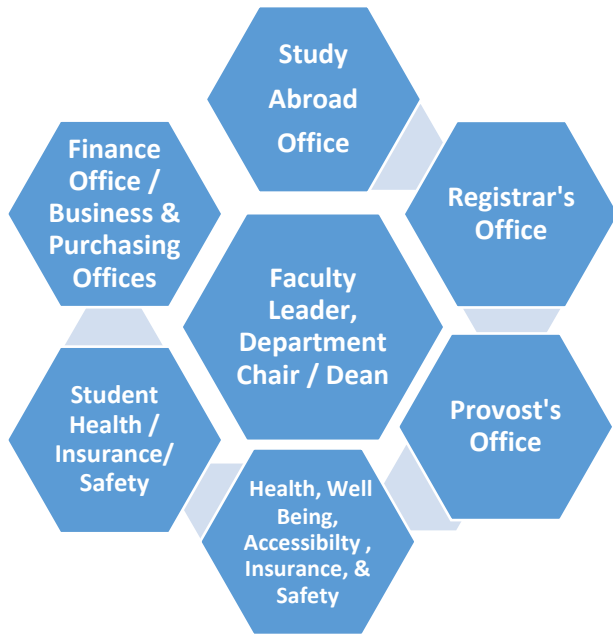


WU Study Abroad - Faculty-led Support



Faculty Leader, Department / School

Faculty Leader - Develop & Lead Program

Department Chair / Dean - Program Review / Course Approval

Registrar's Office

Registrar - Course Schedule Approval, HLC Compressed / Combined Course Timeline Compliance

Provost Office:

Vice Provost - Program Review / IE-WTE Scholarship Award Approval, Faculty travel reimbursement for a NEW program

Study Abroad Office:

Study Abroad Coordinator -Program Support & Scholarship Application Process, Pre/Post Program Advising

Administrative Assistant -Program Application, IE-WTE Requirements

Health, Well Being, Accessibility Services, Insurance & Safety

Student Health Services -Travel Health Consultation

Counseling Services – Student Mental Health and well being

Student Accessibility Services – Accommodations Advising

Insurance & Safety - Incident Reports and Insurance Claims

Finance Office / Business Office / Purchasing Office:

Finance Director -3rd Party Payments/ Intl. Wire Transfers, Activity Code Creation, Banner Finance Access, Cash Advance / Reimbursements (exception: One card)

General Counsel - Agreements/Contracts (contracts@washburn.edu)

Business Office - [Instructions](#) for Faculty Leaders Taking Students Abroad

Bursar - Program Budget, Program Fund # 202____, Post Total Billable Travel Cost on WU Students' / Participants' Account, Provides Program Account Balances

Cashiers - Processes participants program payments on student accounts

Purchasing Office

Director - One Card (Departmental & Individual cards), Purchase Orders

Financial Aid:

Scholarship Coordinator - Post scholarship awards to students' accounts according to Financial Aid policies and timelines.