



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

**PROCEDURE: Study Abroad
Number: 4.4.6.1**

Responsibility: Student Affairs
Last Updated: November 1, 2023
Related Policy: 4.4.6 Field Trips: Student or Group Travel

President

Purpose:

The Technical College of the Lowcountry recognizes the benefits of Study Aboard. The purpose of this procedure is to provide rules and regulations for college employees and students in order to organize trips, promote safety, manage risk, minimize liability, and maximize educational value.

Procedure:

Proposing a Study Abroad Trip

Instructors who wish to conduct a study abroad trip must submit a proposal to the school dean. If the dean approves, then the proposal will be forwarded to the Vice President for Academic Affairs for final approval.

Trips must be approved at least three months before the scheduled travel. Proposals must contain the following:

1. Purpose of foreign travel
2. Location of foreign travel
3. Date of foreign travel
4. Number of students expected to participate
5. Number of college personnel expected to participate (one chaperone per ten students required)
6. Other participants/travelers
7. Liability Insurance information: Travelers will purchase all-inclusive insurance that covers the following:
 - a. Program cancellation and interruption
 - b. Illness and accident

- c. Baggage and property
- d. Flight delay
- 8. College Credit and Course Information
- 9. Course Objectives and Outcomes
- 10. Course Syllabus
- 11. Explanation of instructor/s compensation and reimbursement, including budget information
- 12. Cost of the tour for students
- 13. Itinerary

Preparing for a Study Abroad Trip

Once the trip has been approved, the trip leader will facilitate the following:

1. Trip reservations, which may include the following:
 - a. Coordinate with an educational tour company
 - b. Coordinate with a foreign institute
 - c. Coordinate with a travel agency to arrange flights
2. Request the course to be created in Colleague
3. PR and recruitment activities
4. Orientation for trip participants, which include the following:
 - a. Trip information
 - b. Course information
 - c. Location information
 - d. Possible funding sources, foundation, scholarships, PELL, Gilman, etc.
 - e. Fundraising activities
 - f. Student behavior guidelines
 - g. Packing advice
 - h. Dos and don'ts for traveling in a foreign country
5. Students will need to submit the following to the trip leader:
 - a. Study Abroad application form
 - b. Signed copy of the Waiver of Liability and Risk form
 - c. Signed copy of the Medical Consent form
 - d. Copy of their passport
 - e. Proof of insurance
 - f. Receipt of payment for the trip

Students who do not submit the necessary forms and documentation will not be permitted to travel.

*Trip Leaders must inform participating students that should trips be cancelled due to unforeseen and unavoidable causes or concerns about the health, safety, or welfare of students and faculty, all attempts will be made to assist in securing a return of students' funds; however, the College cannot guarantee and is not responsible for refunds.