

FAMILY GUIDE



*Samford
Abroad*

GO *farther.*

Summer & Fall 2020

abroad.samford.edu
abroad@samford.edu
221 Brooks
205-726-2741

WELCOME!

I am thrilled that your student is considering studying on a Samford Abroad program! Whether interested in travelling through a Daniel House, Faculty-Led, Affiliate, or Exchange program, I can ensure that your student’s experience will be worthwhile.

To help keep you informed about the all costs, deadlines, safety procedures, pre-departure orientations, and more, we wanted to provide you with this Family Guide. This manual is designed to tell you what you can expect from the Global Engagement office during the application process, pre-departure, and your student’s time abroad. The Family Guide can be referred to in partnership with our Student Manual, which is posted to a student’s application portal as well as the homepage of abroad.samford.edu under the “Student Manual” menu tab. In the Student Manual, you can find more specific information regarding packing lists, medication advice, immigration, and more.

All communications are facilitated directly to students from the Global Engagement Office via their Samford email address. It is very important that students carefully read any emails received from our office. Students will be given a physical copy of the calendar at their first orientation, which includes all orientation dates, along with when they can expect information such as flight confirmations, insurance policies, registration instructions, disability resources next steps, and materials deadlines. Since these dates are subject to change, an updated calendar will be kept on the students’ application portal at abroad.samford.edu under “Documents”.

We have a variety of resources and orientations for students in an effort to ensure that each student feels prepared for his/her time abroad. Please do not hesitate to reach out with any questions or concerns.

I am looking forward to working closely with your student before departure and cannot wait to hear all about his/her experiences upon return.

Sincerely,
Alexis Whiting
Samford Abroad Advisor
Global Engagement Office, 221 Brooks
(205) 726-4050

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PROGRAM COSTS, INCLUSIONS, & DATES

The \$500 online deposit required at the time of application goes towards the Program Fee. All dates are subject to change.

SUMMER

Daniel House:

Program Fee includes roundtrip airfare, medical traveler's insurance, and course activities
Board fees are pre-loaded on a BBVA Visa for students to use for food expenses



Select two courses below for summer term at the Daniel House:

Cost: Program Fee (\$3,000) + Room (\$968) + Board (\$670) + Tuition (7 Credit Hours) (\$7,490) = Total: \$12,128

Arts in Society London - SOA 200 - General Education Credit, Fine Arts
Daniel House: TBD
06/01/2020 - 07/01/2020

Biblical Foundations - UCBF 101 - General Education Credit, Core Curriculum
Daniel House: British Adjunct
06/01/2020



Nursing in the British Isles - NURS 402
Daniel House: Dr. Ashley Turner
06/01/2020 - 07/01/2020

Faculty-Led:

Program Fee includes roundtrip airfare, medical traveler's insurance, course activities, housing, and some meals

Art History Guided Study: Italy - ART 480
Faculty-Led: Dr. Jeannie Krumdieck
5/28/2020 - 6/14/2020
Cost: Coming Soon



Biblical Archaeology in Israel - RELG 393 - General Education Credit, Natural & Computational Sciences or Social Science
Faculty-Led: Dr. James Strange
05/22/2020 - 06/22/2020
Cost: Program Fee (\$6,500) + Tuition (8 Credit Hours) (\$2,400) - Total: \$8,900



Biology in Israel - BIOL 107 - General Education Credit, Natural & Computational Sciences
Faculty-Led: Dr. Elizabeth Dobbins
05/22/2020 - 06/22/2020
Cost: Program Fee (\$6,500) + Tuition (4 Credit Hours) (\$1,200) = Total: \$7,700

Service-Learning in Tanzania - SOWK 590
Faculty-Led: Dr. Rachel Hagues
05/09/2020 - 05/26/2020
Cost: Coming Soon

SUMMER, CON'T.

Language Affiliate:

Program Fee includes roundtrip airfare, traveler's medical insurance, tuition, and course activities
**Tuition included in program fee direct from the affiliate program provider, ETB cannot be applied

Samford in France
05/27/2020 - 08/01/2020
Cost: Program Fee (June Only: \$7,200, June & July, \$10,900)
Not Included: Transportation from Grenoble to Lyon, France for airport departure

Samford in Germany
07/04/2020 - 08/15/2020
Cost: Program Fee (\$5,900)

Samford in Spain
Dates coming soon
Program Fee: (5 Weeks: \$6,795, 10 Weeks: \$10,500)

FALL

Samford in London

07/26/2020 - 12/03/2020

Cost: Program Fee (\$4,085) + Tuition (\$16,000) + Room (\$4,000) + Board (\$2,700) + Theatre Fee (\$200) (Only applies to students registered for SOA 200 course)

Program Fee includes roundtrip airfare, medical traveler's insurance, course activities, and one weekend excursion
Board fees are pre-loaded on a BBVA Visa for students to use for food expenses
Not Included: Initial cost of Tier 4 Student Visa (students later reimbursed on first BBVA Visa load)

Not included: Initial cost of Tier 4 Visa (later reimbursed as followed by U.K Immigration Policy),
Additional travel expenses



4 Phases of Samford Abroad

Phase 1:
Application

Phase 2:
Pre-Departure

Phase 3:
While Abroad

Phase 4:
Re-Entry

APPLICATION PROCESS / TIMELINE

All materials are available for reference by the applicant at abroad.samford.edu

APPLICATION

Due by date of application deadline

Materials:

Electronically signed by student

- Cancellation Policy*
Outlines dates and policy of financial consequences of withdrawals
- Medical Consent*
Communicates that faculty leaders have the right to act according to what they think is best in the event of a medical emergency
- Eligibility Requirements*
Lists requirements for eligibility. Students who do not meet the GPA requirement should refer to the GPA Exception Policy. Students on academic or values probation may not apply.
- Passport Requirement*
States that students must present a valid passport with six months validity after program end date at the time of acceptance into program; passport not needed at time of application; **Students unable to provide a valid passport at the time of acceptance will be moved to the waitlist.**

Deposit:

- \$500 online deposit at samford.edu/go/ebill - **Select the “Deposits” tab and the appropriate program**
- Students should allow 24-48 hours for the deposit to be processed and marked as received on their application; Instructions online at abroad.samford.edu

Questionnaire & Recommendation:

Daniel House semester students only

- Personal Statement
Discusses student’s academic and professional goals and how they believe studying abroad in London at the Daniel House will help accomplish those goals
- Faculty Recommendation Letter
Students will insert the recommender’s email address, at which time the faculty member will be notified of next steps for submitting the recommendation. Recommenders should be able to attest to student’s academic success and personal character

Phase
1

*Copy located in the appendices

Application Status:

Pending, Accepted, Waitlisted, & Denied

After students apply for a program, they are evaluated based on criteria that includes eligibility, GPA, class, major, and timestamp of application. Each application is reviewed for academic and values probation. Semester Daniel House students are also evaluated on their personal statement and recommendation letter.

If a student’s status is listed as “pending”, the Global Engagement Office is still in the process of reviewing applications.

Students will be notified via email once a decision has been made and their status changes from “pending” to either “accepted”, “waitlisted”, or “denied.”

“Accepted” students must login to their application portal at abroad.samford.edu, click “Commit”, and complete the passport questionnaire and waivers prior to Commitment Date. Failure to follow these steps by the deadline will result in a student being moved to the waitlist.

**The Passport Questionnaire requires that students upload a photocopy of a valid passport. Per the Passport Requirement document that every student signs as part of the application, students who cannot present a valid passport at the time of acceptance will be moved to the waitlist. A copy of all application documents, including the Passport Requirement, can be found in the appendix.

“Waitlisted” students will be notified via email if a spot becomes available. Open spots are determined by accepted students who choose not to commit. The Global Engagement Office will not disclose a student’s spot on the waitlist. If a student remains on the waitlist after the Commitment Date, they will be refunded their \$500 deposit. Please allow a few weeks for these refunds to be processed and issued through the Bursar’s Office.

Students will only be “denied” if they are ineligible per the Eligibility Requirements document that they signed in their application.

Things to ask your student during Phase 1:

1. Do you have a valid passport with six months validity after your program end date?

2. Have all application materials been submitted, including the \$500 online deposit?

PRE-DEPARTURE

Due after accepted to program prior to departure per the date communicated by the Global Engagement Office Staff

Materials:

Electronically signed by student

Daniel House Participation and Housing (Daniel House only)*
Outlines the rules of behavior at the Daniel House

Samford Abroad Flights Policy*
Details the flights policy and steps for adding connections and deviations separate of the group flight

Travel Itinerary & STEP Enrollment Agreement*
Communicates the requirement that students enroll in STEP through the U.S. Department of State

Waiver, Release, and Indemnification Agreement*
Lists agreements for acknowledgement of risks, health and safety, standards of conduct, travel, responsibilities, and general release as outlined in the document

Questionnaires:

Prompts students to answer a variety of questions

Disability Resources*
Asks whether student requests accommodations abroad. If yes, they are instructed to contact Disability Resources

Emergency Contact Information
Prompts student to list contact information in the event of an emergency

Passport Info
Prompts student to upload copy of passport and insert passport number and information

Roommate Questionnaire (Daniel House only)
Asks students for their roommate preferences

Quizzes:

CISI Quiz, Customs Quiz (Daniel House Only), Student Manual Quiz, Health & Safety Quiz, STEP Quiz

Learning Content:

Resources available for students to view

CISI Policy Brochure
Traveler's medical insurance brochure provided by CISI

Cost Sheet
Lists all costs of program with due dates

Student Manual
Communicates all important information for travel, including packing lists, medical advice, immigration steps, emergency policy, and more

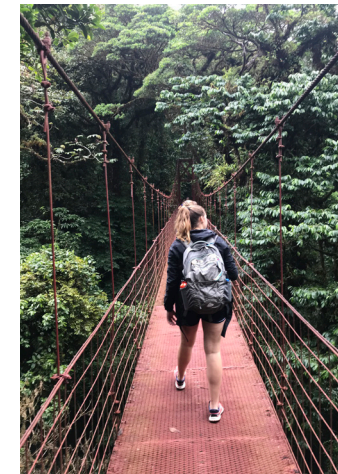
How to Apply for A Tier 4 Visa (Daniel House semester students only)
Step-by-step guide to applying for visa needed for international internship

How to Register for STEP
Step-by-step guide to enrolling in STEP through the U.S Department of State

*Copy located in the appendices

Bold: Needed to secure spot following acceptance notification before Decision Date

Phase 2



PRE-DEPARTURE ORIENTATIONS

Daniel House - Short-term:

“You’re Going Abroad! Now What?”

Daniel House Orientations (1-2)

Health & Safety Orientation

Affiliate Cohort:

“You’re Going Abroad! Now What?”

World Languages Orientations (3)

Health & Safety Orientation

Faculty-Led:

“You’re Going Abroad! Now What?”

Faculty-Led Orientations (1-2)

Health & Safety Orientation

Daniel House - Semester:

“You’re Going Abroad! Now What?”

Daniel House Fall Orientations (2)

Health & Safety Orientation

Tier 4 Visa Workshop



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
Airline Boarding Pass(es)
U.S and foreign currency
Copies of all important documents and emergency contacts
Credit and debit cards
Smartphone with either an international plan or the capability for a SIM card insert
Phone charger
Eye glasses and/or contact lenses
Prescription medication in original container, back-up supply, and letter from doctor
Instructions for treating any allergies or unique medical conditions
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 or if amount exceeds the limit.

Check with <https://www.tsa.gov> and the airline's website.

Things to ask your student during Phase 2:

1. Have all pre-departure application materials been submitted?
2. Have you attended all the pre-departure orientations?

BILLING SCHEDULE

All program charges will appear on the student eBill during the term in which they study.

*This occurs in Phase 3 (likely while the student is abroad), not Phase 2 like some people expect.

FALL

E-bill Generation
August

E-bill Payment Due
September

JAN TERM / SPRING

E-bill Generation
January

E-bill Payment Due
January

SUMMER

E-bill Generation
May (Summer 1)
June (Summer 2)

E-bill Payment Due
June
July

*Exact dates can be found online at

samford.edu/departments/files/Financial_Services/Billing-Schedule-and-Refund-Schedule.pdf



Phase 3

ADJUSTING TO LIFE ABROAD

When your student talks with you after arriving in their host country, they may share their first impressions with you, including things that are “different” or make them uncomfortable. For instance, the internet might be slower or not as available as it is in the U.S., the housing may be older than they expected, and locals may seem unfriendly. As a family member, you will likely be your student’s first call when they are faced with a new situation — before they have thought through how to manage the situation for themselves or contacted the Global Engagement Office, faculty leader, or on-site affiliate staff. You may even receive several such calls in the first few days as your student copes with homesickness, needs a sympathetic ear, or wants to be reassured that they’ve made the right choice.

While it’s natural to want to resolve these issues so your student can continue having the great time they were expecting, students should be encouraged to communicate their feelings and concerns to the Global Engagement Office, faculty leader, or on-site affiliate staff. These people want to help them and are trained to assist your student as needed through this expected transition.

Encourage your student to connect with the Global Engagement Office staff who will help explain cultural differences and provide resources to make your student’s transition easier. Remember, roommate challenges or academic issues are opportunities for your student to speak for themselves and resolve their concerns independently, which builds their confidence and coping skills.



Things to ask your student during Phase 3:

1. Have we paid your Samford e-bill?
2. How has your transition been to your host country and what have you learned so far?

RE-ENTRY

Phase 4



All students participate in a Re-Entry Workshop after their return to campus. Students are given an opportunity to debrief their experiences with their peers and to learn helpful tools for communicating those experiences to friends, family, and future employers.

Not only does this workshop aim to counteract the effects of reverse culture shock by facilitating meaningful conversations, but it also teaches students how to leverage their coursework and cultural experiences on a resume and cover letter.

Things to ask your student during Phase 4:

1. What did you learn from your time abroad?

2. In what ways can I support you in your transition back to the States?

ADDITIONAL RESOURCES

Global Engagement Office

ABROAD.SAMFORD.EDU

abroad@samford.edu, 205-726-2741, Brooks 221

- Program flyers and costs
- Program logistics & next steps
- Student support

Financial Aid Office

onestop@samford.edu, 205-726-2905, Ingalls Hall

- Payment plans
- Scholarships
- Deposit payments

Disability Resources Office

disability@samford.edu, 205-726-4078, DBH 103

- Disability accommodations

Counseling Office

ryoakum@samford.edu, 205-726-4083, Beeson Hall 203

- Mental health
- Culture shock & reverse culture shock

Registrar's Office

registrar@samford.edu, 205-726-2911, Samford Hall 214

- Course transfers
- Academic transcript

Career Development Center

career@samford.edu, 205-726-2980, DBH 103

- Resume and cover letter assistance
- Post-graduate opportunities

Academic Advisors

- Graduation requirements
- Course substitutions
- Course transfers
- International Transient Enrollment Form

Faculty Leaders

- Course itinerary
- Course grades

APPENDICES:

Samford Abroad Cancellation & Withdrawal Policy

NON-MEDICAL WITHDRAWAL

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

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 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 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 Strategic Decision-Making in U.K. Organizations ?for Summer 2B 2019 ?(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 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