

Limited Service Agreement for Faculty-led Education Abroad Programs

Approved Service Fee: \$200 per student. This fee is approved by Texas A&M University for limited service programs.

Program Development and Coordination

Education Abroad will:

1. Assign an Education Abroad advisor to the specific program, The EA Advisor will work directly with the faculty leader.
2. Make available resources on third party providers to vet and coordinate logistics abroad.
3. Obtain and maintain Texas Higher Education Coordinating Board (THECB) approval for courses taught outside of the U.S. Assist the faculty with changes and Proposal Modification form requirements.
4. Obtain University approval to collect Education Abroad program fees.
5. Coordinate course coding, attributes, set-up for registration, and liaise with the Office of the Registrar to ensure compliance.
6. Provide Trip Leader Briefing to faculty, non-teaching faculty, TAs and/or staff on roles and responsibilities of leaders and students, emergency protocols, and insurance.

The faculty and their department or college will be in charge of all program logistics, budgeting, and contracting. Per the University requirement, vetted partner institutions and/or third party providers must provide the on-site support. The faculty/program leader's business office will ensure that there is a vendor contract in place, and will process payments and postings of program fees to student accounts.

Marketing and Student Recruitment

Education Abroad will:

1. Create a web page specific to the program. Faculty will provide information on the course(s), itinerary, activities and other pertinent information. Students will access the application portal from that web page and will need to complete a series of forms in order to be considered as full applicants.
2. Provide faculty with access to online web portal to keep track of students' applications and information. Coordinate with faculty and/or their coordinator to approve students through application portal.

The faculty and their college or department will be in charge of student recruitment, brochure/poster design and printing, and informationals. Education Abroad can distribute the brochures in the Pavilion and at fairs.

Student Advising and Pre-departure Preparation

Education Abroad will:

1. Assist walk-in students with the selection programs, application, and registration process.
2. Provide pre-departure orientations for students participating in the program. These orientations may be delivered virtually or in-person, and will be required. Orientation sessions include information on travel, health, safety, and emergency preparedness. Provide general funding and financial aid information sessions on campus and online.

The faculty will provide to students a minimum of two program-specific orientations covering course syllabi, cultural preparation, expectations, country-specific safety issues, and logistics.

Emergency Preparedness and Health & Safety

Education Abroad will:

1. Enroll program leaders and students in the TAMU System selected international insurance Cultural Insurance Services International (CISI) and includes medical insurance and emergency assistance. Insurance is billed separately from the Education Abroad service fee and will be paid by the program leader's Business Office.
2. Coordinate with program leaders and students to gather emergency information, including health information and emergency contacts. Program leaders will provide a final complete itinerary to Education Abroad before program departure. The itinerary should detail contact information that may be necessary during an emergency and should include all on-site addresses, contact information, the program leaders cell phone number(s), and emergency contact information.
3. Provide a Trip Leader Briefing to all program leaders that defines the roles and responsibilities of leaders and students, details emergency protocols and procedures, and explains the CISI insurance policy. The Trip Leader Briefings are required.
4. Serve as a central point-of-contact in case of emergency or incidents abroad (available 24 hours/day, 7 days/week).
5. Assist and guide faculty and students through emergencies, as needed.

The faculty will report all incidents and emergencies to Education Abroad in a timely and thorough manner.

I have read the above document and understand the role Education Abroad provides to support my program.

SIGNATURE DOCUMENT IN EDUCATION ABROAD PORTAL