all conduct, including Title IX, transparent and available to all staff, faculty, prospective and current students;**
- **Provide annual reports to partners in line with Clery Act reporting guidelines.**

**In the event any member of Samford's community is made aware of or has reason to believe a violation of Title IX has occurred, they should immediately contact the Residence Director who will liaise with Samford University's Title IX Coordinator.**





# PART EIGHT: 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 England 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. While abroad you may send gifts totaling \$50 retail value to people in the U.S. without duty provided the addressee does not receive in a single day parcels exceeding the \$50 limitation. Write “unsolicited gift value under \$50” (this also needs to be written on packages mailed to the U.K.) in large letters on outside of package. Personal belongings may be sent back by mail duty free if you mark the package “American Goods Returned”





# Appendices

## Samford Abroad Cancellation & Withdrawal Policy

This version of the cancellation and withdrawal policy supersedes any prior withdraw 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 Commitment Date until November 1st (Jan Term & Spring) or April 1st (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 (Jan Term & Spring) or April 1st (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 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/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.

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

By electronically signing this document, you are agreeing to the above policy.

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

I, {STUDENT NAME} 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 Samford in London for Fall 2021 (the "Course"). I have chosen to undertake participation in this Course 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:

**I. Risks of International Travel.** I understand that participation in the Course 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 used 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 accepts 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. Health Insurance; Medical Care; Health and Safety Concerns. I understand that I am responsible for obtaining any recommended immunizations before traveling to my destination. I will maintain comprehensive healthcare coverage that will cover me throughout my participation in the Course, and I understand Samford is not financially responsible for any medical treatment I obtain that is in any way related to my participation in the Course. 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 Course 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 Course, 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 Course. 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 Course and its attendant activities except where otherwise noted below.

I voluntarily provide the following 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 Course. To the extent I am taking any medication(s) at any time during the Course, I acknowledge that I am solely responsible for the timely and appropriate administration of all such medication(s).

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 Course, 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 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 Course, 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 Course, 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 Course. 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. I agree to provide all information as instructed by my faculty leader, provider, and the Global Engagement Office and understand that failing to do so may result in consequences including but not limited to travel restrictions.

I also understand that I am required to register for STEP through the Department of State prior to departure.

\* "How to Apply for STEP" document is located on your application portal.

## 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 NAME 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 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.

## 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.

Once you have been accepted to your study abroad program, you will be required to submit a copy of your valid passport immediately upon acceptance to the Global Engagement Office. **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.

By signing this document, you are agreeing to the above passport expectations.

## 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.

## Health Insurance Agreement

### 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 via [abroad.samford.edu](https://abroad.samford.edu) ([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.

## 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 withdrawal 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.

By signing this document, you are verifying that you meet the above eligibility requirements.

## 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.

