

STUDY ABROAD HANDBOOK



Table of Contents

Pg. 2...	Introduction
Pg. 3...	Terms, Conditions, and Responsibilities & Passport
Pg. 4...	Orientation & Personal Contact Information
Pg. 5...	Student Conduct, Illegal activities, Alcohol & Sexual Harassment
Pg. 6...	Travel Arrangements and Independent Travel
Pg. 7...	Course Registration, Application & Deposit
Pg. 8...	Payment Schedule, Financial Aid & Cancellation Policy
Pg. 9...	Refund Policy & Additional Expenses
Pg. 10...	Money & Airport Security and Customs
Pg. 11...	Accommodation, Electrical appliances, Personal Health Info & Primary Medical Insurance
Pg. 12...	Supplemental Medical Insurance, Pre-departure Doctor/ Dentist Visit & Rx and Medicine
Pg. 13...	General Health Care, In Case of Illness, Safe Sex, Mental Health & Culture Shock
Pg. 14...	Final Thoughts

Introduction

Welcome to Salt Lake Community College's study abroad program. We hope that you will find your experience in this program enlightening. By choosing to travel and study abroad, you are choosing to expand your personal, academic, and cultural view of the world. The information provided to you in this handbook should begin to answer some of your travel questions. However, we suggest that you enhance your experience by studying the customs and culture of the country you will be traveling to before you leave the United States. The more you know, the better your experience will be.

Students often have unique experiences while studying abroad, including language issues, culture shock, scheduling problems, and personal behaviors not typical of your home experience. We hope that you will be open to these challenges and that you will view them as an opportunity to learn and grow personally. Also, we hope that you will utilize your intelligence, maturity, patience, flexibility, and sense of humor to manage any experience that comes your way.

Specific information about your program will be provided separately. Any questions or forms should be addressed to:

Engaged Learning Office
Salt Lake Community College
Construction Trades Building, Room 252/254
4600 S. Redwood Rd.
Salt Lake City, UT 84123
Phone: 801-957-4694
Email: engagedlearning@slcc.edu

Website: <http://www.slcc.edu/studyabroad/index.aspx>



Salt Lake Community College Study Abroad Guidelines

Terms, Conditions, and Responsibilities

Salt Lake Community College (SLCC) has specific policies, procedures, terms, and conditions for all study abroad and student foreign travel programs. As part of your study abroad application, you signed a release and waiver of liability form listing all the policies, procedures, terms and conditions. Please read this and all other documents carefully. Be aware that there are legal considerations for your participation in study abroad. If your program has a host institution abroad, that institution may have forms that must be completed as well.

Passport

If you do not already have a valid passport, it is strongly recommended that you apply for one **before being accepted** into a study abroad program. Detailed passport information and application forms can be found online at <http://travel.state.gov/passport>.

If you currently have a passport, check the passport expiration date and verify that it will be valid for at least six months beyond your expected return date. Airline and immigration officials check this. If your passport is about to expire, you should apply to renew it before your trip.

*It is your
responsibility to
obtain a passport or
renew your passport if
it is not valid for at
least six (6) months
beyond your expected
return date.*

Once you have your passport, sign it and make two photocopies of the page showing your passport number and photo. Leave a copy at home with a family member or responsible friend and take one with you. Keep your copy separate from your actual passport. This

copy will help facilitate a replacement if your passport is lost, stolen or destroyed. Know where your passport is always. If you did not upload a copy of your passport with your study abroad application, you must send a copy to the Engaged Learning Office (ELO) before your trip.

The cost to apply for or renew a passport is the student's responsibility. Students who cannot participate in their program because they fail to obtain a passport, are refused entry by immigration officers upon arrival, or are prohibited from boarding a flight will be held to the standard refund policy.

Orientations

Your study abroad leader will hold orientation meetings before leaving for your study abroad program. During orientations, you will:

- Receive important information pertinent to your program
- Complete required course work and readings
- Meet other students
- Learn details regarding your travel
- Have an opportunity to ask questions

It is mandatory that you attend all orientation meetings scheduled for your program.

You must attend all orientation meetings scheduled for your program. Failure to attend orientations and complete coursework could result in dismissal from the program. If you are dismissed from the program, you will be held to the standard refund policy.

Personal Contact Information

Make sure that the ELO has all your current contact information. Cell phone numbers and email addresses are critical to update you on any changes to your program or last-minute information. Check your email account regularly.



Student Conduct

As a participant in an SLCC study abroad program, you are obligated to conform to the college [Student Code of Rights and Responsibilities](#) and the laws of the country you visit while participating in the program. In today's global environment, misconduct may not only jeopardize your welfare but the welfare of other students on the trip and the study abroad program. It is your responsibility to read and understand the code of rights and responsibilities.

Also, be aware that while you are studying abroad, you are subject to the local and national laws of the host country. Once you leave the United States, you are not protected by U.S. laws or constitutional rights.

Illegal Activity

While studying abroad, you are subject to local and national laws of the country which you are visiting, NOT the laws of the United States or Utah. Neither SLCC nor the U.S. government can ensure your safety should you participate in an illegal activity and cannot protect you against arrest, incarceration, or punishment. It is important to be informed about the laws of the country you will be visiting and abide by them. It is also advisable that you not associate with anyone engaged in illegal activities. If you are arrested or incarcerated, contact your study abroad group leader as soon as you can. Your study abroad group leader, at your direction only, will contact the person of your choice on your behalf.

Do not carry, use, buy, or sell illegal or controlled substances under any circumstances. Penalties for possession or trafficking of illicit drugs can be severe.

Alcohol

As stated in the additional terms and conditions of participation found on your study abroad application *"Drinking of alcoholic beverages by any participant in a program during 'working hours' (i.e., those hours designated by the trip leader as the time to be spent on SLCC sponsored activities within the designated program plan of activities) is strictly prohibited"*. Alcohol is not permitted at any SLCC sponsored event during identified program hours or activities. Most cultures disapprove of "getting drunk". The consumption of alcohol can put you and the group at risk; personal and group safety is of the highest priority.

Sexual Harassment

Notify your group leader immediately if you feel you have been harassed or feel uncomfortable with someone in your program, a host family member, an instructor, etc. You must make the study abroad group leader aware of the situation and ask for help

resolving the problem. If the harassment involves a group leader, please contact the ELO or Dean of Students.

Travel Arrangements and Independent Travel

SLCC study abroad programs include the cost of most program-related travel expenses. If for some reason, you must make your own travel arrangements, the program price will be adjusted by an amount determined by the Study Abroad Program. You must notify the ELO of your intention to make your own travel arrangements via writing on the same date as you turn in your application. If you make your own flight arrangements, you are required to give a copy of your flight itinerary to the ELO at least two months before your departure. If you change your mind later, it may not be possible to obtain the same group rate, and the program price may be higher.

If you plan to do additional personal travel before or after the program, you must alert the ELO in advance. Upon submitting this request, you agree to pay additional fees associated with your airfare. You must also review and sign the *Individual Statement of Responsibility* form if you choose to extend your trip or book your own airfare.

If you want to travel on weekends or other free time during your program, ask your study abroad group leader if this is feasible. You must provide information about where you are going and when you plan to return in case of an emergency. Please be aware that any independent travel is at your own expense and your own risk. You should travel in groups of two or more for safety. Salt Lake Community College is not responsible for independent travel. The ELO does not review your travel plans or provide information for independent travel. Researching the country will help you decide what extra activities to do while you are there, time permitting. Program participation is required in all programs where SLCC credit is awarded, and your independent travel must not interfere with classes or program activities.



Payment, Registration, and Other Financial Information

Course Registration

SLCC study abroad programs are offered in conjunction with credit-based courses. Students enrolled in a study abroad program must register for the course(s) associated with each program. The costs related to registration, tuition, textbooks, etc., in a study abroad program are NOT included in the advertised program price. The program costs cover flights, accommodation, some meals and transportation.

Application

The study abroad application form is found on the ELO page in Campus Groups under "Forms" or at [CampusGroups](#). A complete application along with a copy of your deposit receipt must be received by the program application deadline to be considered for program participation.

Deposit

A deposit is required to secure your place in a program and is required when your application is made. The deposit will be applied to the program cost. Deposits can be paid online. Visit the SLCC Study Abroad webpage and select make a payment or [Make a Payment / SLCC](#) and select the program you are applying for. A copy of your deposit receipt must be included with your completed application. If an applicant is determined to be ineligible to participate, the application deposit will be refunded in full. For a further explanation of refunds, please refer to the Refund Policy in this handbook.

Payment Schedule

Each program brochure includes the payment schedule for your specific program. Expenses covered in the program cost vary for each study abroad, and although not anticipated, the price may change due to fluctuation in currency exchange rates or the number of participants. All program payments must be paid entirely by the last date shown on the program payment schedule. A copy of all payment receipts must be turned in to the Study Abroad Office.

Financial Aid

Most financial aid (loans, grants, scholarships) can be applied only for the SLCC credits/tuition associated with your program. If you plan to use financial aid or scholarship money for your study abroad program, you must talk with your financial aid counselor before departure. It is your responsibility to understand the rules and regulations concerning the use of financial aid on your study abroad program.

If the class attached to the trip is a community-engaged learning designated class, you may apply for [Community-Engaged Learning Student Project Funding](#). Find out if this class is a designated course by visiting the [Community-Engaged Learning](#) webpage.

Cancellation Policy

In general, we will cancel any SLCC sponsored program in a location where the U.S. State Department has issued a do not travel warning or where the ELO finds the place to be unsafe. Staff reviews the U.S. State Department information and a variety of other reliable sources with current information on any country/countries where students are or will be studying.

Should a program cancellation become necessary for safety reasons before the program departure date or after the departure, every effort will be made to refund recoverable expenses to participants.

In both cases, the time of program cancellation will determine the actual returnable fees. The closer a program is to its start date, the less recoverable program expenses become. Likewise, program expenses become even less recoverable the closer a program is to its end date. For example, three months before a program starts, program fees have usually already been used to pay for services such as airfare and lodging. Similarly, expenses such as in-country transportation and excursion fees may have already been purchased once a program begins. These program expenses may be considered non-recoverable. SLCC and its personnel will not be liable for unrecoverable expenses.

Salt Lake Community College reserves the right to cancel any SLCC study abroad program if a minimum enrollment as determined by the College is not met. If minimum enrollment is not met by the deposit deadline, students are eligible for a refund per policy. If the Study Abroad program is canceled close to or after the program start date, the Study Abroad Program Leader will, to the best of their ability, assist students in completing the course work and requirements for the program.

Students may consider purchasing trip cancellation insurance (sometimes referred to as trip insurance or travel insurance). Trip insurance is used to help alleviate some of the financial loss that may be incurred because your trip is interrupted, delayed, or canceled by unpredictable events. Travel insurance usually provides broader coverage than just trip insurance. For a detailed explanation of coverage, please review the specific policy for the plan you may purchase. Participants are responsible for the cost of additional trip/travel insurance. It is up to each participant to choose whether to purchase additional trip/travel insurance.

Refund Policy

The ELO makes advance payments on behalf of participants; many fees are nonrefundable. Non-recoverable costs include any financial commitments made on your behalf. These costs vary by program and typically increase closer to the departure date. When you decide to enroll in a study abroad program, you commit yourself not only to the thorough preparation necessary for you to experience the program's full benefits but also to a significant investment of money. Before applying to any program, you are urged to plan carefully and be completely familiar with the withdrawal policies and charges.

If an applicant is determined ineligible to participate, the deposit may be refunded. If you withdraw any time after the date of your notification of acceptance, you will be held responsible for any costs that have been incurred on your behalf. These costs may include:

- the deposit
- any non-recoverable program cost, up to the entire program fee

Note: If a student is dismissed from the program due to behavioral, academic, legal, or other problems, SLCC reserves the right to determine the amount of refund students are eligible for.

Additional Expenses

Any cost that the participant might incur while participating in the program, not identified as inclusions in the program plan (some meals, non-program related travel/entrance fees, souvenirs, luggage expenses, etc.), are the sole responsibility of each program participant. Each participant is also responsible for any damage to housing facilities, library fees or fines, medical treatment, not covered by travel insurance etc. Reports of unpaid accounts may result in a hold being placed on your academic records.

Travel Tips and Health Issues

Money

Participants will need to bring money on their study abroad for expenses not covered by the program. Any costs not covered by the program are considered out-of-pocket expenses and are the responsibility of each participant. The amount of money you need to bring for these additional expenses varies depending on your personal spending habits and the length of the program. Review the details of your program and be sure to understand which expenses are included and which are not. Be sure to calculate your expected expenses in both U.S. dollars and the host country currency. Add some for emergencies.

Prior to departure, notify your bank and credit card company that you will be travelling and using your card internationally.

Most countries have currency other than U.S. dollars. You can exchange U.S. dollars for foreign currency overseas at most airports and banks. If you prefer to obtain foreign currency before departure, contact your bank.

Before departure, be sure to notify your bank and credit card company that you will be traveling and using your card internationally. Your credit/debit card may be disabled if you do not inform your company. Be aware that some banks or credit card companies may charge an extra fee for international transactions.

Most ATM machines allow you to withdraw money in the local currency. Check with your banking institution to verify that your ATM card is usable in your program country.

Airport Security and Customs

Airports in the U.S.A. have thorough security and baggage screening procedures. Be sure you are familiar with current standards for both checked and carry-on luggage before you depart for the Salt Lake City International Airport.

Upon arrival in your destination country, you will be required to go through Immigration and Customs. Have your passport accessible and follow the appropriate line for holders of U.S.A. passports. You will be asked several questions about the purpose of your visit and the length of your stay. You may also be asked to open your luggage for inspection. You should plan for extra time to clear security and other checkpoints at all airports.

Many international airports have armed guards, sometimes with security dogs, walking through the airports. This is very common and nothing to worry about. Remember, the tighter the security, the safer you will be.

Accommodations

Group lodging is included for the duration of each faculty led SLCC study abroad program. The lodging type is identified in your program brochure and will be discussed further in orientation meetings. Lodging varies among hotels, dormitories, or youth hostels.

Students are expected to adhere to the rules and regulations of their housing facilities. Some facilities enforce curfews and noise regulations. You are expected to be respectful of your host and follow these rules. Any property damage or fines that you incur during your program are your responsibility. Overnight guests are prohibited from staying in program lodging.

If you travel on your own before or after your program, you must make your own lodging arrangements and pay for those accommodations. Youth hostels may offer a good option. Some hostels require memberships, so check before you leave. Many hotels, hostels, pensions, B&B's and monasteries/abbeys offer inexpensive, clean, and safe options.

Electrical Appliances

Voltages, electrical sockets and electrical plugs differ around the world. Read the voltage information located on your electrical appliances. Some appliances are dual voltage. If your appliance is not dual voltage, you will need to bring a converter. Converters are available at a variety of travel and retail stores. Be sure the converter you buy is usable in the country you are going to. You should consider the number of electrical appliances you take.

You will most likely need a plug adapter when abroad. The type of plug used in different countries may vary significantly. If you do not know the standard plug used in a country, it is best to buy a conversion kit with adapters for various countries.

Personal Health Information

Your health & welfare information should be completed with your application and is required to participate in an SLCC study abroad program. All information collected by the ELO will be kept strictly confidential. This information will only be used in case of an emergency to provide you with the best possible care. If you have a specific health condition, you may want to inform your group leader about what may be needed to assist you in an emergency.

Primary Medical Insurance

While participating in an SLCC study abroad program, you must maintain your primary insurance coverage. You must have proof of health and medical insurance coverage for participation in the program. Check with your insurance carrier for details on foreign coverage and how to make claims.

In other countries, payment will usually be due when the medical treatment is received. Generally, it will be your responsibility to file the claim with your carrier later for reimbursement, so make sure to obtain an itemized receipt for the medical treatment.

Please always carry your insurance card with you while you are overseas.

Supplemental International Medical Insurance

The ELO will enroll all study abroad participants in a supplemental international medical insurance plan. The type of insurance and whether it is included in your program fee will depend on the study abroad program. This insurance will only cover the official dates of the program. It is your responsibility to secure proper medical coverage for any travel before or after the dates of the program. The details of your international health insurance plan will be covered at your orientation sessions

Pre-Departure Doctor/Dentist Visit

We recommend that you see your doctor and dentist for a routine examination prior to departure from your program. It is always advisable to discuss your travel plans and ask about any immunizations, medications, and health practices that might be recommended for your destination country.

Prescriptions and Medicine

Since medicines and other medical supplies may or may not be readily available to you in another country, it is essential to take an adequate supply with you to last the duration of your time abroad. If you are participating in an extended program, it is strongly suggested that you check with your health care provider about refilling any prescriptions you might need abroad.

If you take any medication with you, pack it in your carry-on luggage. Keep the medicine in the original prescription bottle, with the label in good condition.

If you wear glasses or contact lenses, take an extra pair with you as well as a typed copy of your prescription. If you wear contact lenses, take an adequate supply of contact lens solution as it may not be readily available or may be much more expensive than at home.

Note: If you need specific over-the-counter medications, take them with you. They may not be available abroad.

General Health Care

Travel, time changes, climates, and new food/beverages can weaken your immune system. Take care of yourself! Get plenty of rest, eat properly, exercise, and drink lots of potable water.

In Case of Illness

If you become sick or are injured, let your group leader know immediately. They may help find a doctor or find a clinic or hospital. Do Ask for help! Many times, a short-term system upset will pass quickly. However, a more severe illness may need additional care. For all emergency situations, seek medical help immediately.

Safe Sex

You are an adult, capable of making your own decisions about personal relationships; however, don't take undue risks or chances. In some countries, American women may become a target or be seen as easy prey. Please be aware that what may be considered casual conversation or flirtation here may be regarded as sexual encouragement in other cultures. When you are out in your free time, go in groups. If you feel uncomfortable in any situation, get out of the problem as quickly as possible. Condoms are generally available in most countries; be safe and prepared. Please consider your lodging situation and roommates if you have one or more.

Mental Health

Paying attention to your state of mind and mental and emotional well-being is vital to maintaining a positive experience. Many students experience culture shock and some degree of homesickness while studying abroad. Understand this is normal and do not be afraid to talk about it with your peers or your group leader.

Due to the heightened emotions and the additional stresses of culture shock, psychological and emotional issues can become more pronounced or even manifest for the first time during a study abroad experience. The information on your *emergency contact & health/welfare form* will be used to assist you in the event of an emergency.

Culture Shock

There is no doubt that you will have expectations about your trip and your experiences while traveling. Be very cautious about your expectations as they can lead to disappointment. We request that you maintain an open mind about what you will see, the people you will meet, and all the experiences you will have. Recognize that this trip will be an opportunity for you to see how others live their lives, enjoy and embrace those differences.

Be humble, respectful, and understanding. View the world as a chance to learn. You will no doubt experience some of the following while abroad, depending on where you go: slow lines and service, crowded transportation, personal hygiene differences, strange and new smells, invasion of your "personal space", people watching you, and questions about the U.S.A. Remember you are not in the U.S.A. and are a guest in another country. You are there to learn and experience a different world view, including customs, traditions, and rituals.

Final Thoughts

Travel is a wonderful way to see for yourself what you have been learning about during all your time as a student. Make the most of this amazing opportunity and see all that you can. Immerse yourself in the local culture; meet people from different countries, and learn about diverse world views. Respect and enjoy exploring other cultures and societies. Utilize your time to create a fun, educational, and safe trip. Above all, remember that you are a visitor representing your group, school, and country. We wish you safe and exciting experiences and memories. Happy travels!

**Please follow this link to access Study Abroad
Applications and Forms:**

<https://cqlink.me/2gn/s34121>