

SAMFORD ABROAD



Faculty-Led Programs Manual

PACKING LIST



Carry-On

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

Checked Luggage

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

*May get confiscated if placed in your carry-on bag if amount exceeds the limit.

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

and

https://www.seatguru.com/airlines/Delta_Airlines/baggage.php

for baggage restrictions, weight limits, and policies.



TO BRING



Clothing

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

Electrical Items

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

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

Glasses

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

Medicine

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

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

NOT TO BRING



Weapons

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

Other

Do NOT bring the following items from the US:

- A hair dryer
- Flat Iron or curling iron



FLIGHT SCHEDULE & POLICY

Flight Schedule

Most programs will fly out of Atlanta's Hartsfield-Jackson International Airport on Delta Airlines.

Students are advised to arrive at Atlanta Hartsfield Intl. Airport at least three hours in advance of their departing flight. Please check your personal confirmation to verify your departure time.

Samford faculty and/or a Global Engagement staff member will meet you at the international gate of departure.

E-tickets will be issued and sent to you by e-mail. Please check the information on your e-ticket and notify the Global Engagement Office if there are any discrepancies.

Login to Delta's website to check-in and view up-to-date flight itineraries, as these are subject to change in the days leading up to departure.

Flight Policy*

Your program fee includes round trip service from Atlanta. You may choose to add a connecting flight from your hometown or any other public city for additional costs. You may choose to return at a later date, but you may have to pay a deviation charge. Please note that if you choose to stay beyond your program end date, you will be responsible for securing your own accommodations.

All flight connections or deviations must be organized through Samford's travel agent.

If changes in flights result in a rate less than the original quote, the student will receive a reduction in the program fee equal to the price of the group ticket, excluding taxes, fees, and fuel charges. Students who choose to deviate from the group travel plan are responsible for meeting up with their class upon arrival at the date and time designated by the Global Engagement Office.

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.

Landing Card

Each student will be required to complete a Landing Card prior to landing in your host country and prior to returning to the U.S. You are responsible for completing the card before entering customs. The cards will be distributed on the flight. If you miss an attendant, additional cards can be found upon entering the customs line. Make sure you have all the information you need readily available, including your passport number, flight number, and the hotel address. It will need to be completed using either a blue or black pen. Notice the order of date in some countries may differ (e.g. Day, Month, Year). Ask your program leader for the address of where you are staying.



*For reference to the exact flight policy, along with other policies signed by the student, please refer to the appendices beginning on page 14.

TRAVEL INFORMATION



General Information

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

TSA

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

Backpacks

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

Purses & Wallets

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

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



MONEY



Money Handling Tips

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

- Keep some dollars for expenses before you leave the U.S. and after you return. **MAKE SURE YOU NOTIFY YOUR CARD-IS-SUING 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 may be available. Please be safe when withdrawing and exchanging money. Do not flash large amounts of money when paying a bill.

Spending Money

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

Shopping

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

Tipping

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



Medical Information

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

Physical Exam

It is a good practice to get general checkups (medical, dental, and optical) before traveling.

Vaccines

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

- Tetanus-diphtheria-pertussis (DTP)
- Hepatitis B
- Polio
- Meningitis
- Chicken Pox (Varicella)
- Measles, Mumps, Rubella (MMR)
- Influenza

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

Insurance

You will be issued an insurance card by CISI Insurance, which you need to keep with you with you at all times. A summary of benefits can be located at www.culturalinsurance.com. It is important to keep receipts and document all office visits in order to make a claim with CISI upon your return to the U.S.

You are responsible for reading the policy manual in its entirety prior to departure. Note that high-risk activities including but not limited to bungee jumping, sky diving, and zip lining are not covered under the policy. In the event that injury occurs from such activities, CISI, Samford University, The Global Engagement Office, and Faculty leaders are not personally or financially liable.

Medical Emergency

If you are in a true medical emergency, first call your host country's equivalent of 911. Once you are able to do so, consult your faculty leader.

Each program has their own unique emergency plan developed by their faculty leader. These procedures and policies will be



Prescriptions & Other Medications

Pack enough 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.
- 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. This is illegal!

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.

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.

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).

SAFETY



Safety

Follow emergency protocol as outlined by the Global Engagement Office and program faculty leader.

- Taxis or registered minicabs can be used when public transportation or buses are not available. Uber can also be used for transportation. You should always look for registered tags and licences before entering any service vehicle.
- Try to avoid walking alone at night. Keep to the well-lit main roads.
- Beware of wearing headphones- they reduce awareness of your surroundings.
- Avoid using your phone in busy areas if not essential. Though crime is low, cases of pickpocketing and moped theft do occur.

Restaurant Safety

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

Local Laws & Customs

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

Visit <https://uk.usembassy.gov> for more information

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



SAFETY



Personal Documents Copies

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

Documents to make copies of include:

- Passport ID page
- Foreign visa (if applicable)
- Itinerary
- Flight confirmation
- Driver's license
- Credit cards brought

If studying in the U.K., you must carry your immigration letter (provided to you by the Global Engagement Office) any time you leave the country. This letter is mandatory for re-entry into your host country.

EMERGENCY PREPAREDNESS



Emergency & Non-Emergency Contacts

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

Emergency Preparation

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

Travel Alerts & Warnings

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

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

Please refer to page 12 for more information regarding STEP.

Non-Medical Emergencies

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

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

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

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



COMMUNICATION



STEP

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

Cell Phones

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

Please be aware of the communication methods preferred by your faculty leader for your group.

Laptop Use

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

RETURNING HOME



United States Customs

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

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

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

Samford Abroad Cancellation & Withdrawal Policy

NON-MEDICAL WITHDRAWAL

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

Cancellation Penalties and Refunds (exclusive of tuition):

Students who withdraw from the program between the dates listed, or receive a values violation from the date of registration until the full payment-due deadline, are subject to the Samford Abroad Withdrawal Policy. Cancellation penalties or refunds are dependent on the date written cancellation is received in the Assistant Director's Office.

From Submission of Deposit to the Decision Date:

Deposit is refundable if student withdraws from the program. Withdrawal must be in writing addressed to Jill Fisse, Assistant Director, Global Engagement Office (jfisse@samford.edu)

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

Deposit will be forfeited, plus any unrecoverable expenses paid on the student's behalf by the Samford University. These expenses will appear on the student's eBill for the term of their study abroad program.

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 at <https://catalog.samford.edu/> 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 true (non-subsidized) tuition as set forth in the Samford payment and refund policy.

MEDICAL WITHDRAWAL

Medical/Compassionate Withdrawal

A medical/compassionate withdrawal request from a study abroad program may be made in extraordinary cases in which serious illness or injury (medical) or another significant personal situation (compassionate) prevents a student from participating or continuing in their study abroad program. Consideration of a study abroad program medical/compassionate withdrawal is limited to a complete withdrawal from the program. All requests for a medical/compassionate withdrawal from a study abroad program require thorough and credible documentation. An approved medical/compassionate withdrawal from a study abroad program request may result in a partial refund of the balance due to Samford University for program fee costs.

A study abroad medical/compassionate withdrawal request applies only to fees and deposits 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. 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 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 (for example, care of a seriously ill child or spouse, or a death in the student's immediate family), prevent the student from participating in their study abroad program.

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.

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 but remain enrolled at Samford University, your request must be well documented to justify the selective 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/money implications of processing a withdrawal transaction.

Medical Consent:

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

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

Eligibility Requirements:

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 foreign and domestic travel and study. I acknowledge that I am required to exercise good judgment in planning and using my time and in observing conduct appropriate to my setting.

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 values/disciplinary probation at the time of application and continuing to the time of the group departure.

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

Have a valid passport or have applied for a passport before submitting a study abroad application. Students who cannot provide a valid passport upon acceptance to a program may have their acceptance revoked and may be moved to the program waitlist.

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

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 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.

Information Release

During the course of your participation in a study abroad program, the Global Engagement Office may wish to provide relevant information from your educational records to your parents, guardians, or other third parties. Depending on the circumstances, information to be released might include your student account information, information about the program in which you are enrolled, or non-emergency information related to your health or safety. In addition, you understand that the Global Engagement Office may use photographs or digital images that include you in promotional materials and on the Samford University website.

Passport Requirement:

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. 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.

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 may have their acceptance revoked and may be moved to the program waitlist.

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

Daniel House, London Participation and Housing Agreement

Eligibility: A participant in the London Program must be currently enrolled at Samford or an affiliate institution, must have a minimum 2.5 GPA, and must not be on academic or disciplinary probation. A student must maintain these standards throughout the semester in London. Failure to maintain eligibility at any time prior to study in London or violation of any of the terms of this agreement will result in dismissal from the program and/or return home at the expense of the student.

Agreement:

1. The University is not able to accommodate students arriving ahead of group dates. Rooms must be vacated no later than the group departure date.
2. A student may not change rooms without the permission of the Residence Director.
3. The University reserves the right to change, at any time, an individual student's room assignment in the best interest of the University and/or the students involved.

4. The cost of accommodations at Daniel House is charged separately from the program fee.
5. When checking out of a room, a student will not be relieved of responsibility for the room until the student has completed the proper check-out procedure and turned in all keys.
6. Weekly meal money, at a prescribed amount, is charged at the rate of a 19-meal board plan. Students will receive this money on a BBVA-Compass Pre-paid card, which will be loaded five (5) times during the Fall/Spring term and once at the beginning of the summer of January terms. Breakfast staples are available during prescribed hours for the duration of the program.
7. Strict quiet hours are observed from 11:00 p.m. until 7:00 a.m. but students are asked to be considerate at all times of other residents and of the neighbors in regard to the noise level.
8. In keeping with the values of the University, possession of or use of any alcoholic beverage or illegal controlled substance in Daniel House is strictly forbidden. The presence of empty alcohol containers is considered sufficient evidence to process a values violation. Consult the Samford Student Handbook for all policies regarding alcohol use.
9. The Study Centre has been declared a smoke-free area in keeping with the University campus-wide policy.
10. Food and drinks are not allowed above the basement level of the house. Meals must be eaten in the dining room. Students are responsible for cleanup of the room. Food may not be kept in student rooms. Student pantry space is provided in the breakfast room. No cooking is permitted in rooms.
11. Samford University's inter-residence hall visitation policy does not allow members of the opposite sex to visit each other in a student's room or in other non-public areas of the residence hall or house except on designated occasions.
12. You must consult the Residence Director before bringing any visitor into the Daniel House. Visitors must be entertained in the public areas and may not go above the ground floor except with permission of the Residence Director. All visitors must leave Daniel House by 11 pm.
13. Overnight guests at Daniel House are not permitted unless enrolled in the Samford London Program of the current term or an official guest of the program. This includes student families, friends, other Samford students, and residents of the UK.
14. Samford students are fully responsible for the conduct of their guests. The University will consider violation of a Samford value by a guest as a violation by their Samford host student.
15. Students are responsible for the regular cleaning and condition of their own room and for cooperation on the upkeep of the hall bathroom. The Residence Director has the right to assign cooperative responsibilities within the group in residence. Fresh linens are provided weekly during the fall and spring terms. The Daniel House public areas, including toilets and showers, are cleaned throughout the week.
16. Furniture in the residence room and public areas may not be removed or altered and may not be moved without permission of the Residence Director.
17. Bunk beds may not be unbunked.
18. No decoration may be taped or tacked to bedroom walls. Paint and wallpaper in the UK is more sensitive than in the U.S., so any means of attaching things to the walls will cause damage. Students will be assessed a fee to pay to repair any damage caused while living in the room.
19. Students accept responsibility for their room and furnishings as of the date of occupancy and are responsible for any damages subsequent to that date including those damages caused by guests and visitors. Linens are not the property of Samford University. Any charges for damaged rooms, furnishing, and linens will be placed on the student's Samford account.
20. In the event of damage to common areas, where individual responsibility cannot be determined, all students in the building will share in the cost of repair.
21. Bedroom windows and windows in public areas should be secured with the chain or security latches when opened and should be shut and locked when the student is leaving the room or the building.
22. Student rooms are subject to monthly health, safety and maintenance inspections by a member of the Global Engagement Office staff or the Residence Director. The Residence Director and approved maintenance personnel may have access at any time for safety or maintenance reasons.
23. Individual student rooms may be searched under the University's Search Policy (see student handbook) at any time there is evidence or suspicion of a potential safety, security, policy or values violation.
24. Students are prohibited from giving door codes to anyone. Students are responsible for keeping up with their room keys. Loss of a key will subject the student to all charges related to securing the student's room and, if necessary, all of Daniel House.
25. The entry doors and the glass doors from the front foyer must be kept locked at all times and must not be propped open. All interior doors designated as Fire Doors (identified with a sticker) should be kept shut at all times for the safety of everyone in the Daniel House.
26. Emergency safety procedures are established for Daniel House. Students should become familiar with the safety procedures and respond immediately when advised an emergency exists.
27. Improper discharge or usage of a fire alarm or fire-fighting device is prohibited. Students may not exit through the fourth floor fire door except in case of emergency. Students may not go out on roofs or balconies except in case of emergency.
28. Use or possession of firearms, weapons or fireworks is prohibited.
29. The University does not provide facilities for personal storage space. All personal items must be kept within the student's room and must be removed by the group departure date.
30. The University does not assume responsibility for loss or damage to personal property. Students are urged to consider personal insurance for valuable property they bring to London.
31. Students are prohibited from using the office telephone except in cases of emergency and with the permission of the Program Director or a faculty member.

32. The office is for the use of the Residence Director, faculty and GEO staff. Students may not use the office as a study area and may not use or borrow supplies from the office. The fax and telephone are for the use of the faculty only.

33. Students should respect the privacy of the faculty and the hallway and rooms designated as “faculty apartments.”

34. 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 revoking of kitchen privileges.

35. Because of the nature of the London Semester Abroad program, students may not be gone overnight Sunday night through Thursday night without written permission of the Residence Director. When departing for overnight weekend trips, the student must complete travel form prior to travel. Contact information is required as well.

36. Violations of House Rules or Value Expectations are grounds for dismissal from the London Program. Students will be sent home at their own expense and dropped from the academic program.

37. In the event that a violation of the Code of Values occurs, the procedures outlined in the Values Violation Procedural Guide will be followed. (Procedural Guide provided in student’s London Student Handbook.)

38. Because of the nature of residence at 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 Daniel House and hereby accept them and agree to abide by them.

Flight 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 PRO-GRAM 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.

Travel Itinerary & 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 prompted on the Travel Itinerary Questionnaire 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. The Travel Itinerary Questionnaire will be visible on your application portal after your departure date.

Waiver, Release, and Indemnification Agreement

I, {FIRST NAME} {LAST 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 {PROGRAM NAME} for {APP CYCLE} (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:

1. 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.

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.

By my electronic signature below, I affirm and attest that I have read, understood, and wholly agree to the above Statement of Responsibility and Authorization; Waiver, Release, and Indemnification Agreement.

Disability Resources

Are you requesting accommodations for your study abroad program?

If yes, contact Disability Resources for any necessary accommodations prior to departure.
Disability Resources contact information: (205) 726-4078 and disability@samford.edu

Director, Lauren Doss

Assistant Director, Jill Fisse

Study Abroad Advisor, Alexis Whiting

Compliance Coordinator, Ashley Johnson

221 Brooks
Monday-Friday, 8AM-4:30PM
205-726-2741

Daniel House
011-20-7373-2125 (Direct from U.S)