JUNIORS ABROAD FACULTY HANDBOOK

GEORGE FOX UNIVERSITY
Paul Chamberlain, Director, Center for Study Abroad
Lynn Scott, Assistant Director Center for Study Abroad
Table of Contents

TIME-LINE 2015-2016 ................................................................................................................. 1

ACADEMIC REQUIREMENTS ......................................................................................................... 2
  STUDENT ELIGIBILITY .................................................................................................................. 2
  DISCIPLINE .................................................................................................................................. 2
  CANCELLATION OF TRIPS .......................................................................................................... 3

FINANCIAL ...................................................................................................................................... 3
  STUDENTS ..................................................................................................................................... 3
  FACULTY ....................................................................................................................................... 3
  PAYING BILLS .............................................................................................................................. 3

GROUP SIZE .................................................................................................................................... 6

FACULTY LEADERS ....................................................................................................................... 6

PASSPORTS ...................................................................................................................................... 7

TRAVEL ARRANGEMENTS ............................................................................................................ 8
  AIRLINE RESERVATIONS ............................................................................................................... 8
  RAIL RESERVATIONS .................................................................................................................... 8
  ACCOMMODATION RESERVATIONS ............................................................................................. 8

RESOURCES ..................................................................................................................................... 9

INTERNATIONAL STUDENT IDENTITY CARDS AND INSURANCE ........................................... 9

MEDICAL INSURANCE ................................................................................................................... 9

CELL PHONES .................................................................................................................................. 9

INTERNATIONAL DIALING ........................................................................................................... 10

OPERATION OF MOTOR VEHICLES ............................................................................................. 10

SAFETY POLICIES AND PROCEDURES ...................................................................................... 10
  GOALS ......................................................................................................................................... 11
  SAFETY EDUCATION ..................................................................................................................... 11
  DOCUMENTATION ....................................................................................................................... 11
  IN CASE OF EMERGENCY ............................................................................................................ 12
  EMERGENCY COMMUNICATION PROTOCOLS ........................................................................... 12
  RESPONSIBILITY AND LIABILITY STATEMENT ....................................................................... 13
  DAILY CHECK-IN ........................................................................................................................... 13
  EXCHANGING MONEY ................................................................................................................... 6
  TRAVEL IN DEVELOPING COUNTRIES ...................................................................................... 13
  US STATE DEPARTMENT WARNINGS ......................................................................................... 13
  MEDICAL ELIGIBILITY OF STUDENTS ...................................................................................... 13
  MEDICAL REQUIREMENTS ........................................................................................................ 14
  PROCEDURES FOR SENDING A STUDENT HOME FROM A JUNIORS ABROAD TRIP .............. 14

APPENDIX A - SAMPLE BUDGET ............................................................................................... 15

APPENDIX B - AGREEMENT OF RESPONSIBILITY AND LIABILITY ......................................... 16

APPENDIX C - EXAMPLE OF NOTES TO STUDENTS ABOUT THE TRIP .................................. 16

APPENDIX D - FINAL ITINERARY ............................................................................................... 21

APPENDIX E - INTERNATIONAL DIALING INSTRUCTIONS ....................................................... 23

APPENDIX F – SAMPLE EXPENSE REPORT ............................................................................... 24
TIME-LINE 2015 – 2016

September – Juniors Abroad Faculty meeting

September/October - You need to finalize budgets for the trips so that we can settle on the student cost for each trip. By the end of October, you should be well along in arranging for airline transportation, lodging and local transportation. (Note: class lists at this time are VERY tentative, and will change dramatically by next January. Please, do not contact students at this time without talking to me.)

November - Send me a copy of your projected trip budget and preliminary itinerary by November 1, or earlier. It should include line items for overseas airfare, ground transportation, lodging, meals, and other costs (such as admissions and tours). See example in appendix A. This will allow us to settle on student costs for each trip. Please note that we cannot change these costs after this memo is sent. So it is very important that your budget is realistic and takes into account everything.

Due: November 1 – Trip budget due – Please – it is essential to have this in by this date.

Preliminary Itinerary

I will be sending the students a large packet of information around the first of November with sign-up instructions and cost information and will have a general information meeting with them to answer questions on November 11. I will send a copy of this information to each of you. This information will also be posted on the Juniors Abroad website. Faculty do not need to attend but are welcome.

December - Students will confirm registration for Juniors Abroad. Class lists can change dramatically between the time school ends and when it begins in January. Again it is best not to contact students until the first week of school in January.

January/February - A $300 non-refundable deposit is required for each student by January 15, 2016. If a student does not have all of their forms, AND a copy of their passport submitted by this date they may be removed from the class. Students will expect to meet the first week of classes. A typical class meets 8-10 times during spring semester. At this point I need a copy of your final syllabus. Please remind the students that their student accounts (except for Juniors Abroad or if they are on a payment plan) must be paid in full by February 13.

Due February 1 – Course syllabus

March /April - Half of the remaining trip balance is due March 1 and the remainder is due April 1. It is essential that each student pays in full, or makes arrangements with student accounts by April 1. If they cannot pay on these dates they MUST contact student accounts to make other arrangements or they will be removed from the course. All final money requests for the trip must be turned in by April 13, 2016.

Due April 5 - Final Budget
Final Itinerary
FINAL MONEY REQUESTS
Final Check List

May - Trips typically leave the Monday - Wednesday of the week after graduation. After the trip, return all money, receipts, and final expense report to Lynn. If you have foreign currency that is common or you are sure that we will use it again, please do NOT exchange it back into US currency. Return this foreign currency with your receipts, etc. to Lynn.
Due upon return

- **Final Expense Report** (Lynn will send you a spreadsheet in late April.
- All receipts
- All extra money
- Any additional check requests
- Phone

**ACADEMIC REQUIREMENTS**

Each Juniors Abroad group is expected to meet a minimum of eight to ten times during the spring semester to prepare students for the trip. All classes are scheduled for 6:30 – 9:00 pm M – Th. Academic requirements should include readings, and might include, written reports, oral reports, quizzes, exams, etc.

**Besides the obvious academic topic, the course should introduce the students to the cross-cultural aspects of the trip and help prepare the group for travel and for what they will see. It is important to talk about sites that you will visit. Students especially appreciate learning about the history, culture and people they will be visiting.** It is also important to prepare students for traveling in a foreign country, ie; things will be DIFFERENT and will NOT always go according to plan. Do not assume that students know anything about traveling abroad! Typically, journals are required of all students that are read by the faculty leaders at the end of the trip. There should also be required group activities on the trip.

In summary the class time during the spring semester should include the following:

- Academic content
- Discussion of sites to be visited
- How to travel, packing – see safety and traveling tip handbook
- Traveling logistics
- Cultural differences

Students are expected to travel to your destination with the group, and to remain with the group the entire time, unless there is some unusual circumstance. A number of students each year opt to stay longer. They need to communicate this to you as soon as possible, and they are responsible for any additional costs. Juniors Abroad can be used for General Education Global and Cultural Understanding credit. Some students may request that they earn credit toward other requirements. This must be done by special petition and receive approval from the Dean of the appropriate school and the academic area credit will be earned. Students can also audit the course. The course is graded A – F.

**Students must be earning a minimum grade of a C- to be eligible to participate in the travel portion of the course. If they do not participate in the trip, they will earn a grade of F. There will be no refund at this point.**

**Student Eligibility**

Any current junior or senior is eligible if they have a minimum 2.00 GPA, and are in good standing with the Student Life Office (See catalog for complete list). Juniors have priority. Seniors can participate but they are automatically placed at the bottom of the waitlist (if there is one). Transfer students also are eligible, but must pay a "buy in" fee depending on the number of semesters that they attend Fox.

**Discipline**

Students (and faculty) are expected to abide by all GFU standards on the Juniors Abroad trips. Faculty have the authority to send students home early, BUT this option should be used only in extreme circumstances. (See the FoxTale Juniors Abroad site to download a copy of procedures to send students home).

**Current Policy states - If some one is caught in an act that is contrary to the university lifestyle statement the following policy will be followed:**
• the student’s grade will be lowered by one full grade
• the infraction will be reported to the student life office
• the faculty member(s) will meet with the Director of Juniors Abroad to discuss any further penalties.

You should take the GFU lifestyle agreement seriously. Many of our students see Juniors Abroad as a time to consume alcohol. It is our responsibility to help them understand that this is NOT a time to party. This is a difficult problem, but one that we must deal with honestly and openly. This means that faculty take this seriously and do not downplay the importance of the lifestyle policy (whatever your personal feelings may be). (See Student Responsibility and Liability Agreement in Appendix B). Please discuss this with students BEFORE you leave. In particular make sure that they understand the following.

In the interests of the entire group, the appointed faculty of GFU reserves the right to send a person home at that person’s expense for reasons of disciplinary action or if the person is unable due to injury, illness, or other circumstances, to maintain the tour itinerary. The faculty/director of Juniors Abroad also reserve the right to lower the grade, or fine a person, up to an amount equal to the University’s cost for the trip, for behavior outside of the GFU lifestyle statement.

Cancellation of Trips
Trips can and should be canceled if there is undue concern about the safety of students due to political, or other serious safety issues.

FINANCIAL

Students
Students will receive a Juniors Abroad bill in their spring statement from the university. They must pay at least the non-refundable $300 deposit by the due date in January, half of their bill by March 1 and the entire amount by April 1. There can be exceptions to this if the student makes special arrangements. All payments are non-refundable. Once the student pays the deposit they commit to the entire student cost whether they go on the trip or not. If a student does not pay the entire amount before the trip departs, they will not be allowed on the trip. No exceptions.

The total cost of a trip should be no more than $4400. In rare circumstances exceptions can be made. Student costs are typically between $1900 - $2600. Visa charges are charged to the student separately. Other costs the student may incur are immunizations, souvenirs, optional entrance fees, etc. Typical spending money is $200 - $400. If the student is required to do something (ie. go to a museum), the trip costs for these activities should be included. Every attempt should be made to keep the cost of the trip as low as possible. However, we also want the students to enjoy their experience, so it is important that they have a minimum level of comfort. Typically, 2 star hotels, good quality youth hostels, or similar accommodations are appropriate.

Faculty
For faculty trip leaders, the college covers travel expenses and pays a modest stipend. The budget is for $4000 per trip. This amount is typically divided $2000 per faculty member or $3000 for the primary faculty member and $1000 for the secondary faculty member.

Paying Bills
PLEASE, ALWAYS send money requests directly to LYNN, NOT to the Financial Affairs office. PLEASE INCLUDE AN INVOICE WITH ALL CHECK AND WIRE TRANSFER REQUESTS. We cannot submit your requests to the financial affairs office without an invoice. If they are electronic, just email them with your
request. If they are not electronic, mail them to LYNN. These can be an actual invoice or an email from the company with the name of the company and the amount. You must sign all check requests and reimbursement requests then either bring them to the Center for Study Abroad office or scan and email them to Lynn.

**New Chart of Accounts numbers:** 10000-190110-UG901-OFF-365X where X is the section for your course.

Account Number 52000

Fund Code – 10000
Department ID – 190110
Operating Unit – OFF
CF1 – 365X

**ALL FORMS ARE FOUND ON THE JUNIORS ABROAD FACULTY FOXTALE SITE.**

You also need to enter ALL expenses into the expense report sent to you. Lynn will enter your expenses throughout the year and send this report to you before you leave on the trip. At that time you are responsible to enter ALL of your expenses. **Please keep and return as many receipts as possible.**

There are several ways to pay bills and trip expenses:

**ATM/Debit withdrawals** Once on the trip this is the desired method of obtaining large amounts of money in foreign countries. The University is willing to advance you the amount needed for your trip. **(Only one cash advance for each group).** You can then withdraw from your bank account from an ATM almost anywhere in the world. You will need to keep accurate records and receipts for the money that you withdraw and spend. Typically banks limit your daily withdrawals. However, you can talk to the bank BEFORE you leave and, usually, they will be able to raise the daily limit, possibly to as much as $2000.

Also, make sure that you check on the **fees** that your bank charges. These can be quite high and may preclude using this method. Typical fees should be a 1% foreign transaction fee and a $2 – 5 ATM fee. Credit Unions typically do not charge a fee.

It is HIGHLY recommended that you set up a separate bank account just for Juniors Abroad. This will make it much easier to keep track of money spent.

**NOTIFY YOUR BANK TO MAKE SURE THAT THEY DO NOT CANCEL CARD USAGE WHILE YOU ARE ABROAD.** **PLEASE REMIND STUDENTS OF THIS.**

**VISA/MasterCharge** You can also pay a bill with your credit card, send an expense reimbursement form and receipt to me and you will be reimbursed. However, if foreign currency is involved there is usually a currency conversion fee with each credit card use, **up to 3%**. Due to the high conversion fee this should be the choice of last resort for foreign transactions. **It is best to use your debit card, which has a lower foreign transaction fee.**

**NOTIFY YOUR CREDIT CARD COMPANY TO MAKE SURE THAT THEY DO NOT CANCEL USAGE WHILE YOU ARE ABROAD.** **PLEASE REMIND STUDENTS OF THIS.**

**Check requests** Please send Lynn a university check request, with receipts or invoice, explaining the charge and I will sign it and send it to the Financial Affairs office. Please understand that this typically takes a week or so. You must turn in the check request by MONDAY to have it paid by Friday. Thus it is important to plan ahead and **make sure that various travel agents are aware of this and give us enough time.** We will make copies of all check requests and invoices. This is for paying bills BEFORE you leave on the trip.
Reimbursements for personal reimbursements please use the reimbursement request form. See check requests above for necessary information to include.

Foreign Currency. Please request foreign currency at least two weeks (see date in timeline) in advance as it takes time for the bank to process these. I will send you a form to fill out. You do not need a check request for this. You can request certain denominations, etc., but the bank may not be able to fulfill the request. PLEASE DO NOT CARRY MORE CASH THAN NECESSARY. Also realize that we do NOT get good rates from our local bank. This is especially true for currency for non-western countries. Thus it is best to use ATM’s once you are in the country. However, it is always good to have some local currency when you arrive so that the students have food money, etc. If you are working through a travel agent in the country, you might consider having them get you some initial foreign currency.

Foreign Wires. Send wire transfer form, with ALL of the information requested, invoice and copy of email with wire transfer information to Lynn via email or campus mail and we will process. Wires get the money there faster, and this is the preferred method to pay an overseas company. It is vitally important that you complete the wire transfer request with ALL the information requested. For current currency conversion see www.travlang.com/money. Note that these conversion rates are approximate to the actual rates as they vary according to time of day, bank, etc. Our banks rates are almost always higher. There is also a $25 wire fee for each wire transfer. Recently there has also been an additional “bank transfer fee”. We do NOT know what this is until the recipient gets the money and it is short. It varies by bank and country and can be anywhere from $15 to $50 or more. This means that you will sometimes have to send more money or pay the difference upon arrival.

Foreign Wire Instructions
• Send request (emails are fine) to Lynn. I will sign and we will forward onto Financial Affairs.
• Please translate where necessary - often foreign addresses are hard to understand.
• Clearly mark due date on the form.
• The financial affairs office will send a confirmation to you once the wire is sent. This will state the actual US dollar amount.

Foreign Drafts (Checks). Please request foreign drafts (checks) at least one week in advance as it takes time for the bank to process these.

Foreign Draft (check) Instructions
• Send request (emails are fine) to me. I will forward the request to Financial Affairs.
• Please translate where necessary - often foreign addresses are hard to understand.
• Clearly mark due date on the face of the check request.
• The financial affairs office will return drafts (an international certified check) to you to process & mail, so that you have control & knowledge.

Traveler Checks. These are NOT allowed.

Please have travel agents send bills to you or to me, NOT to the financial affairs office. The Financial Affairs office just sends them to me for approval. Again, emails of the invoice are fine.

You will also be given a contingency fund for emergencies or unexpected expenses. This is typically $1000 - $2000 and is usually returned at the end of the trip.

Upon your return from the trip please bring the extra money, receipts, check requests, and FINAL EXPENSE ACCOUNTING REPORT to Lynn, not the Financial Affairs office. You must have receipts (where possible) for ALL money that was spent. You also must number the receipts and the entry for the receipt on the expense spreadsheet.
Lynn will send you a formatted spreadsheet for the Expense Report before you depart on your trip. Please use this for your final expense accounting.

Managing Money while on the trip:
• Only one faculty member should keep the expense report for the entire trip on a single expense report spreadsheet.
• Withdrawals from ATM’s do NOT go on the spreadsheet. Only report EXPENSES THAT OCCUR ON THE TRIP.
The spreadsheet will do all of the addition (subtraction) for you.

Please do not alter the spreadsheet format in anyway. The spreadsheet keeps track of the amount of money that you spend on the trip and compares that to the amount of money that the school gave you. Lynn will enter any money that you spent before the trip.

• It is best to also keep track of the amount of cash that you withdraw.
• It is best to give the students a week or so of food money (for meals not paid directly by the faculty member) at one time.
• The students must sign the student expense form for the money that they receive. This should include their name and the amount given. It is easiest to have them sign the last time money is given for the entire amount distributed during the trip.
• Please keep as many receipts as you can to turn into the Financial Affairs office with the expense report.
• Warn students to make sure that their credit/debt cards work in other countries. For example Discover does not work in foreign countries. There is sometimes difficulty using Master Card in developing countries.

Exchanging Money
In the past, we have experienced large sums of money being stolen. One group leader was robbed of $4000 on the subway in Paris. Trips to Europe are often the victims of pickpockets. Please do not carry more cash than absolutely necessary. It is recommended that both group leaders be present when large sums of money are exchanged, and that the money is distributed to students as soon as possible.

GROUP SIZE
As a general guideline, the minimum group size should be 10 students. We are limiting enrollment for trips at 20 students. If you need to limit the size of your group to less than 20 let me know.

FACULTY LEADERS
Juniors Abroad is a program aimed at serving the needs and objectives of the undergraduate college at George Fox University. Professors teaching in the program should be traditional full-time undergraduate teaching faculty (with at least a half-time teaching load) under nine month contracts. For the benefit of the program, and at the discretion of the Director of Juniors Abroad, graduate faculty, individuals with faculty status, and faculty members with 11-month contracts may be considered for a secondary teaching position in the Juniors Abroad program. (In keeping with University policy, individuals who are on 11-month or 12-month contracts are required to take vacation or leave for the time they are involved in the Juniors Abroad experience. Check with your immediate supervisor) (In rare circumstances George Fox full-time staff can fill in as the secondary faculty.)

Each trip is required to have two faculty leaders. Faculty leaders are required to make all arrangements for the trip, with the help of the Director of the Center for Study Abroad. As always faculty are responsible for the academic content of the course. Faculty are also responsible for the care and feeding of students on the trip.
Each faculty member can be accompanied by one other member of their family, age 13 or older. The cost for a family member is the **full cost of the trip** (not the student cost). The full amount needs to be sent to me, no later than April 1. The family member then receives all benefits as if they were a student. **Please understand**, even though the family member is allowed to accompany a group, the primary responsibility of the faculty member is for the students.

**PASSPORTS**

Students must turn in a copy of their passport with their deposit and deposit form no later than the first Friday of spring semester. Faculty must also turn in a copy of their passport.

Here is the current policy:

The student must have a current passport OR a receipt that proves that they have applied for the passport. If they do not have the passport they will be charged a $100 fee. If they do not have either a current passport or receipt they WILL be dropped from the trip.

This policy requires that you apply for your passport and have it in hand by the first of January. To allow processing time by the government, this means that you should apply for your passport no later than October of the year preceding your trip.

This new policy is designed to relieve stress for both students and faculty. We have consistently had problems with students not getting their passports in time for the trip, or in time to obtain necessary visas. Some students have missed going on the trip due to not receiving their passport or visa in time.

If you are unsure whether you are actually going on a trip by October, you will still need to get a passport “just in case”. With the new requirements for passports for Mexico and Canada, it is a good idea for everyone to have a passport.

PLEASE encourage students to get this done as soon as possible. Students have NOT been allowed to go on trips due to lack of a passport. On occasion the most difficult step is obtaining the birth certificate. They can rush the passport process, but it costs another $60 or so. Also be aware of any Visa’s required for your travel.

**Foreign students often need Visa’s to countries that US students do not.** This can take considerable time and thus should be done as soon as possible. Please communicate this to any foreign students. It is their responsibility to obtain these Visa’s. They should contact Alex Pia, Director of International Student and Scholarship Services, as soon as possible. **It is becoming common for students to actually have to travel to San Francisco and get their passport in person.**

Passport applications for U.S. citizens are available online. Detailed instructions and lists of charges are on the passport application, which can be found online [http://travel.state.gov/content/passports/english.html](http://travel.state.gov/content/passports/english.html). Students must have an official copy of their birth certificate and one-passport photo. Students will need to turn in their applications and show the supporting documentation at one of the official passport offices; the closest office to Newberg is the Dundee Post Office, 279 SW 5th Ave. Dundee (8:00am- 12:30pm M-F, 10:00am-11:30am Saturday). Photos are also available at the Dundee Post Office. Photos can be taken at any place that does passport photos.
TRAVEL ARRANGEMENTS

Airline Reservations
It is your responsibility to find a travel agent. You will find that this is a very important decision, which can either make your planning much easier or (obviously) much harder. Please let the director know about your experiences with various travel agents. We are always looking for good ones and would like to stay away from problems. Fellowship Travel International (FTI) has been an excellent group to work with for airline reservations and we would strongly suggest that you work with them. Connie Gregory (cgregory@fellowship.com) has been very helpful with several of our groups and we highly recommend her.

Caution: Always check baggage fees. Even if there are no international fees there may be domestic fees if you change planes in the US.

In arranging air transportation, please be sure that all deadlines are clear; this includes deadlines for deposits, for surrendering seats without penalty, for final payment, itinerary changes, and penalties and costs for changes in tickets after these deadlines. There are always students who wish to stay longer and will ask for changes in return dates. Please make sure that this is allowed by the airline. It is typical for airlines to all 20% of passengers to change. DO NOT ALLOW STUDENTS TO CONTACT THE TRAVEL AGENT. This leads to confusion, for you, the student, and the travel agent. Do not use the Internet for airline reservations.

Rail Reservations
If you are going by rail in Europe or the British Isles you are required to use Alan R. Wissenberg of EurAide (see below for address, etc). EurAide is based in Munich Germany, but is run by Alan, who is an American and VERY knowledgeable about rail travel. He has put together several trips and has saved us somewhere between $200 and $250 per student. You can send him an itinerary via email and he will make suggestions and give you a cost estimate. You can contact Alan at munichbased@yahoo.com. EurAide's website offers good information about rail passes etc: www.euraide.de/

NOTE: Alan is often very busy and difficult to contact. So it may be best to contact Karen Murphy at EurAide (euraide@verizon.net, 781-828-2488, URL: http://www.euraide.com/) This office is located in the US and faculty have reported excellent service from Karen.

Online train schedules for all of Europe can be found at http://bahn.hafas.de/bin/query.exe/en. I have found this to be an excellent and accurate source of train schedules for Europe, including England.

Accommodation Reservations
Typically faculty make these themselves. It is typically too costly to go through a travel agent. For example, one group was able to cut their per student per night costs from $60 to $30 by making reservations themselves. I would be willing to give you suggestions (we have hotels in some cities we use every year) but it is relatively easy to use an email to communicate with the various accommodations. You can often find accommodations through travel books (see below)

Fellowship Travel has also booked entire trips for us and seems to be able to put together a good trip at a reasonable price.

You should attempt to book accommodations in early September or October, as they seem to fill earlier every year.
RESOURCES
Each group has $100 to purchase travel books, etc. For Europe travelers I, and others, have found the Europe Through the Back Door books by Rick Steves to be especially helpful. Many of his accommodation suggestions often fit our type of trip. His books are also excellent resources for planning your trip. For non-Europe trips Lonely Planet is an excellent source. Other resources include Frommers, and Rough Guide travel books. Please feel free to contact the Director of the Center for Study Abroad with any questions.

INTERNATIONAL STUDENT IDENTITY CARDS AND INSURANCE
International Student Identity Cards (ISIC) provides emergency insurance and discounts for students. These are available from Lynn Scott in Center for Study Abroad – Lemmons 9. We provide emergency insurance for students through the university’s overall policy with AIG Travel Guard. Thus the ISIC card is no longer required for all trips. However, if a specific trip requires these for major discounts for attractions we will require them for that trip. For example, the ISIC card has saved the East Africa group over $200 per student. More information can be found at the ISIC website: http://www.myisic.com/MyISIC/DiscountFinder/Home.aspx

MEDICAL INSURANCE
The University provides medical insurance to all Juniors Abroad faculty and students through AIG Travel Guard. Each student and faculty member will be covered for the three weeks of the Juniors Abroad trip. Each faculty member should register in advance online at the following link – http://www.aig.com/travelguardassistance. Our policy number is 9137466.

<table>
<thead>
<tr>
<th>Example of Medical Benefits</th>
<th>Maximum Benefits</th>
<th>$1,000,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period of Coverage</td>
<td>Maximum Benefit per Injury or Sickness</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Deductible</td>
<td>Medical injury or sickness</td>
<td>100%</td>
</tr>
<tr>
<td>Accidental Death &amp; Dismemberment</td>
<td>$50,000</td>
<td></td>
</tr>
<tr>
<td>Repatriation of Remains</td>
<td>$50,000</td>
<td></td>
</tr>
<tr>
<td>Medical Evacuation</td>
<td>$100,000</td>
<td></td>
</tr>
<tr>
<td>Family Travel Benefit</td>
<td>$10,000</td>
<td></td>
</tr>
<tr>
<td>Global Assistance Services</td>
<td>Emergency Medical and Travel Assistance services provided, including coordination of all evacuations and repatriations if needed</td>
<td></td>
</tr>
</tbody>
</table>

In case of an emergency please contact the Study Abroad office as well as AIG.

MOBILE PHONES
All groups are required to carry a mobile phone on the trip for emergencies. The university will provide phones, or faculty can use their own phones (assuming that they work internationally). These are for emergency use, but also might come in handy for checking on accommodations, etc. Faculty can use these to call home, but the cost is considerably higher (about $0.70 -$4.00/minute) than a phone card. Family calls should be short. STUDENTS ARE NOT ALLOWED TO USE THESE PHONES except in emergency.

If you are traveling to a developing country it is possible that the university provided phones might not work for making local calls. Thus you may want to purchase a local sim card (and phone if needed) on arrival for local calls.
INTERNATIONAL DIALING
To dial internationally you must first dial the International Direct Dialing (IDD) prefix, (This is unique for each country. For example to place an international call FROM the US this number is 011) followed by the Country Code (CC), followed by the number (including area code).

For definitions and Country Codes see Appendix E.

Dialing Examples:
From UK to the US: 00-1-503-554-2702  (IDD = 00, CC = 1)
From China to the US:  00 - 1-503-554-2702 (IDD = 00, CC = 1)
From the US to France:  011- 33-334-221-1234 (IDD = 011, CC = 33)

OPERATION OF MOTOR VEHICLES
Operation of motor vehicles by students on Juniors Abroad trips is strictly forbidden.

APPLE IPADS FOR JUNIORS ABROAD FACULTY
Juniors Abroad faculty can request, via a proposal, an iPad for use as a Juniors Abroad faculty member.

Procedure:
• The faculty member should submit a proposal stating why an iPad would be useful to them as a Juniors Abroad professor.
• The proposal will be reviewed by the Director of the Center for Study Abroad and/or the Juniors Abroad Committee.
• If approved Juniors Abroad will purchase an iPad for the faculty member with the following stipulations and requirements.

Requirements and explanation.
1. If a faculty member proposal for an iPad is granted their stipend will be reduced by one-half of the cost of the iPad up to $300.
2. Only one iPad proposal per trip per year will be accepted.
3. Only one iPad per faculty member every four years will be granted.
4. A faculty member may upgrade by paying the difference between the $300 maximum that the Juniors Abroad department will match and the cost of the upgrade.
5. The iPad must include cellular. Data charges are the responsibility of the faculty member.

SAFETY POLICIES AND PROCEDURES
Safety of our students is of upmost concern as we travel around the world. Always insist that students travel in pairs when they are not with the group. They may not do this, but it is important to warn them of the dangers of the particular area you are visiting. In many parts of the world women should always be accompanied by men. If they continually go off on their own in what you perceive as a dangerous situation you have the authority to send them home.
See the Safety and Travel Tip Handbook for more information.

**Goals**

International travel experiences have been available to students at George Fox University for a number of years. These can be enriching times of learning and cultural exposure that create memories that last a lifetime. In an effort to ensure safe learning and growth experiences during international travel, the following policies and procedures have been established.

The goals of this policy include the following:

- To insure adequate training for faculty, students and other University personnel involved in travel abroad programs.
- To develop an excellent communication system for use in emergencies where students, group leaders, University officials and parents can be fully informed in a timely fashion.
- To limit University liability during international travel.

The following policies and procedures must be reviewed and adhered to by students and University employees alike, when traveling abroad. It is hoped that through following these policies, both students and employees will be able to remain safe as they travel in a wide variety of international settings.

**Safety Education**

Federal Law requires that all students be given “due warning” whenever there is a safety risk, be it on or off campus during a University sponsored event. In an effort to comply with this federal mandate for “due warning,” a travel safety booklet has been printed and will be made available to all groups involved in international travel. This booklet must be distributed to and read by all students. If students or leaders have any questions regarding the information contained in the safety handbook they should contact the Director of the Center for Study Abroad. Also, the Director of Security is available to present to groups on the topic of safety when traveling abroad. This presentation can vary in length as the group leader wishes. In lieu of this presentation, group leaders may do their own safety training, but this training must occur and be documented as to when it was done.

A Safety Handbook and Travel Tips Booklet for Juniors Abroad is to be discussed and distributed to all students.

**Documentation**

The following documents and information must be carried by each group member (faculty and students) traveling abroad on a George Fox University sponsored trip.

1. Two passport photocopies; one for the student to carry with them (separate from their actual passport), and one to be left with the Academic Affairs Office. Students will turn a copy of their passport into the Juniors Abroad office and we will send each faculty member a copy of their students’ passports.

2. Trip itineraries must be given to the Director of the Center for Study Abroad, who will distribute copies to the Academic Affairs Office, University Switchboard, and Security Services. Students should also provide a copy of the itinerary to their parents or guardians.

3. **The following information should be with travelers at ALL times.**
   - phone numbers and addresses for all accommodations
   - phone numbers for all embassies or consulates of countries in which they are traveling.
   - phone number of George Fox University emergency contacts including international calling code
   - phone number for the groups faculty mobile phone (required for each group).

   **A card designed to fit in a wallet will be issued to each student.** An electronic copy of this will be distributed to faculty, who are responsible to fill out and distribute to the student.
If there is a contact person in the country that is working with the study group, their name, telephone number, etc. and location should also be included on the itinerary.

**In Case of Emergency**
Be prepared for emergencies. Someone invariably will have to see the doctor or go to the hospital. The best source of information is the AIG Travel Guard insurance phone number or Internet (see insurance section)  
Hotels can also be of help in directing you to medical care

**ALWAYS COMMUNICATE ANY EMERGENCY SITUATION WITH THE STUDY ABROAD OFFICE.**

If money is stolen or there are other emergencies for which you need help, please contact the University, either the Director of the Center for Study Abroad or Study Abroad office. **It is good to communicate often with students, as they are not always good listeners.**

Group leaders need to communicate clearly where students should meet in the event of an emergency, civil unrest, terrorist attack or other political or cultural crisis in country. It is recommended that this meeting point be the current accommodation. The University is to be contacted immediately.

**Emergency Contact Numbers**

- George Fox Center for Study Abroad – XX-1 - 503-554-2150  
- George Fox Security – XX-1 - 503-554-2090

**XX = international direct dialing prefix.** This is usually 00, but can be different for each country and is used to call FROM one country to another.

**1 = USA country code** (to call to another country besides the US, you will need to know their country code)

See Appendix E for further explanation

**Emergency Communication Protocols**

There are several lines of communication that need to be established in order for emergency information to be communicated effectively from one party to another. The following outlines the protocols for communicating information from one party to another.

**Parent to Student Notification**

In the event of an emergency, the parent may:

1. Contact their student directly (the student must then contact the group leader), or
2. Contact the emergency contact number for the faculty trip leader, or
3. Contact the George Fox University Center for Study Abroad Office. If that Office is unavailable, they should contact Security Services. University officials will then contact the study abroad group leader. The leader will get the information to the student as soon as possible, and assist the student in contacting their parents.

**Student to Parent Notification**

If the student has emergency information that needs to be communicated to the parent, they may:

1. Contact the parent directly and inform the faculty leader, or
2. Contact the faculty leader who will assume responsibility for getting information to the parent, either by contacting the parent directly or by contacting the University Center for Study Abroad Office, who will then contact the parent. (If the Center for Study Abroad Office is closed, the group leader should contact Security Services)

**Group Leader to University**

In the event that a group leader needs to communicate information to University officials, the group leader should contact the Center for Study Abroad. If the Center for Study Abroad is unavailable, the call should go to Security Services, who will contact the appropriate University officials to work with the group leader.
Responsibility and Liability Statement
Every student traveling abroad on a George Fox University sponsored trip is required to read and sign the Agreement of Responsibility and Liability sheet. (Appendix B)

Daily Check-in
It is expected that leaders will check in with each student on a daily basis.

Travel in Developing Countries
It is the responsibility of the group leader to check with appropriate sources about current conditions and safety in these countries.

Smart Traveler Enrollment Program (STEP) https://step.state.gov/step/
This program allows you to enroll your trip with the nearest U.S. Embassy or Consulate. They can then send you important information, including notification of safety concerns, natural disasters, civil unrest, etc.

US State Department warnings
University policy typically does not allow travel to countries with US State Department warnings. However, the University Provost in consultation with President and Executive Board can, on a case-by-case basis, approve travel to these countries if it is deemed safe. If there are other travel advisories, the faculty leader, in consultation with the Director of the Center for Study Abroad is responsible to determine the seriousness of the advisory. The Government’s web site for travel advisories and warnings is http://travel.state.gov/content/passports/english/alertswarnings.html.

To get information about US embassies the web site is http://usembassy.state.gov/

AIG Insurance and Assistance
Faculty must register with the universities AIG insurance before they leave on the trip. AIG not only provides insurance it also provides 24/7 travel assistance. It is one of the best sites to obtain information about where you are traveling.

Medical Eligibility of Students
Besides the academic and student life eligibility requirements (see University catalog) each student must be reviewed by the University Health and Counseling Center.

This is VERY important. In recent years we have had to deal with some very serious medical and mental health problems. Please let the director know of any concerns immediately. The safety of the student and group is of utmost importance.

You need to remind students to inform you of any special medical considerations in the case of problems on the trip.

The students will be asked to sign a release of medical information form. The University Health and Counseling Services will then review each student’s health record and determine if the student can safely participate in overseas travel. If there is concern for the student’s health the Student Health and Counseling Services will contact the Director of the Center for Study Abroad and determine, in consultation with the group leader, whether the student can safely fulfill the requirements of the study trip. The faculty trip leaders will be notified of any concerns.

Please note these following changes to the Juniors Abroad Policy statement in the catalog:

• Students must obtain approval from the Health and Counseling Center before final approval will be
given for a specific study-tour.

- The University reserves the right to disallow a student from participation if it is deemed to be in the best interest of the student or the study-tour group.

**Medical Requirements**

Group leaders should check with the George Fox University Health services to determine if there are any special medication or immunizations necessary for travel to the trips destination. The Center for Disease Control web site (http://www.cdc.gov) is another important source of information and should be consulted. You can also contact the Health Services for this information. The Health Center will also provide any immunizations that are necessary for a particular trip. **Please make arrangements with the health center for immunizations. Students are required to fill out an immunization form if any immunizations are required.**

**Procedures for sending a student home from a Juniors Abroad trip**

1. The faculty leader must communicate with the Center for Study Abroad office (CSA) and/or the Academic Affairs Office (AAO) about the situation before sending the student home.
2. The faculty leader must keep written documentation relating to all relevant behavior of the student to be sent home.
3. The faculty leader must keep written documentation and receipts of all arrangements and costs pertaining to sending the student home.
4. Student needs to contact parent/guardian in the presence of the faculty leader. If parent/guardian does not answer the phone the student must leave a message giving instructions to the parent to return a call to either the faculty leader or CSA or AAO. If the parent/guardian does not call that day, the CSA or AAO must contact the parent/guardian.
5. The Faculty leader and CSA will work out the best way to bring the student home (change current ticket for a fee or purchase new ticket). The faculty leader and/or GFU will pay for all expenses and add these charges to the student's account. Student will be responsible for all costs incurred to bring them home: taxi, bus, hotel, airline ticket, etc. Faculty leader needs to inform student that they may also be responsible to pay the GFU portion of the trip cost.
6. Faculty leader must escort student to the airport and stay with them until they are checked in.
7. Once the student has checked in, the student is responsible to make all connections as they travel home.
8. CSA office will communicate with the parents all details of the return trip once finalized.
9. CSA office will notify Student Life of the incident.
10. Faculty leader will meet with the Director of Juniors Abroad upon return from the trip.
11. Faculty leader must submit detailed documentation and copies of all receipts regarding the incident.
12. CSA office will create a student incident file, which will contain copies of all documents.
## APPENDIX A - SAMPLE BUDGET

### Juniors Abroad trip - Europe May 2000

### TRANSPORTATION

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airline, Northwest</td>
<td>$810</td>
</tr>
<tr>
<td>Rail, reservations and 2 couchettes, castle transport,</td>
<td>$346</td>
</tr>
<tr>
<td>Bath and Stonehenge</td>
<td>$25</td>
</tr>
<tr>
<td>London Visitors travel pass</td>
<td>$32</td>
</tr>
<tr>
<td>Paris Transportation</td>
<td>$20</td>
</tr>
<tr>
<td>Munich</td>
<td>$15</td>
</tr>
<tr>
<td>Rome</td>
<td>$15</td>
</tr>
<tr>
<td>London Transfer</td>
<td>$17</td>
</tr>
<tr>
<td><strong>Transportation Total</strong></td>
<td><strong>$1280</strong></td>
</tr>
</tbody>
</table>

### LODGING

<table>
<thead>
<tr>
<th>City</th>
<th>No. of Days</th>
<th>Amount per student per day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Munich</td>
<td>3</td>
<td>$26</td>
</tr>
<tr>
<td>Rome</td>
<td>2</td>
<td>$37</td>
</tr>
<tr>
<td>Florence</td>
<td>3</td>
<td>$22</td>
</tr>
<tr>
<td>Chamonix</td>
<td>2</td>
<td>$25</td>
</tr>
<tr>
<td>Paris</td>
<td>4</td>
<td>$40</td>
</tr>
<tr>
<td>London</td>
<td>4</td>
<td>$36</td>
</tr>
<tr>
<td><strong>Lodging Total</strong></td>
<td><strong>$32(average)</strong></td>
<td><strong>$573</strong></td>
</tr>
</tbody>
</table>

### FOOD

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Days</td>
<td>$20</td>
</tr>
<tr>
<td><strong>Food Total</strong></td>
<td><strong>$400</strong></td>
</tr>
</tbody>
</table>

### MUSEUMS, etc.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Castle</td>
<td>$10</td>
</tr>
<tr>
<td>Freud</td>
<td>$5</td>
</tr>
<tr>
<td>Coliseum</td>
<td>$7</td>
</tr>
<tr>
<td>Vatican Museum</td>
<td>$10</td>
</tr>
<tr>
<td>Uffizi</td>
<td>$8</td>
</tr>
<tr>
<td>The Academia</td>
<td>$8</td>
</tr>
<tr>
<td>Grand Canal</td>
<td>$3</td>
</tr>
<tr>
<td>Paris Museums</td>
<td>$30</td>
</tr>
<tr>
<td>Dachau</td>
<td>$2</td>
</tr>
<tr>
<td>Natural History</td>
<td>$3</td>
</tr>
<tr>
<td>Play and dinner</td>
<td>$40</td>
</tr>
<tr>
<td>TIPS</td>
<td>$3</td>
</tr>
<tr>
<td>Luggage Storage, Venice and Salzburg</td>
<td>$10</td>
</tr>
<tr>
<td>Misc</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Misc Total</strong></td>
<td><strong>$189</strong></td>
</tr>
</tbody>
</table>

### Trip Total (per student)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trip Total (per student)</strong></td>
<td><strong>$2442</strong></td>
</tr>
</tbody>
</table>
APPENDIX B - AGREEMENT OF RESPONSIBILITY AND LIABILITY

Center for Study Abroad
Student Conduct Agreement, Statement of Responsibility, and Liability
Release Agreement

I, ___________________________ (Legibly print your name) have enrolled in Cross-Cultural Experience, Juniors Abroad. I recognize that this opportunity to earn academic credit in this course, which includes travel abroad, carries with it special responsibilities over and above full participation in other academic activities. I recognize that George Fox University (GFU) travel-related study is a privilege. I further understand that, while participating in Juniors Abroad, I am to conduct myself in all matters of social and moral conduct as though I were a resident on the GFU Campus. I understand that the University cannot replicate all the conditions and services available on the home campus. I am also aware that my health and safety overseas is greatly influenced by the decisions I make before and during the program and by my daily choices and behavior.

1. Program Participation: I will assume responsibility for my personal preparation for the program and participate fully in all class activities. I acknowledge and agree that class attendance is mandatory. I understand that I am not permitted to miss class without the explicit permission of the course instructor. I further understand that I will be granted such permission only in unusual circumstances that are generally out of my control. I acknowledge and agree that I am expected to, and will participate in all activities planned for program participants both in class at GFU and on the travel portion of the course.

2. Free Time: I will follow the program policies for keeping tour leaders informed of my whereabouts and well being. I understand that unsupervised “free time” will be available but limited. I will follow the instructions of my faculty or staff leaders with regard to the special conditions placed on this unsupervised time. In particular, I commit to always go in a group of two or more during this free time. Participation in high-risk activities (e.g., bungee-jumping, “extreme sports”) is done at my own risk. Use of motor vehicles is prohibited.

3. Cultural Expectations: I will be respectful and sensitive to the culture and norms of the country(ies) in which I travel. I will obey local law and customs and behave in a manner that is respectful of the rights and well being of others. I understand that in the event I violate any law of another country and am arrested, imprisoned or prosecuted, neither George Fox University nor the United States of America can necessarily bring to bear an amelioration or reversal of judgment in any such situation.

4. Travel: I realize that George Fox University has the right to cancel this program or to alter or modify the itinerary and/or academic program as deemed necessary by the University or course leaders. I also understand that if I choose to stay beyond the return of the study group that I am solely responsible for my travel arrangements and all that occurs, and that the University’s responsibility ends upon departure of the main group. Therefore, I release GFU from any liability for my safety and that of my property in my post-program activities and/or travels.

4. Responsibility: I understand:
   • That the tour has been designed as an economical tour through taking advantage of local transportation and modest accommodations and that any individual additions to or deviations from the tour itinerary are my responsibility regardless of the reason. I further understand that the
directors of the program are committed to assisting in any reasonable manner but will encourage independence and self-motivation since they are necessary to the educational purpose of the tour.

- All arrangements for travel accommodations and other necessary services are made by the duly appointed faculty and staff of George Fox University with the goal of serving the best interests of the participants. The University shall not be held liable for claims arising from such arrangements and services.
- That the University takes no responsibility for any official personal documents that are not in order.
- If a person carries contraband across any border, the University will be absolved of any responsibility for such act.

I further understand that the University will not be held responsible for:

- Loss, theft, or damage of personal property (including train passes and passports) at any time during the travel-related Study.
- Personal injury or illness incurred during the tour including but not limited to injury or illness incurred as a result of riding in any public conveyance (e.g. bus, ship, or aircraft) or as a result of natural disasters, war, or negligence not directly attributable to the gross negligence of George Fox University or its duly appointed employees.
- Consequences of my own negligence, carelessness, or failure to follow University policy or instructions.

5. Housing: I understand that I, along with my roommates, will be held equally accountable for any damage that occurs to the room, its furnishings, or property to which I am assigned as my residence during my trip. Students, who are found to be responsible for damage, will be charged for the full amount of the necessary repairs, replacements, or custodial services. Students may also face disciplinary action from George Fox University. I further understand that my portion of damage-related charges will be added to my account at George Fox and that a hold will be put on my records until those charges are paid.

6. University Policies: I understand:

- That I am responsible for my personal conduct at all times and agree to comply with all expectations of George Fox University including the George Fox Life Style Standards as given in the George Fox University Student Handbook.
- That in the interests of the entire group, the appointed faculty or staff of GFU reserve the right to send a person home at that person’s expense for reasons of disciplinary action or if the person is unable due to injury, illness, or other circumstances, to maintain the tour itinerary. For behavior outside of the GFU lifestyle statement your grade will be lowered at least one letter grade. The faculty/director of Juniors Abroad also reserve the right to fine a person, up to an amount equal to the University’s cost of the trip. I will not be entitled to a refund from the University in the event I am required to leave the program and return home.
- That I must have a C- or above grade the week before travel begins or I will not be allowed to travel and will not receive credit for the course.

7. Fees: I will pay all fees associated with my participation in Juniors Abroad on the due dates as provided in the Juniors Abroad Instructions. I understand that my failure to pay the required Juniors Abroad fees will result in my being dropped from the course and no longer being eligible to travel with Juniors Abroad and will not receive credit for the course. I also understand that I will still be responsible for the entire student cost of the trip once I submit the deposit.

8. Health: I am fully aware of the fact that I am responsible for all of my personal medical needs. I am responsible to have major medical insurance. George Fox University will provide travelers emergency
insurance. Further, I am responsible for any costs not covered by the George Fox insurance. The faculty or staff leader of your Juniors Abroad course will provide information about disease risks in the area to be visited. I agree to abide by his/her requirements/recommendations concerning immunizations, oral medications, etc. or I will not be allowed to participate in Juniors Abroad. I understand that I will provide an honest and accurate medical history to the George Fox Health and Counseling Center for their review, and abide by all of their recommendations.

I understand while studying abroad, accommodations, travel, and basic living will be very different than at home. For example, many towns, communities, and institutions abroad are not easily accessible for those with certain disabilities. I understand that traveling with a group on a demanding itinerary will be stressful. Rest and private time will be limited. Further, I understand that some trips involve strenuous activities, including a large amount of walking, climbing and strenuous hiking.

The Center for Study Abroad and the George Fox Health and Counseling Center will seek to advise students about particular activities that may cause concern for some students with physical and health related limitations. However, I understand that I am ultimately responsible for all health related issues before and on the trip. I understand that it is my responsibility to inform the George Fox Health and Counseling Center if I have any physical (e.g., diabetes, food allergies) or mental health (e.g. depression, anxiety, eating disorder) issues that might affect traveling abroad. I understand if I have to return home while on the trip that I am responsible for all costs.

10. **Liability:** I fully understand that there are dangers, hazards, and risks inherent in off-campus study activities, which could include serious or even mortal injuries and property damage. I realize that George Fox University does not require me to participate in this program, but I wish to do so in spite of the dangers and risks.

In consideration of and in return for the services, facilities, and other assistance provided to me by George Fox University in this program, I release George Fox University and its board of trustees, officers, employees, and agents (in their official and individual capacities) from any and all liability, claims, and actions, damages, expenses and costs that may arise from injury, harm, death, or damage due to participation in this program.

5. **Legality:** The construction, validity, and performance of this Agreement shall be governed by the laws of the state of Oregon, and any actions or suits that arise out of it shall be settled in a court of the United States. If any part of any provision of this Agreement is held to be invalid, it shall be struck and the remainder of the terms and provisions shall be binding and enforceable. I also understand that this Agreement binds my heirs, executors, administrators, and assigns.

*I have read and understand this entire Agreement, and I will abide by its terms and conditions.*

Date __________________ Signature of Participant ________________________________
APPENDIX C - EXAMPLE OF NOTES TO STUDENTS ABOUT THE TRIP.

Juniors Abroad Trip
Some Helpful Information

Weather
Who knows? However, the weather can be cool and wet in London and it should be very warm in Rome. In other words be prepared for a variety of conditions.

Luggage
Soft-sided is good. Have name and address both inside and outside of all luggage and carry-ons.

Small/medium backpack as carry on: This is also nice for carrying stuff around the city.

Medium size suitcase to check in:
The kind with wheels like stewardess’ use (A) is the best. The other kind with wheels (B) is very prone to tipping over on rough sidewalks, etc. A nice internal frame backpack is also a good way to go.

* Don’t bring too much stuff (most people do). YOU are responsible for carrying you own luggage the entire trip. We will walk quite some distances with our luggage from train stations to hotels and back.

Stuff to Bring
• passport
• flashlight (?)
• towel (just in case, but the hotels should have towels)
• comfortable shoes for walking
• sandals to get to and from showers
• books for leisure reading
• bathing suit (?)
• toiletries
• normal clothing for warm to cool weather
• camera and film (film is cheaper here than in Europe)
• addresses for postcards and phone numbers to call home - check with your long distance carrier for the correct and easiest way to make international calls from Europe
• electrical adaptor and convertor (if you bring electrical appliances)
• travelers checks, ATM cards
• plastic bags for laundry
• laundry soap in premeasured ziplock bags
• journal to keep daily entries in
• GFC student body card - this can help you get discounted prices to museums, etc
• cards (the playing kind, BUT watch out for Glenn)
Appendix C

Laundry Facilities
There will be laundry facilities in the cities we visit, but be prepared to have fun figuring out how to use the machines in a foreign language.

Comfort on Plane
The plane ride is LONG. Dress comfortably. **You need your passport with you.** You may also want to keep your toothbrush/toothpaste, washcloth, deodorant, prescription drugs, a change of clothes, camera, film, and reading material with you on the plane. Once you check in at the Portland airport you will not see your luggage again for a long time. (You might ask Glenn about what happens when the luggage does not arrive at the same time that you arrive)

Electrical Appliances
If you must bring electric appliances you need both voltage converters and outlet adapters (plugs) for European electrical outlets, which are very different from ours. These can be purchased at Radio Shack or Fred Meyer.

Money
Bring something to safely carry money, tickets and passports. Expect to spend $200-$600 for optional activities, souvenirs, snacks etc. ATM's are the best way to get money. Traveler’s checks also work, but are more inconvenient. You really do not need to take much in the way of US currency. It is costly to exchange and could be stolen. Many shops will accept VISA and MasterCard, but not all.

Other
- Don’t bring valuable jewelry
- Don’t pack breakable items or pressurized canisters
  - Learn the local money system (we will talk about this)
  - Learn a few words to read/speak (like Do you speak English, thank you, please, etc)
  - Study a travel book (these are available at bookstores, libraries and from us.) Any book by Rick Steve’s is great. The Let’s Go books are also good for our kind of travel.
- Bring your itinerary with hotel addresses in case you get lost
- Give your itinerary to parents or friends for emergencies and general interest
- Begin to pack EARLY
- Carry what you’ve decided to take at least several blocks down the street about a week before we plan to leave. If it feels too heavy LIGHTEN IT.
- A photocopy of your passport will help you get a new one if you lose yours
- Some people pack a collapsible bag to use on the return trip when they are loaded with souvenirs.
## APPENDIX D - FINAL ITINERARY

### Western Europe

**May 1 - May 22, 2000**

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>ITINERARY/ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>May 1</td>
<td>Flight leaves Portland International Airport, 8:55AM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• ARRIVE AT AIRPORT AT 7:00 AM •</td>
</tr>
<tr>
<td>Tuesday</td>
<td>May 2</td>
<td>Arrive Munich, 12:00 Noon (Marienplatz)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>May 3</td>
<td>Munich (Dachau/Deutsch Museum)</td>
</tr>
<tr>
<td>Thursday</td>
<td>May 4</td>
<td>Munich (Day trip to Castle Neuschwanstein, Dinner at Haufbrauhaus)</td>
</tr>
<tr>
<td>Friday</td>
<td>May 5</td>
<td>Munich to Salzburg, Austria (night train to Rome)</td>
</tr>
<tr>
<td>Saturday</td>
<td>May 6</td>
<td>Rome (The Pantheon, Roman Forum, Colosseum) - afternoon free</td>
</tr>
<tr>
<td>Sunday</td>
<td>May 7</td>
<td>Rome (St. Peter's, The Vatican, Sistine Chapel) - afternoon free</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dinner and night walk: Trastevere to the Spanish Steps</td>
</tr>
<tr>
<td>Monday</td>
<td>May 8</td>
<td>Rome to Florence - morning in Rome afternoon in Florence</td>
</tr>
<tr>
<td>Tuesday</td>
<td>May 9</td>
<td>Florence (Galleria dell Academia - Michelangelos David)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Science Museum, Uffizi Museum</td>
</tr>
<tr>
<td>Wednesday</td>
<td>May 10</td>
<td>Florence - Day trip to Pisa, Evening sunset from Piazzale Michelangelo</td>
</tr>
<tr>
<td>Thursday</td>
<td>May 11</td>
<td>Florence to Venice (the Grand Canal, night train to Chamonix)</td>
</tr>
<tr>
<td>Friday</td>
<td>May 12</td>
<td>continue to Venice, arrive noon, afternoon free</td>
</tr>
<tr>
<td>Saturday</td>
<td>May 13</td>
<td>Chamonix (cable car to Mt. Blanc, trip to Merci Glacier - both optional)</td>
</tr>
<tr>
<td>Sunday</td>
<td>May 14</td>
<td>Chamonix to Paris</td>
</tr>
<tr>
<td>Monday</td>
<td>May 15</td>
<td>Paris (Musée de Louvre/Eiffel Tower/L'Institut Pasteur)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>May 16</td>
<td>Paris (Free Day)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>May 17</td>
<td>Paris (Free Day, Night cruise on the Seine, 10:00pm)</td>
</tr>
<tr>
<td>Thursday</td>
<td>May 18</td>
<td>Paris to London (Eurostar via the Chunnel)</td>
</tr>
<tr>
<td>Friday</td>
<td>May 19</td>
<td>London (Museum of Natural History, Tower of London, Freud’s Home)</td>
</tr>
<tr>
<td>Saturday</td>
<td>May 20</td>
<td>London (Free Day, Theatre in the evening)</td>
</tr>
<tr>
<td>Sunday</td>
<td>May 21</td>
<td>London (Free Day, St. Paul’s Cathedral, group dinner at Hard Rock)</td>
</tr>
<tr>
<td>Monday</td>
<td>May 22</td>
<td>Return To Portland, leave London at 1200 noon,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• ARRIVE Portland 10:25pm •</td>
</tr>
</tbody>
</table>
Emergency Contact Numbers

Faculty (cell phone)  44-152-234-4456

George Fox Center for Study Abroad — XX-1 - 503-554-2150

George Fox Security – XX-1 - 503-554-2090

**XX = international direct dialing prefix.** This is different for each country and is used to call FROM one country to another.

1 = USA country code (to call to another country besides the US, you will need to know their country code)
Appendix E - INTERNATIONAL DIALING INSTRUCTIONS

Country Code
The country code is the national prefix to be used when dialing TO that particular country FROM another country. In some cases you will also need to dial a city or area code.

IDD Prefix (International Direct Dialing)
The IDD prefix is the international prefix needed to dial a call FROM the country listed TO another country. This is followed by the country code for the country you are calling (see above). The IDD situation in many countries has been changing regularly. Some countries have multiple IDDs, with each one used by a different long-distance carrier.

NDD Prefix (National Direct Dialing)
The NDD prefix is the access code used to make a call WITHIN that country from one city to another (when calling another city in the same vicinity, this may not be necessary). The NDD is followed by the city/area code for the place you are calling. When dialing from outside the country, the NDD would not be used after dialing the country code; when dialing from within that country, the NDD would be used, but the country code would not. NOTE: All city/area codes used on this site are expressed for use in international calling; for national calls, prefix the area/city code with the NDD.

To dial internationally you must first dial the IDD prefix, followed by the Country Code, followed by the number (including area code).

Dialing Examples:
From UK to the US: 00-1-503-554-2702
From China to the US: 00 - 1-503-554-2702
From the US to France: 011- 33-334-22

NND’s and IDD’s can be found on the internet.
### APPENDIX F – SAMPLE EXPENSE REPORT

#### 3651 - New Zealand

All entries are automatically summed and placed in the upper left summary tables. All you have to do is enter the appropriate amounts in the two Expenses tables.

<table>
<thead>
<tr>
<th>Number of students and faculty on trip</th>
<th>26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted cost per student/faculty</td>
<td>$4,000</td>
</tr>
<tr>
<td>TOTAL TRIP BUDGET</td>
<td>$104,455.40</td>
</tr>
</tbody>
</table>

#### Expenses paid on trip (Include ALL expenses)

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Currency</th>
<th>Foreign Currency Factor</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/11/13</td>
<td>Cash for Food- 1</td>
<td>$1,014.21</td>
<td>$1,014.21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/12/13</td>
<td>Cash for Food-2</td>
<td>$1,267.00</td>
<td>$1,267.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/12/13</td>
<td>Foreign Currency in US$</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/13/13</td>
<td>100x26=2600 and Pharmacy 2500</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/14/13</td>
<td>Cash for food- 3</td>
<td>$1,085.59</td>
<td>$1,085.59</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/15/13</td>
<td>Cash for food- 4</td>
<td>$1,085.59</td>
<td>$1,085.59</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/15/13</td>
<td>100x26=2600 and Pharmacy 28.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/16/13</td>
<td>Money Advanced for trip</td>
<td>$24,337</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/17/13</td>
<td>Cash for food- 6</td>
<td>$1,069.63</td>
<td>$1,069.63</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/18/13</td>
<td>Cash for food- 7</td>
<td>$1,224.33</td>
<td>$1,224.33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/21/13</td>
<td>Cash for food- 9</td>
<td>$1,418.53</td>
<td>$1,418.53</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/22/13</td>
<td>Cash for food-10</td>
<td>$655.99</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/22/13</td>
<td>100x26=2600 and Cash</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/01/13</td>
<td>Cash-11 Cash for local and end of the trip</td>
<td>$167.03</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/01/13</td>
<td>100x26=1500</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/11/13</td>
<td>Weta Cave/Collectibles Weta Studio Tour</td>
<td>$425.37</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/17/13</td>
<td>YHA New Zealand</td>
<td>$6,171.62</td>
<td>$6,171.62</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/20/13</td>
<td>Tamaki Tours-Maori Concert and Meal</td>
<td>$1,727.65</td>
<td>$1,727.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/25/13</td>
<td>Paul Chamberlain 294.64 student paid</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/29/13</td>
<td>Tourism Holding Ltd. Kiwi</td>
<td>$24,723.00</td>
<td>$24,723.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/21/13</td>
<td>Skyline Luge</td>
<td>$848.66</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/01/13</td>
<td>Auckland Zoo</td>
<td>$412.29</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/23/13</td>
<td>Blue Trust-Rugby Tickets</td>
<td>$349.68</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/24/13</td>
<td>Hobbiton Movie Set Tour</td>
<td>$1,428.73</td>
<td>$1,428.73</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/24/13</td>
<td>Skycity Tower</td>
<td>$250.01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/24/13</td>
<td>Little Italy-Final Dinner together</td>
<td>$911.31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/24/13</td>
<td>ATM Bank Fees</td>
<td>$28.77</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/24/13</td>
<td>Phone Charges</td>
<td>$100.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/24/13</td>
<td>Books for the School/Beth purchased before leaving</td>
<td>$40.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Final Summary of Course expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Currency</th>
<th>Foreign Currency Factor</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/09/13</td>
<td>Initial distribution of food money in New Zealand</td>
<td>$2,237.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/21/13</td>
<td>Initial distribution of food money in New Zealand</td>
<td>$2,237.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX G – JUNIORS ABROAD PRETRIP CHECKLIST

Study Group

Program:  

Semester/Year:

Please check off each item below as it is completed. All is to be done BEFORE you leave on your trip. When everything is checked, sign and return to **Director of Juniors Abroad**.

<table>
<thead>
<tr>
<th>Item/Action/Document</th>
<th>GFU/Group Leader Completed (Date/Init.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Safety Lecture (in class)</td>
<td></td>
</tr>
<tr>
<td>Safety Handbook (distribute)</td>
<td></td>
</tr>
<tr>
<td>Emergency Card (distribute)</td>
<td></td>
</tr>
<tr>
<td>Passport copy – copied and sent from Juniors Abroad Office (for Group Leader)</td>
<td></td>
</tr>
<tr>
<td>Itinerary and Roster (Turn into Director of Overseas Study)</td>
<td></td>
</tr>
<tr>
<td>GFU Lifestyle Warning (in class)</td>
<td></td>
</tr>
<tr>
<td>Final Budget (turn into Director of Overseas Study)</td>
<td></td>
</tr>
<tr>
<td>Final Itinerary (turn into Director of Overseas Study)</td>
<td></td>
</tr>
</tbody>
</table>

Signature_________________________________ Date ____________________
APPENDIX H - FORMS
DEPOSIT AND LIABILITY FORM

JUNIORS ABROAD - MAY 2012
DEPOSIT FORM

Please fill out the form on your computer (Microsoft WORD), print, sign BOTH pages, and return to Student Financial Services with your deposit by JANUARY 13, 2012.

To fill in click on the gray area and type.

PERSONAL INFORMATION

Name(first, last) GFU ID#

Local phone (House or Cell) Campus Box No.

Passport # Passport Expiration Date

Email Address

EMERGENCY CONTACT INFORMATION

Name Relationship

Street

City State Zip

Phone

PREEXISTING MEDICAL CONDITIONS: Please list any medical condition that your faculty leaders should be aware of in case of emergency. (maximum four lines)

Trip Selection

I have read, completed, and signed BOTH pages (PLEASE READ the ENTIRE document) of this form and I am submitting my $300 non-refundable deposit to sign-up for the following study course (check one):

- GEED 365 A Amsterdam to Paris
- GEED 365 B Central America
- GEED 365 C China
- GEED 365 D East Africa
- GEED 365 E Egypt
- GEED 365 F Germany/Austria
- GEED 365 G India
- GEED 365 H Israel/Turkey/Greece
- GEED 365 I Rome to Paris
- GEED 365 J Vietnam/Hong Kong/Korea
- GEED 399 K June Israel/Greece/Turkey
- NURS 399 Ethiopia

NOTES:

¾ of the remaining balance is due March 1, 2012 and the final payment is due April 1, 2012. The deposit is good even if you change trips.

I understand the $300 deposit is non-refundable and that I commit to pay the entire student cost for my trip whether I travel on the trip or not.

_________________ (Signature) _________________________ (Date)

............................................................................................................................

Student Accounts -- Please indicate date received:
Agreement of Responsibility and Liability

A. I understand that the George Fox University Travel-Related Study is a privilege. I understand that while participating in a Travel-Related Study I am to conduct myself in all matters of social and moral conduct as though I were a resident on the GFU Campus.

B. I understand that the tour has been designed as an economical tour through taking advantage of local transportation and modest accommodations and that any individual additions to or deviations from the tour itinerary are my responsibility regardless of the reason. I further understand that the directors of the program are committed to assisting in any reasonable manner but will encourage independence and self-motivation since they are necessary to the educational purpose of the trip.

C. I understand that treatment for and any cost associated with any illness or personal injury incurred during the Travel-Related Study, regardless of the reason, shall be covered by me or my own medical or personal liability insurance.

D. I further understand that the university will not be held responsible for:
   1. Loss, theft, or damage of personal property (including train passes and passports) at any time during the Travel-Related Study.
   2. Personal injury or illness incurred during the tour including but not limited to injury or illness incurred as a result of riding in any public conveyance (e.g. bus, ship, or aircraft) or as a result of natural disasters, war, or negligence not directly attributable to George Fox University or its duly appointed employees.
   3. Consequences of my own negligence, carelessness, or failure to follow University policy or instructions.

E. I also understand:
   1. All arrangements for travel accommodations and other necessary services are made by the duly appointed faculty of George Fox University with the goal of serving the best interests of the participants. The University shall not be held liable for claims arising from such arrangements and services.
   2. That in the interests of the entire group, the appointed faculty of GFU reserve the right to send a person home at that person’s expense for reasons of disciplinary action or if the person is unable due to injury, illness, or other circumstances, to maintain the tour itinerary. For behavior outside of the GFU lifestyle statement your grade will be lowered one letter grade. The faculty/director of Juniors Abroad also reserve the right to fine a person, up to an amount equal to the University’s cost of the trip.
   3. That the University takes no responsibility for any official personal documents that are not in order.
   4. If a person carries contraband across any border, the University will be absolved of any responsibility for such act.
   5. The construction, validity, and performance of this contract shall be governed by the laws of Oregon, and any actions or suits that arise out of it shall be settled in a court of the United States. If any part of any provision is held to be invalid, it shall be struck and the remainder of the terms and provisions shall be binding and enforceable.

F. I further agree to hold harmless George Fox University or its administration and staff in the event of accident, personal injury, loss by theft, arrests by foreign governments, or fire losses not directly attributable to the instructions of George Fox University or not directly the result of negligence on the part of its duly appointed faculty.

G. Further, I assume responsibility for my personal conduct at all times and agree to comply with the expectations of George Fox University as written or instructed by its duly appointed faculty.

H. The University reserves the right in the event of an international monetary, military or other crisis to cancel or postpone a trip or to make alternate arrangements.

I. I also understand that if I choose to stay beyond the return of the study group that I am solely responsible for my travel arrangements and all that occurs, and that the University’s responsibility ends upon departure of the main group.

I understand the preceding statements, and have agreed to join the trip under these conditions, recognizing that I am assuming some risks for the sake of an educational travel experience

________________________  _______________________
(Signature)       (Date)
RELEASE OF INFORMATION FORM

JUNIORS ABROAD
RELEASE OF INFORMATION

Student Name ______________________
ID# _____________________________
Campus Box _______________________

In accordance with the Family Educational Rights and Privacy Act and to facilitate communications during an emergency I hereby give my permission to release all information concerned with my Juniors Abroad course and trip to the following person(s). Names must include your parents or legal guardians:

Name ________________________ Relationship __________________
Name ________________________ Relationship __________________
Name ________________________ Relationship __________________

I understand this release is in effect as of the date below until revoked in writing to the Juniors Abroad Office.

Signature of Student ______________________ Date Signed ___________
# ISIC FORM

## INTERNATIONAL TRAVEL CARD APPLICATION

### INSTRUCTIONS:

**Bring the following items to Lynn Scott, (WMR 204, x 2140).**

1. Application form. Complete in Microsoft WORD (or by hand) and print.
2. Official color passport photo.
3. Included in Juniors Abroad Fees for Juniors Abroad students - $22.00 for all others
   Payment – a check (made payable to GFU) or cash (placed in an envelope).
4. Student or Faculty ID card as identification.

**Then**

5. You will be emailed when card is ready for you to pickup.
6. **Deadline to turn in application – JANUARY 13th, 2012.**
   
   (NOTE: AFTER THIS DATE THERE WILL BE AN ADDITIONAL $25 FEE FOR JUNIORS ABROAD STUDENTS)

Check one of the following:
- [ ] Student
- [ ] Faculty

### PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Name (first, last)</th>
<th>GFU ID#</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Birth (Month/Day/Year)</th>
<th>Expected graduation date (M/Y)</th>
</tr>
</thead>
</table>

### SCHOOL ADDRESS

<table>
<thead>
<tr>
<th>Street</th>
<th>Apt #</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

### PERMANENT ADDRESS:

<table>
<thead>
<tr>
<th>Street</th>
<th>Apt #</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

Applicant's Signature: ____________________________ Date: ________________________

**OFFICE USE ONLY**

Int' ID Card# _____________ Year ______

[George Fox University Logo]
MEDICAL RELEASE FORM

Travel Abroad Programs
George Fox University

AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION

I authorize the George Fox University Health and Counseling Center to complete the bottom of this form based on my personal medical and or mental health records. This information should be released to (check one):

_____ Academic Affairs – Junior’s Abroad Program
_____ Christian Ministries – Serve Trip Program
_____ Center for Global Studies – Semester Abroad Program

The information will be used on my behalf to determine if there is presently any physical or mental health condition(s) that might compromise my safe participation in the above mentioned program.

This authorization may be revoked at any time but that revocation will not affect any information already released. Unless revoked earlier, this consent will expire upon completion of the above mentioned program.

Please Print: _________________________________________________________________

Name
Date of birth

Signature of Participant: ______________________________________________________
Date: __________________

Bottom portion to be completed by the GFU Health and Counseling Center

Based on the participant’s Travel Abroad Medical Form, physical and mental health records, and in consideration of the specific program the student wishes to engage in:

• _____ there are no known concerns reasonably expected to impede the student’s successful participation and completion of the program listed above.

• _____ the following medical or mental health issues may impede the student’s successful participation and completion of the program listed above. Therefore, the student and program leader should meet to develop a plan of support as well as a crisis contingency plan.

<table>
<thead>
<tr>
<th>Medical/Mental Health Issue</th>
<th>Current Issue (within the last 12 months)</th>
<th>Has past history of</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HCC Staff Member: ___________________________ HCC Stamp
Travel Abroad
Medical Form

Please print:

Name ___________________________ Phone contact ___________________________

Date of Birth _______________ Age: _______ Gender: ___Male ___Female Height: _______ Weight: _______

Health Review:

Drug allergies: ____________________________________________

Dietary allergies, restrictions or intolerances: ____________________________

Current medical problems/conditions: _______________________________________

Current prescription medications you take: ____________________________

Remember to refill your prescriptions prior to leaving for your trip!

Serious injuries, illness, hospitalizations or surgeries in the past 24 months: (with reason and dates):

Check the following problems that apply (or have applied) to you:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Do you use an inhaler? ☐ Yes ☐ No (Check to see if you need a refill before you go!)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Please explain any items you have checked above: ____________________________________________

Mental health issues in the last 24 months: ______________________________________________________

Immunizations: (please provide the dates for any of the following you have already received)

Most recent tetanus (Tdap/Td): ________________ Yellow Fever ________________ Typhoid (oral or injection) ________________

Hep A #1 ________________ #2 ________________ Hep B #1 ________________ #2 ________________ #3 ________________

Have you had chicken pox or received the vaccine? ☐ Yes ☐ No

Signature of Participant ___________________________ Date ___________________________
**IMMUNIZATION FORM**

George Fox University  
Immunizations

Course Name: **Ecuador**

Student Name_____________________

The following Immunizations/Medications are required for your Juniors Abroad travel. You cannot travel unless you have proof for each of these.

Please initial each immunization/medication that you have acquired.

<table>
<thead>
<tr>
<th>Immunization/Medication</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tetanus/Diphtheria/Pertusis</td>
<td></td>
</tr>
<tr>
<td>Hepatitis A</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td></td>
</tr>
<tr>
<td>Yellow Fever</td>
<td></td>
</tr>
<tr>
<td>Typhoid</td>
<td></td>
</tr>
<tr>
<td>Malaria</td>
<td></td>
</tr>
<tr>
<td>Cipro</td>
<td></td>
</tr>
<tr>
<td>Diamox (optional)</td>
<td></td>
</tr>
</tbody>
</table>

I have obtained all of the required immunizations/medications as listed above.

__________________________  
Signed