

Education Abroad Faculty-led Standard Service Agreement

Please review the Education Abroad Standard Service Agreement and electronically sign it via the online Faculty-led Program Registration Portal.

Approved Service Fee: \$500 per student

The full service fee is approved by Texas A&M University and is billed directly to students. The fee supports the operation of Education Abroad and expenses incurred to develop and implement the faculty-led program. Students receive a full disclosure of the fee.

Education Abroad will provide the following services:

Program Development and Coordination

Proposal and Courses:

1. Obtain and maintain Texas Higher Education Coordinating Board (THECB) approval for courses taught outside of the U.S. Monitor state regulations and facilitate compliance.
2. Assist faculty with course changes and Proposal Modification Form requirements.
3. Liaise with the Office of the Registrar regarding study abroad courses; including creating course attributes, coding courses, and identifying and granting registration permissions to confirmed students.

Coordination, Budgeting, Payments:

4. Assign an Education Abroad (EA) advisor to the specific program, The EA Advisor will work directly with the faculty leader.
5. Meet and communicate regularly with faculty regarding established timelines and University guidelines.
6. Assist faculty with selecting a program provider and creating a program itinerary.
7. Working with the selected and approved program providers or vendors, establish any lecture and/or lab facilities; secure transportation, lodging, meals, equipment, field trips, and excursions as needed.
8. Facilitate the negotiation and approval of institution and vendor contracts as per requirements from the Provost Office and Contracts Administration (allow three months for routing and approvals).
9. Assist with coordinating and finalizing on-site arrangements; liaising with vendors as needed.
10. Create the program budget in consultation with the program leader. Budgets will be based on the program provider and vendor quotes, and will take into consideration the entire itinerary and program activities.
11. Coordinate with the Academic Affairs Business Office (AABS) on fee approval, program account setup, processing of invoices, payments to vendors, establishment and approval of the working fund abroad, and any required Concur registration.
12. Post program fees to student accounts and monitor payments.
13. Make payments to approved vendors per the contract and University policy.

Liaison with Campus Administrative Offices:

14. Liaise with Student Business Services regarding program fee postings and any student account issues.
15. Liaise with the Office of Scholarship & Financial Aid regarding financial aid, scholarships, and grants.
16. Coordinate travel, visas (if applicable), and other arrangements for faculty participating in the program.
17. Facilitate the purchase of faculty airfare as per University guidelines, Education Abroad policy, and Concur requirements.
18. Coordinate with faculty on requests for special accommodations in due to medical conditions or disability in alignment with Texas A&M policies.
19. Serve as the University main point of contact for questions that may arise before and during the program.
20. Conduct a post program debriefing with faculty.
21. Provide post-program evaluations to assess the success of the program.

Student Applications and Registration

22. Create an application in the Education Abroad portal which is student specific and houses all required student application materials.
23. Assist faculty with the review and selection of students in the application portal.
24. Based on qualifications and prerequisites identified by the program leader, screen and process student applications; including an academic and behavioral review of each applicant.
25. Advise students on the application process, confirming program acceptance, funding opportunities, additional budgeted expenses, travel preparations, and program or travel requirements.
26. Assist students with travel arrangements for group reservations, itineraries, and visas if needed. (*Note: In most cases, students will purchase international airfare individually.*)
27. Guide students with registration in the appropriate education abroad courses and assist the Registrar with processing as needed.

Student Orientations:

28. Provide program information and select orientation material on the Education Abroad website.
29. Develop and deliver 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, finances, logistics, country-specific information, health and safety, and emergency preparedness. Program leaders are expected to organize additional pre-departure meetings or sessions for the group.
30. Provide general financial aid information sessions either in-person or virtually.

Marketing and Student Recruitment

1. Create and maintain a program page (website) in the Education Abroad portal which serves as a search engine for students researching education abroad opportunities.
2. Promote the program through walk-in advising, student meetings, information sessions, and promotional literature.
3. Host promotional events including annual fairs and campus presentations to broadly promote education abroad opportunities.
4. Promote programs at New Student conferences, student fairs, and other campus events.
5. Create a program-specific marketing piece, assist with scheduling classroom presentations, informationals, and college-level events (as requested).

Emergency Preparedness and Health & Safety

1. Enroll program leaders and students in the TAMU System selected international insurance which is currently provided by Cultural Insurance Services International (CISI) and includes medical insurance and emergency assistance. Policy details, information on claims, and insurance cards will be provided before program departure.
2. Assist faculty with risk assessments and emergency plans based on itinerary.
3. Collect student health information, medical authorization, and emergency contact information, and provide a copy to faculty prior to program departure. 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.
4. Provide a Trip Leader Briefing to all program leaders that defines the roles and responsibilities of leaders and students, details emergency protocols and procedures, addresses financial matters and responsibilities, and explains the CISI insurance policy. Trip Leader Briefings are required for all program leaders identified in the program proposal.
5. Serve as a central point-of-contact in case of emergency or incidents abroad (available 24 hours/day, 7 days/week).
6. Guide faculty and students through emergencies. Faculty will report all incidents and emergencies to Education Abroad in a timely and thorough manner.
7. Provide information on STEP registration process with the U.S. Department of State.
8. Monitor and notify faculty about CDC and U.S. Department of State travel alerts, information, or notices impacting the program location.

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