

FACULTY INFORMATION

1 Faculty Leader/Instructor: _____ Cell Phone: _____

2 Faculty Leader (if applicable): _____ Cell Phone: _____

WU Affiliated Department(s): _____

Family contact information in case of emergency (name, phone, email etc.): _____

PROGRAM INFORMATION

NEW Program (International Education Committee approval required prior to OIP & campus support areas review)

Repeat Program (OIP & campus support areas review)

Program Title: _____

Location (City, Country): _____ Dates of Travel: _____
mm/dd/yy – mm/dd/yy

Host University/Organization/Company (if any): _____

Coordinator(s)/Instructor(s) of the hosting institution (if any): _____

Host Country contact information in case of emergency (name, phone, email, etc): _____

Check all applicant types that may apply for the program: WU Students WU Faculty/Staff Non-WU Participants*

*Non- WU participants may include students from other university campuses or community members

Who will book travel? Faculty Leader(s) Travel Agent _____ Other _____

COURSE INFORMATION

Course Required for ALL participants Course Optional: Required only for participants who elect to receive credit

Course Title: _____ CRN: _____ Credit hours: UG ___ hrs G ___ hrs

Course Pre-requisites (if any): _____ Course Term: _____

Is this course outside of your regular teaching load? Yes No

Total Resident Tuition: \$ _____ Total Non-resident Tuition: \$ _____

Estimated enrollment: _____ Min. number of students: _____ Max. number of students: _____

BUDGET INFORMATION

Total program cost per student (from Estimated Student Budget – page 7): \$ _____

Total program cost (per student cost multiplied by the number of student participants): \$ * _____

**Note: If the payments to an individual vendor are expected to be over \$50,000, the written agreement with the travel agency/tour operator may need to be approved by the Washburn Board of Regents. Make certain you have obtained the contractual information early enough to meet the deadline for agenda items for the Washburn University Board of Regents meeting.*

Washburn University recommends having one Faculty-leader for approximately 10-15 students. Please list any additional chaperones who will accompany the group:

Name	Position	Relation to University
_____	_____	_____
_____	_____	_____

Any complimentary tickets provided by the tour operator/travel agency are the property of the University and may only be issued to Washburn University faculty/staff who serve as accompanying leaders.

PROVIDE THE FOLLOWING DOCUMENTATION (incomplete applications may be returned and will cause delay):

1. **A concise description** of a) the program profile; b) its general goals, objectives, and learning outcomes; c) its educational values, and; d) how this program will be transformational to participants.
2. **A course description and syllabus.**
3. **HLC Compressed Format.** Provide a detailed explanation of the number of credit hours including a breakdown of the total number of educational instruction hours that occur before, during and after the program according to the US Department of Education & Higher Learning Commission definition: 750 minutes of seat time per a credit hour plus two hours of involvement outside of class with course materials. See “HLC Compressed Format Class Guidelines” on page five of this proposal packet.
4. **A daily itinerary.**
5. **Two written letters of reference from third parties** for any travel agency or tour operator with which WU does not have an established relationship, and a written agreement/contract from the travel agent/tour operator outlining services and fees.

Faculty proposing NEW programming will be invited to attend the International Education Committee meeting when the program is reviewed to answer any question the committee may have.

Criteria for a Successful WTE Program Proposal
(Questions IEC committee members usually ask – from page 10 of the [Faculty-led Study Abroad Program Development Guide](#))

1. Is the location (site) of the program relevant and safe? Does it have any special concern?
2. Does the faculty leader(s) have expertise in the area of proposed program?
3. What is the “theme” of the program? Is it unique?
4. Is the program sustainable? (Can it be repeated in the same place or elsewhere next time?)
5. Does it have a rigorous academic component?
6. Does it have a strong cultural component? Does it have strong local interaction?
7. Is it financially feasible and realistic for students?

Note: WTE proposals may go through revisions before approved.

Guidelines for Compressed Courses

As you develop the course and dates for your Faculty-led program please refer to the regulations from the US Department of Education regarding the total credit hours and time frame for federal financial aid compliance.

1. Definition of a Compressed Course

Compressed or accelerated courses are courses typically offered outside of a standard 15-week semester or winter or summer term in which the credit hours offered are the same as full semester or term courses. The content and substantive learning outcomes are the same as those in the full semester or term. These courses must meet the federal, state and Higher Learning Commission policies and definitions of standard instructional minutes contact time within the time frame the compressed version is offered.

2. External Policies Related to Compressed Courses

Higher Learning Commission (HLC) Policy: The institution's assignment of credit hours shall conform to commonly accepted practices in higher education. Those institutions seeking, or participating in, Title IV federal financial aid, shall demonstrate that they have policies determining the credit hours awarded to courses and programs in keeping with commonly-accepted practices and with the federal definition of the credit hour, as reproduced herein for reference only, and that institutions also have procedures that result in an appropriate awarding of institutional credit in conformity with the policies established by the institution.

Federal Credit Hour Policy (FDCR.A.10.020): A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

- One hour (50 minutes qualifies as an hour) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester; or
- As least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. 34CFR 600.2 (11/1/2010)

Faculty-led Study Abroad Types & Guidelines

1. Entirely Abroad

The credit hours are completely embedded in the travel portion of the course itself. The entire 112.5 hours (for a 3 credit hour course) of an academic nature must be completed within the travel portion of the course itself AND the course must fall within the 16 week semester or the 10-week summer session + a 14 day compliance window. There can be no overlap between fall, spring or summer terms. Travel between Dec. - Jan and May - June may be ineligible for Federal Financial Aid. Visit the Academic Scheduling Coordinator, Janet Schneider ext. 1310, to confirm course/travel dates are in compliance.

2. Combination Abroad

Course at WU & Travel Abroad: The travel portion of a course is associated with a credit-bearing course completed during a semester within the 16 week semester or the 10-week summer session + a 14 day compliance window. A large majority of the course content must be completed prior to the travel abroad. Students can only be awarded credit if they enroll in the course and participate in the travel. The travel portion of the course CAN occur outside of the compliance window. In this case, an incomplete grade is awarded for the course; an actual grade is

awarded once all requirements for the travel portion of the course are met. Visit the Academic Scheduling Coordinator, Janet Schneider ext. 1310, to confirm course/travel dates are in compliance.

- Contact hour instruction is performed by a designated and approved Washburn University faculty or staff member, or designated and approved guest speaker. Each program has unique design and pedagogy and demands in the location; therefore, instruction is not limited to time spent in a classroom or in online instruction. Basic risk management and/or orientation activities may be counted as contact hours.
- Per federal regulations, the maximum number of days before the term (as shown on the Academic Calendar) in which instruction can occur across the University is fourteen (14); in addition, classes beyond the end of a semester or term cannot overlap a subsequent term. Exception: the travel portion of the course CAN occur outside of the compliance window if the course content leading up to the travel occurs within the compliance window.
- To ensure that students are learning to their fullest, it is recommended that students should only be asked to devote a maximum of nine hours per day to complete their academic work (e.g., attending class and completing the required work). If you have assignments/papers due AFTER the travel dates, the final day of the course will be the day the final assignment is due. By adding this academic element to your compressed course it will allow more time to meet the credit hour requirement.
- It is assumed that study abroad courses may offer instruction up to seven days in a week, whereas courses offered on any campus may offer instruction up to six days in a week. In many cases, it may also be appropriate to have students in study abroad programs engage in programming in preparation of the experience.
- Other student learning experiences do not necessarily involve instruction by a designated and approved instructor. Experiences must be relevant and directly related to the student learning outcomes. Experiences may include (but are not limited to) field trips, site visits, daily or weekend excursions, cultural immersion activities, orientations that include more than the basic level of risk management training or preparation, service-learning, studio or studio-type opportunities, directed home-stay activities, internship or internship-like opportunities, practicum, out of class assignments (individual or group), cultural interventions, language or culture immersion activities, reflection time, and group discussions.
- Transportation time generally does not count toward contact hours unless all students are included, and it is designed to provide cultural interventions, contact hour instruction, or guided preparation and/or reflection.

Submit an HLC Time Estimation to your program proposal. Outline the total number of hours (inside and outside of class) per credit hour granted. Below is an example:

HLC Entirely Abroad Compressed Format Course

Date	Activity	Total Amount of Time
05/16	Pre-program session: Introduction to Japan	3.0 hrs
05/30	Pre-program session: Introduction to Culture	3.0 hrs
06/15	Pre-program session: Introduction to Young Japanese	3.0 hrs
	Est. Time of Study	15.0 hrs
07/17 -07/28	Japan: The Arts & Material Culture	14.0 hrs
07/17-07/28	History of Japanese Financial Market	5.0 hrs
07/17-07/28	Japanese Food on the Globe	7.0 hrs
07/17	Group Reflection	3.0 hrs
07/18	Tour of Asakusa & Ichikawa City	5.0 hrs
07/19	Yukata Experience & Summer Festival	5.0 hrs
07/20	Tour of National Museum of Emerging Science & Innovation	5.0 hrs
7/21	Tour of Life Safety Learning Center Earthquake	5.0 hrs
07/24	Tour of Edo-Tokyo Museum	5.0 hrs
07/25	World Tour at iSquare	6.0 hrs
07/25	Group Reflection	3.0 hrs
07/26	Making Wood Block Print	3.0 hrs
07/27	Tour of Nippon Steel & Sumitomo Metal Kimitsu Works	5.0 hrs
07/28	Group Reflection	3.0 hrs
07/17 -07/28	Estimated Homework Time (Journals)	8.0 hrs
07/17 -07/28	Cultural Hands-on Activities	10.0 hrs
	TOTAL	121.0 hrs

HLC Combination Abroad Time Estimation - Course at WU & Travel Abroad

Course Term:	Course Title:	Instructor:
Date	Activity	Total amount of hours
11/3/2017	Pre-Program session: History, Lang, Culture of Costa Rica Out of Class Reading	4.5
11/6/2017	Pre-Program session: History, Lang, Culture of Costa Rica Out of Class Reading	4.5
	Pre-Departure Research Paper & Class Presentations	10
11/10/2017	Pre-Program session: History, Lang, Culture of Costa Rica Out of Class Reading	4.5
11/13/2017	Pre-Program session: History, Lang, Culture of Costa Rica Out of Class Reading	4.5
11/17/2017	Pre-Program session: History, Lang, Culture of Costa Rica Out of Class Reading	4.5
11/20/2017	Pre-Program session: History, Lang, Culture of Costa Rica Out of Class Reading	4.5
11/27/2017	Pre-Program session: History, Lang, Culture of Costa Rica Out of Class Reading	4.5
12/1/2017	Pre-Program session: History, Lang, Culture of Costa Rica Out of Class Reading	4.5
12/4/2017	Pre-Program session: History, Lang, Culture of Costa Rica Out of Class Reading	4.5
12/8/2017	Pre-Program session: History, Lang, Culture of Costa Rica Out of Class Reading	4.5
	Est. time of study for Exam, Group Reflection, Homework, Journals	10
	Course Total Hours	65
1/3/2018	Environmental Tour	7
1/3/2017	Service Assignment Distribution/Review	2
1/4/2017	Cultural Service	2
1/4/2017	City Tour	3
1/5-1/8/18	Work Assignments @ 7 hrs. a day	28
1/9/2015	Community Outreach	7
1/9/2015	Group Reflection	1
	Travel Total Hours	50
	OVERALL PROGRAM TOTAL HOURS	115

WU Faculty-led Study Abroad Program Estimated Student Budget

Expenses listed in the section below are billed to WU Student accounts.	
Roundtrip Airfare	
In-country Transportation	
Program Administrative Fee Complete the "Program Administrative Expense Chart" on the next page and enter the total cost per student on this line.	
Accommodations	
Meals (only include meals that will provided as part of the program)	
Study Materials (Books, etc.)	
Excursions (include entrance fees and additional transportation)	
Other Expenses (Please specify e.g. Program Fee)	
Billable Travel Subtotal: This amount will be billed to the student's WU account. Refer to the Program Statement of Commitment on page 10.	

Expenses listed in the section below are billed according to standard WU procedures.	
Tuition WU tuition will be paid by student according to normal payment deadlines.	
Study Abroad Admissions & Scholarship Student Application Fee This amount is placed on students' accounts when they apply online. Includes up to 30 days of coverage in the WU Study Abroad Study Abroad Insurance Plan. Programs beyond 30 days will require an additional \$1.00 a day fee for insurance coverage.	
Billable Tuition/Fees Subtotal:	

Expenses listed in the section below are generally paid to third parties.	
Passport, Visa (Please specify)	
Other (Please specify e.g. Trip Cancellation Insurance)	
Non-billable Items Subtotal:	

TOTAL PROGRAM COST	
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WU Faculty-led Study Abroad Program Program Administrative Expense Chart

Complete the chart below with the Faculty leader/s' program cost. Enter the total amount into the Estimated Student Budget Sheet under Share of Faculty leaders Expenses.

Faculty Leader/s' Expense	Individual Cost	Divided by Number of Students	Share per Student
<i>Sample airfare</i>	<i>\$1000.00</i>	<i>10</i>	<i>\$100.00</i>
*Airfare			
In-Country Travel			
Country-Specific Visa			
Single-Room Accommodations			
Transportation to/from Departure			
Meals			
Gratuities / Tips			
Events/Tours/Excursions			
Other			
TOTAL SHARE OF FACULTY LEADER/S' EXPENSES PER STUDENT:			

***Note for NEW First Year WTE Faculty-led Program:** Faculty who develop a new Washburn Transformational Experience (WTE) Faculty-led Study Abroad Program that is departing for the first time are eligible to receive reimbursement of their airfare through the Office of International Programs. This would reduce the shared cost to the student. **To request airfare reimbursement,** contact Baili Zhang, Director of International Programs.

Repeating programs and programs that are approved under the model of a previously approved program are not eligible for airfare reimbursement.

Programs that are departing to a new location under the model of a previously approved program are not eligible for airfare reimbursement.

The share of the Program Administrative expenses must be included in the Faculty-led Study Abroad Program Estimated Student Budget. If these expenses are not included please explain below how the faculty leaders cost will be covered.

WU Faculty-led Study Abroad Program Anticipated Funding Sources

(List all possible sources)

Funding Source	Approximate Amount/Student
University (Specify Source):	
Departmental / Area Contribution:	
Student's Contribution	
Fundraising	
Other Sources (Specify)	

Approval / Review of Washburn University Faculty-led Study Abroad Program Proposal

Dept. Head Name (1 Faculty): _____ Department: _____

Dept. Head Name (2nd Faculty if applicable): _____ Department: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Academic Scheduling (for WU course only): Stephanie Lanning Bursar

Signature: _____ Date: _____

Dean Name: _____ Academic Unit: _____

Dean Name: _____ Academic Unit: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Return this form with the complete Program Proposal to: Office of International Programs (International House) / Attention: Baili Zhang, Director of International Programs. The proposal will be forwarded to the following areas for further review. You may be contacted for more information if applicable.

For Office Use Only

Asst Provost for Curricula and Program Innovation/ Assoc _____
Beth O'Neil Date: _____

Bursar: _____
Ashley Maendele Date: _____

FOAPAL Assigned: _____ Date: _____

IEC Committee: _____ Date: _____

Email Notifications:
Director of Finance, Director of Accounting & Accounts Specialits

Purchasing Director:



Study Abroad Program – Statement of Commitment

Washburn University ♦ Office of International Programs

1700 SW College Ave ♦ Topeka, KS 66621

Phone (785) 670-1051 ♦ Fax (785) 670-1067

studyabroad@washburn.edu <https://washburn.studioabroad.com>

I, _____ accept the conditions of the WU program:
(First name and Last name) (Washburn Identification Number WIN)

Program Title: _____ **Country:** _____

Dates of Program: _____, as well as financial responsibilities as outlined in the program materials.
(mm/dd/year – mm/dd/year)

In the event of illness or other unexpected catastrophic events which may lead a student/participant to forego the program or to terminate that study prematurely, WU will not be required to provide a refund or any of the monies paid for the program. However, it may do so if WU determines that the circumstances merit a refund.

I understand that, while every precaution will be taken by WU, it cannot be held legally liable for any mishaps which may occur. In particular, I recognize that there are risks associated with air, rail, and automobile travel (whether public or private). I understand that by signing this commitment form I acknowledge and accept responsibility for the timely payment of all charges for which I am billed in connection with this program. I further acknowledge that my failure to pay these charges in full on a timely basis will incur penalties that may include, but are not limited to, holds on my student account, late fees and collection charges including attorney fees. ***Non-WU student participants must pay the Total Program Cost prior to the program departure date.***

I promise to pay to Washburn University, 1700 SW College Avenue, Topeka KS 66621, the full or partial amount of the funds provided me by the University’s Office of International Programs to study abroad, plus reasonable attorney’s fees and other costs and charges necessary for the collection of this note, in the event I shall have failed to participate in or complete all the requirements of the program of study abroad for which the funds were provided.

\$ _____ Total Billable Travel Portion of Program Cost per Student/Participant (this does not include tuition)

Payment Schedule

Date: _____ Amount Due: \$ _____ (down payment, non-refundable)

Date: _____ Amount Due: \$ _____

Date: _____ Amount Due: \$ _____

Date: _____ Amount Due: \$ _____ (or remaining balance)

This promissory note shall be governed by and construed in accordance with, the laws of the state of Kansas.

Name of Student/Participant (Print)

Signature of Student/Participant

Date

Non-WU Participants: Program fees are processed through the Washburn Business Office. In order to process payments, participants must have a Washburn Identification Number (WIN) and a WU account. If you do not have a WIN, please provide the following information and one will be generated to facilitate payments through a WU account.

Date of Birth: _____ Address: _____

City _____ State _____ zip _____

Return the completed form to Office of International Programs



Study Abroad Program – Statement of Commitment

Washburn University ♦ Office of International Programs

1700 SW College Ave ♦ Topeka, KS 66621

Phone (785) 670-1051 ♦ Fax (785) 670-1067

studyabroad@washburn.edu <https://washburn.studioabroad.com>

The payment process for Washburn Faculty-led programs is processed through the WU Business Office. For all programs a non-refundable down payment is due on the date indicated on the Statement of Commitment. The total amount due is billed to the student account. Participants are responsible for all finance charges that accrue until the balance is paid in full.

Frequently Asked Questions

What is included in the total billable fee?

Program fees vary. Items generally included in the fee are round trip airfare, in-country transportation, program administrative fee, accommodations, and excursions. Items generally not included in the program fee are passport and visa, meals and personal expenses. Refer to the budget sheet on the program brochure page located on the [WU Study Abroad](#) website for a breakdown of program fees. Consult the program faculty leader for specific questions regarding the program fee.

How is the Study Abroad Application Fee billed?

The Study Abroad Application Fee is posted to the WU account when participants begin an online program application through [WU Study Abroad](#). Fees vary depending on the [applicant type](#).

How is WU Tuition billed?

WU tuition is billed according to the standard WU process. Refer to the [WU Tuition Payment Deadlines](#) for more information.

Where do I make payments?

[The Washburn University Business Office](#) processes payments. All payments can be made at the Student One Stop Cashier Window located on the first floor of Morgan Hall in the Welcome Center. Payments can also be made online through My Washburn – Financial Services - WU View. Students waiting for a loan disbursement to pay for the program will need to visit with the [Business Office](#) and the [Financial Aid Office](#) to coordinate loan disbursement prior to departure.

What methods of payment are accepted?

Payments may be made by cash, check or money order. Make checks payable to “Washburn University” and in the note put the title of the Study Abroad Program to assure that the payment goes towards paying the program fees. Debit cards and credit cards (Visa, MasterCard, Discover and American Express) are also accepted.

Does my bill have to be paid in full prior to departure?

Faculty-led Program fees must be paid in full prior to departure UNLESS prior arrangements are made with the [Business Office](#).

How do Non-WU student participants make payments?

In order to process payments, participants must have a Washburn Identification Number (WIN). Participants who do not have a WIN, will need to provide their date of birth and address on the Statement of Commitment. The [Business Office](#) will provide a WIN and an account to facilitate program payments.