



## POLICIES RELATED TO STUDY AWAY

These policies apply to undergraduate PLU students. The Wang Center for Global and Community Engaged Education reserves the right to adapt these policies as necessary due to unforeseen global crises. If you have any questions or comments, please contact the Wang Center at 253-535-7577 or [wang.center@plu.edu](mailto:wang.center@plu.edu).

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### **I. PROGRAM TYPE DEFINITIONS**

#### **Short term programs**

Short-term programs provide an opportunity for off-campus study lasting eight weeks or less during the summer, J-Term or spring break. Academic content, locations, and duration vary.

#### **Semester programs**

Semester and full-year programs are located all over the globe and provide a wide range of academic experiences.

- **PLU Gateway programs**: PLU Gateway Programs are aligned with PLU’s mission, developed by PLU faculty, and administered by the Wang Center for Global and Community Engaged Education. Coursework in Gateway Programs is designed to enhance on-campus curricula. Financial aid remains uninterrupted for all PLU Gateway Programs.
- **PLU Featured programs**: PLU Featured Programs are aligned with PLU’s mission, are faculty-approved and offered in partnership with organizations and institutions throughout the world. Financial aid remains uninterrupted for all PLU Featured Programs.
- **Approved programs**: Approved programs are offered by third party providers and are recommended for students that are unable to fit an academically suitable program among PLU Gateway and Featured options. Students participating in an Approved program will receive adjusted financial aid based on the cost of the program.

### **II. ACADEMICS**

#### ***Credit for Study Away Courses***

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Prior to studying off-campus on semester or year-long programs and on short-term programs through study away providers, students must work with their academic advisors to determine how courses taken and credits earned will fit with their academic goals and degree planning at PLU. This academic planning for semester and summer programs is documented on the Assignment of Credit for Study Away form; the Assignment of Credit form is not required for PLU short-term faculty-led study away courses.

For courses to count towards a major, minor or GenEd (General Education Requirement), students must use the Assignment of Credit for Study Away form to obtain the signatures of their academic advisors and the written approval from the chairs of the involved academic departments. For example, for a history course taken on a study away program to apply towards a student's history major, the chair of the History Department must give advance written approval on the Assignment of Credit for Study Away form.

As soon as it is completed and approved, and in advance of the student's departure date, the Assignment of Credit for Study Away form must be submitted to the Wang Center. In some cases, the approval must be obtained after the program start date (i.e. course registration on-site changes the original plan). Failure to submit the completed, up-to-date Assignment of Credit with necessary approvals will result in elective credits.

Many PLU Gateway and Featured programs have established course equivalencies that are available on the Registrar's website under the [Interactive Guide](#). Students should use the Assignment of Credit form to communicate to the Wang Center how to assign the credits even in the case where a signature is not required.

The "C" Cross Cultural Perspectives GenEd requirement is fulfilled by participating in a semester or academic year of study away. This requirement is completed only through specifically designated short-term (J-Term, spring break or summer) courses. Refer to the PLU Course Catalog for clarification.

Studying off-campus through an Approved study away provider must be documented by an official transcript, which should be sent to the Wang Center. It is also advisable for students to retain class notes, graded papers, syllabi, and any certified documents of attendance provided by the program.

The number of credit hours a student receives for a particular course or semester is determined by the program provider (PLU or otherwise) and is reflected on their PLU transcript. Please contact your Study Away Advisor to determine the equivalencies for credit hours.

While studying away for a semester, students must take a minimum of 12 credits per semester and may exceed the 17-credit hour limit without incurring financial penalty when taking courses as part of the study away program.

While studying away, students are registered by the Wang Center for a block of 12 SABR credits. This placeholder registration maintains a student's full-time status over the course of the program. Once the program is complete and the Wang Center receives the transcript, the transcript will be reconciled with the Assignment of Credit form and sent

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to the Registrar's office for review. The Registrar will then add individual courses, grades, and specific credit hours to the student's PLU transcript and CAPP report. These credits are considered PLU credits on the transcript. In the event that a student earns less than 12 credits while on a semester study away program, Student Financial Services will be notified.

### ***Grading***

Students participating on PLU Gateway, Featured and Approved study away programs – both short-term and long-term – receive letter grades for their coursework. Courses, credits and grades are recorded on the PLU transcript. Grades for semester study away are not calculated into the cumulative PLU GPA unless the student is participating in a study away course with a PLU instructor on record including independent studies, PLU short-term faculty-led programs, and select courses taught by PLU faculty. Majors with a minimum GPA requirement for graduation will factor in study away grades to determine eligibility for graduation (e.g. School of Business). Students should contact their department for more details.

Students may elect to use the pass/fail grading option for study away courses if that option is still available to them and the program allows it. Students are responsible for arranging the pass/fail option with their program provider.

To earn credit for study away classes, students must earn a passing grade in accordance with published PLU policy.

### ***Independent Study***

Students wishing to register for an independent study while studying away must complete an Independent International Travel & Registration Form which is found [on the Registrar's website](#). For independent studies outside of the normal parameters of their program, students may be charged for the additional credit hours.

### ***International Honors Program (IHON)***

An appropriate semester-long course abroad may take the place of one 200-level IHON course, without seeking approval from the IHON Program Director, but must be appropriately documented on the Assignment of Credit form. Should a student wish to receive a second IHON credit while abroad, approval must be granted by the IHON Program Director. Guidelines are different for IHON-Oxford students.

## **III. ACCOMMODATION SUPPORT SERVICES**

Students with disabilities are encouraged to participate in the many global education opportunities offered by PLU and, per the [Americans with Disabilities Act \(ADA\)](#), no qualified student will be excluded from any course of study on the basis of disability. Because the Americans with Disabilities Act and Section 504 are U.S. laws, these laws do not generally apply beyond the geographical boundaries of the United States. Thus, students in other countries usually are dependent on the laws of the country where they are studying for purposes of what academic accommodations, if any, they are legally entitled to.

Students registered with the [Office of Accessibility & Accommodation \(OAA\)](#) who are eligible for on-campus accommodations are also eligible for off-campus accommodations when such

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accommodations can be arranged. Students are encouraged to disclose their disabilities to the Office of Accessibility & Accommodation at least six months prior to departure in order to determine whether appropriate accommodations and arrangements can be made, or if alternative programs must be sought. Such students are responsible to engage in an interactive process, to initiate early planning, including articulation of their academic goals, with their academic advisors, the Office of Accessibility & Accommodation, and the Wang Center for Global and Community Engaged Education. All university policies related to the Study Away program apply equally to students with disabilities.

The Wang Center is committed to assisting students in exploring reasonable accommodations, prior to the program start date. Reasonable accommodations are determined by students' individual needs, the host society, staff capacity, cost, and other factors. If reasonable accommodations are unavailable in the student's program of choice, other program options will be presented to the student for their consideration.

*Costs* - PLU will cover costs related to reasonable educational accommodations that align with those accommodations approved by OAA for the student while attending courses and/or residing at PLU. Student is responsible for any costs associated with accommodations that have not been approved by OAA or are not deemed reasonable. Advance consideration of such costs is particularly important, given the differing standards of and accommodations available in other countries.

### *Resources –*

- [Mobility International USA](#)
- [Diversity Abroad: Students with Disabilities Abroad](#)
- [IES Abroad: Disability, Mental Health & Self-Care Resources](#)
- [IFSA Unpacked: Do Not Let Disability Hold You Back Abroad](#)
- [U.S. Department of State: Travelers with Disabilities](#)
- [CDC: Travelers with Disabilities](#)
- [Ripple Effects: Travelers with Disabilities Abroad](#)
- [University of Minnesota: Learning Abroad Center – Cultural Views on Disabilities](#)

## **IV. BOOKING AND TICKETING**

For short-term faculty-led study away programs, the Wang Center will make group reservations and issue tickets in compliance with all security regulations and carrier policies. Tickets may be booked through a travel agent, an OTA (online travel agency), or the airline directly. The name provided on travel documentation at the time of ticketing must match exactly as the name appearing on the passenger's driver's license or passport at the time of travel. Typically, tickets are issued as a group reservation. When possible or upon request, the Wang Center will provide ticket confirmations to participants individually. Students should promptly review their ticket confirmation details and notify the Wang Center immediately of any misspellings. In some cases, spelling corrections can be made within 24-hours of ticket issuance without any fees. If a spelling error has been made by the Wang Center, the travel agent, an OTA, or the airline, the student will not be responsible for any fees associated with name spelling corrections. In the case that a student provided their driver's license or passport to the Wang Center for ticketing and a name correction needs to be made after the ticket has been issued, the student's account will be charged for the name change fee imposed by the travel agent, OTA, or airline. Ticket confirmations are usually provided to participants within 30-days prior to the scheduled date of departure. Typically, passengers will be provided with instructions for how they can add their frequent flyer or mileage plan numbers to their airline reservation after tickets have been issued or at the ticket counter on the date of departure.

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For short-term PLU faculty-led study away courses (J-Term, Spring Break, Summer), the Wang Center normally arranges all group airline travel for programs which require this mode of transportation. If program participants wish to travel independently from the established group airline itinerary -- either to the study away destination, following the completion of the program, or both -- they must complete the [Short-Term Study Away, Request for Independent Travel form](#).

Deadlines to submit independent travel request for

J-Term study away: August 31st

Spring Break/Summer study away: contact the Wang Center ([wang.center@plu.edu](mailto:wang.center@plu.edu) or 253-535-7577)

Late requests will be accepted on a case-by-case basis only.

Faculty leaders of the study away course must approve each participant's request to travel separately from the group itinerary. Some faculty leaders do not allow participants to deviate from the group itinerary for academic or logistical reasons. Students must request approval from their faculty leader and forward the email with their faculty leader's approval to [megan.grover@plu.edu](mailto:megan.grover@plu.edu).

For questions about the process to request independent travel for a short-term PLU faculty-led study away course, please contact Megan Grover, Assistant Director and Short-Term Study Away Program Manager ([megan.grover@plu.edu](mailto:megan.grover@plu.edu) or 253-535-8754).

Participants must complete the steps outlined in the [Short-Term Study Away, Request for Independent Travel document](#). Once they have done this, they will receive an airline credit posted to their PLU Student Account (approximately 30 days prior to program start date), for the per passenger ticket amount.

### **CONDITIONS**

- Failure to comply with the requirements and deadlines listed above may result in the Wang Center's inability to post the applicable airline credit to participants' PLU Student Account.
- PLU's foreign travel insurance does not cover any trip cancellation costs.
- Participants may elect to purchase a separate trip cancellation insurance policy from an independent provider.
- Participants on independent/personal travel will receive coverage through PLU's foreign travel insurance (visit <https://www.eiaa.org/international-travel/> for details and exclusions).

### **Travel Documentation: Driver's Licenses, Passports, and Visas**

#### **Driver's Licenses**

For domestic programs that require air travel, every traveler 18 years of age and older must provide a REAL ID-compliant driver's license, state-issued enhanced driver's license, or another acceptable form of ID to the Wang Center for ticket issuance. For more information, visit [the TSA REAL-ID website](#).

#### **Passports**

The 'Passport Copy and Information' pre-departure requirement must be completed by the posted deadline. Students must provide a passport that will remain valid for the duration of their travel. Some countries require passports to be valid at least six months beyond the dates of your program. Additionally, some countries require that passports have two to four blank visa/stamp pages. Some airlines will not allow passengers to board if these requirements are not met. U.S. passport holders, including dual



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citizens, must use a U.S. passport to enter and leave the United States. Dual citizens may also be required by the other country to use its passport to enter and leave that country.

### **Non-US Passport Holders**

We strongly recommend non-U.S. passport holders - this may include those with Deferred Action for Childhood Arrivals ([DACA](#)), Green Card (permanent residents), and International Student visa status, etc. - to seek counsel with an immigration attorney before considering study abroad as an option. Refer to this resource for more details about pursuing study abroad and DACA:

<https://undocu.berkeley.edu/legal-support-overview/travel-for-daca-mented-students/>

For Gateway, Featured, or Short-Term faculty-led programs where no visa is required for U.S. passport holders, non-U.S. passport holders will be responsible for obtaining and paying the cost of any visas required. For Gateway, Featured, or Short-Term faculty-led programs where visa costs for non-U.S. passport holders exceed the visa costs for U.S. passport holders, the student is responsible for paying the difference in cost.

### **Visa Issuance and Reimbursement**

#### ***Gateway Programs***

Most Gateway programs cover all visa related costs in the student's program fee. Students participating in a program in Norway may have additional visa/residence permit-related expenses outside of the program fee, such as domestic travel expenses to submit documents at a U.S.-based visa-processing center.

The application and receiving process for visas/residence permits will be explained to Gateway program students by the Program Manager and/or Program Director. The Wang Center cannot guarantee that students will receive a visa/residence permit for their chosen program.

#### ***Featured Programs***

For Featured programs where students must pay directly for a visa (not included in the program provider fee), PLU will reimburse up to \$300 of the visa fee. In order to receive reimbursement, students must submit a receipt/documentation to the Wang Center by the deadline stated by their PLU Study Away Advisor. PLU will not cover travel, processing fees, or mail costs.

Featured program students are responsible for applying for and receiving their visa/residence permit. Wang Center staff do not provide guidance in this process; the student is encouraged to ask their Program Provider for assistance with the application process. The Wang Center cannot guarantee that students will receive a visa/residence permit for their chosen program.

#### ***Approved Programs***

PLU students who participate in summer or semester Approved programs are responsible for all costs related to getting a visa, figuring out the visa application process, and then applying for the visa. Wang Center staff do not provide guidance in this process; the student is encouraged to ask their Program Provider for assistance with the application process. The Wang Center cannot guarantee that students will receive a visa/residence permit for their chosen program.

#### ***Short-Term Faculty-Led Programs***

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For program destinations that require US passport holders to have a visa, the Wang Center will facilitate the visa application process and will cover visa application fees. For program destinations that require non-US passport holders to have a visa, students are responsible for acquiring their own visa. In these cases, the Wang Center will provide documentation upon request such as a letter of support, airline ticket confirmation, hotel confirmation, insurance verification, etc.

### **V. CELL PHONES**

As part of PLU's commitment to student safety and security, PLU requires that all students have a working cell phone capable of making and receiving both local and international calls throughout the duration of the program. While alternative communication methods that rely on Wi-Fi can be free or cheaper than cell service, i.e. FaceTime, Skype, WhatsApp, etc., those do not meet emergency communication needs.

### **VI. COMMITMENT TO DIVERSITY**

The Wang Center for Global and Community Engaged Education seeks to bring diverse individuals together to learn from one another in off-campus global and local settings and through programming focused on pressing world issues. In addition to strategic and ethical outreach, we aim to provide guidance, support, and resources to foster an inclusive environment for PLU students, faculty and staff members of all backgrounds and identities to reach that goal.

The following list includes some, but not all, ways the PLU community may experience the fulfillment of the above statement.

- The creation and maintenance of PLU's [Study Away Identities Resources](#) webpage
- Individualized advising which explores the many intersecting realities and identities of PLU students (See the '[evaluate](#)' webpage for questions prompting one's personal exploration)
- General and program-specific pre-departure training
- Workshops led and organized by cross-campus partners specializing in historically-based systems of inequality
- Faculty leader, on-site staff/faculty, and program assistant preparation that is rooted in inclusive excellence

### **VII. ELIGIBILITY AND APPLICATION PROCESS**

To be considered for study away programs, students must meet or exceed the following standards:

For *all study away programs* – students must be currently enrolled at PLU and be in [good standing](#) and remain in good standing before and during program participation. Additionally, students must receive financial clearance and the university requires their health and conduct record are evaluated for study away readiness. Program acceptance is conditional pending final determination of good standing, clearance, and evaluations as described prior to the program start date.

Both before and during the program, the Wang Center collaborates with other University offices such as Student Services, Rights and Responsibilities, the Health Center, the Registrar's Office,



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and the Business Office to determine good standing. Should the good standing of a student be in question before or during the program in which they are participating, the Executive Director of the Wang Center will convene the Study Away Consultation Committee on an as-needed basis. This committee is made up of representatives from the aforementioned University offices and other relevant departments as necessary. The Study Away Consultation Committee's purpose is to provide the Wang Center with a recommendation regarding individual students whose good standing status is in question either before or during the program.

For *short-term study away programs* – students must successfully complete a minimum of one semester at PLU prior to studying away, be in good standing and meet all other prerequisites specific to the program. Eligibility of transfer students to participate in short-term programs will be determined as outlined in the section on Transfer Students.

For *semester and year-long study away programs* – students must have completed two or more semesters of study at PLU by the time the program will begin (exceptions apply for Transfer Students and some programs require Junior standing or above), meet the minimum GPA requirement for the program (specifics below), meet all other prerequisites specific to the program; and must be enrolled at PLU in the semester immediately preceding the program start date. Exceptions will be considered on a case-by-case basis for students with a GPA lower than the documented minimum. During application review, Wang Center staff will work with program providers and determine eligibility.

Acceptance to semester study away programs may be limited by several factors. In cases where student demand exceeds capacity, the following criteria will be applied in determining the final selection. Students could be placed on a waitlist, with the possibility of later being accepted to the program.

### **Priority will be given to applicants:**

- Who submit strong applications (see below)
- Who haven't studied away for a semester before
- For Semester rather than full Academic Year
- Whose academic interests align with the program's academic themes and opportunities
- With Major/Minor that requires study away (Global Studies)
- Of language immersion programs
- For Gateway over Featured and Approved Semester programs

### **Qualities demonstrated by strong applicants:**

- Academic readiness
- Academic fit (i.e. meets Major/Minor/Gen Ed or other personal or professional goals)
- Motivation, intellectual curiosity, prior engagement with the site or program's academic goals
- Responsibility, maturity, patience, flexibility, humor, good judgement, empathy
- Interpersonal skills, including sensitivity to others' diverse perspectives and experiences
- Desire to understand and engage with other cultures
- Strong Faculty/Professional recommendations

### **Applicants must:**

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- Be in good standing
- Meet any additional program requirements, if any (such as a language level prerequisite, if applicable)
- Fulfill GPA requirement (see below)

<b>Program</b>	<b>Cumulative GPA Requirement</b>	<b>Program</b>	<b>Cumulative GPA Requirement</b>
Chengdu, China	2.7, 3.0 preferred	IAU Aix-en-Provence, France	2.5
Oaxaca, México	3.0	CIEE Costa Rica	2.5
Oslo, Norway	2.7, 3.0 preferred	CIEE Seoul, South Korea	2.5
IHON-Oxford	3.0	SIT Study Abroad (select Featured programs)	varies by program, check website
Bø/Vestfold, University of Southeastern Norway	2.7, 3.0 preferred	University of Tasmania	2.5
Trinidad & Tobago	2.7, 3.0 preferred	Victoria University of Wellington	2.6
Windhoek, Namibia	2.7, 3.0 preferred	IES Berlin, Milan or Vienna	2.75
ILACA Granada, Spain	2.7, 3.0 preferred	CYA Greece	2.5
GEO London, England	2.5	University of Aberdeen, Scotland	3.0
Approved Programs	2.7 minimum, 3.0 <u>strongly</u> preferred (each approved program may also have their own GPA requirement)		

The application process generally includes an online application, essays, recommendations, a transcript, an advising session and/or interview. Additionally, students applying to Featured/Approved programs must complete the program provider's application requirements.

PLU application deadlines are based on the term spent studying away. Deadlines are as follows:

Summer term – March 15<sup>th</sup>

Fall, Spring, Full-year – March 15<sup>th</sup>

J-Term – April 15<sup>th</sup>

Spring Break – Varies

Some programs may have extended deadlines; this will be reflected on the PLU Terra Dotta database.

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Program providers may have their own application deadlines. The student should verify these deadlines on the program provider website. The student must apply to PLU before they will be approved to study away with the program provider.

### ***First Year and Study Away***

All First-Year students are required to enroll in a four-credit course during January Term (J-Term) (either on-campus or through off-campus/study away). During their first J-Term, First Year students are exposed to the best of PLU: experiential learning; intensive classes; co-curricular programs; global education. While some J-Term study away courses have prerequisites or students with advanced class standing may have priority, most are open to First Year students on a space-available basis. Once a new First Year student has been accepted to PLU, paid their deposit to PLU as their commitment to enroll, and has been issued a PLU ePass, they may apply for any J-Term study away course for which they meet eligibility requirements and which has space availability. The J-Term study away application process is the same for First Year students, with only one exception regarding the required recommendation. New First Year students may request a recommendation from their high school teacher, community college instructor, or PLU Admission Counselor in lieu of requesting a recommendation from a PLU professor.

First Year students are not normally eligible to participate in any semester-long study away programs, but are encouraged to meet with a Study Away Advisor to begin planning for a study away experience during their Sophomore/Junior/Senior years.

## **VIII. FINANCES: FEES, FINANCIAL AID, CANCELLATION & WITHDRAWAL**

### ***Application Fee***

To complete an application for any study away program, students must pay a \$50 non-refundable application fee, unless otherwise specified. Students participating in multiple programs within the same academic year are required to pay separate application fees for each program. **Third party Featured or Approved program providers may require an additional application fee.**

### ***Commitment Fee***

PLU Gateway, Featured, and short-term study away programs require a non-refundable commitment fee. For semester programs, this commitment fee is \$300. For short-term study away, the commitment fee ranges from \$75 to \$300. This fee will be charged your student account in the event that you withdraw from your program after the stated confirmation deadline.

For PLU Approved semester programs, any confirmation deposit must be paid directly to the provider. The confirmation deposit usually ranges from \$300-500.

### ***Program Costs – Gateway***

The cost to participate in Gateway semester study away programs typically includes:

- The PLU comprehensive fee, which is based on the rate for PLU tuition, room & board.
- The fee covers study away tuition/education expenses, housing, most meals, some study tours/excursions, international travel insurance, flight credit up to \$750, and

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visa (if required, see [Visa Issuance & Reimbursement](#)) Additional out of pocket expenses may include, but are not limited to, passport, partial round-trip international air travel (after the \$750 flight credit) baggage fees, independent travel, meals not included in the program, cell phone and usage fees, personal spending money, additional visa expenses and recommended or required immunizations.

### List of Gateway Programs for 2021-2022 Academic Year

Gateway
Chengdu, China
Oaxaca, Mexico
Oslo, Norway (Bjørknes)
University of Southeastern Norway (Vestfold or Bø campuses)
Trinidad & Tobago
Windhoek, Namibia
IHON-Oxford, England

### *Program Costs –Featured*

The cost to participate in Gateway and Featured semester study away programs typically includes:

- The PLU comprehensive fee is based on the rate for PLU tuition, room & board.
  - The fee covers study away tuition/education expenses, housing, most meals, international travel insurance, and visa (if required, see [Visa Issuance & Reimbursement](#))
- Additional out of pocket expenses may include, but are not limited to, passport, round-trip international air travel baggage fees, independent travel, meals not included in the program, cell phone and usage fees, personal spending money, additional visa expenses and recommended or required immunizations.

### List of Featured Programs for 2021-2022 Academic Year

Featured	
IES Berlin, Germany – Language and Area Studies	CIEE Costa Rica – Tropical Ecology & Conservation; Sustainability & the Environment
IES Milan, Italy – Music: Voice, Composition & Instrumental	CIEE Seoul, South Korea – Arts and Sciences
IES Vienna, Austria – Music; Psychology and Social Sciences	IAU Aix-en-Provence, France – French Honors Program, Humanities and Social Sciences, Fine Arts, Business and International Relations
College Year in Athens (CYA)	ILACA Granada, Spain
GEO London (with or without internship) Liberal Arts; Gender, Race and Class Studies; Business	SIT Study Abroad – select programs only; see <a href="https://www.plu.edu/studyaway/studyabroad/semester-programs/sit-programs/">https://www.plu.edu/studyaway/studyabroad/semester-programs/sit-programs/</a> for complete list
University of Aberdeen, Scotland	Victoria University of Wellington, New Zealand

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University of Tasmania, Australia	

### ***Program Costs – PLU-Approved***

The cost to participate in **PLU-Approved third-party programs** varies by program. The cost to participate in these study away programs typically includes, but is not limited to:

- The program fee, as published by the provider (includes international travel insurance)
- A PLU administrative fee\* of \$1,500 for semester, \$3,000 for academic year or \$200 for summer programs
- Additional out of pocket expenses may include, but are not limited to, passport and visas (including travel to consulate), residence permits, round-trip international air travel, baggage fees, independent travel, housing deposits and/or surcharges, program excursions, lab or science course fees, optional add-ons and other program-specific surcharges, meals not included in the program/supplemental meal plans, cell phone and usage fees, personal spending money, recommended or required immunizations, health plan deductibles, optional study tours, and local transportation to/from classes and optional trip cancellation insurance.

*\*The administrative fee covers direct services by PLU and the Wang Center in support of the study abroad experience. This includes membership dues, promotion, orientation and reentry expenses, and program development.*

### ***Program Costs – PLU Short-Term Faculty-Led***

The cost to participate in PLU Short-Term Faculty-Led programs varies by program. The program fee is an additional cost billed to student accounts and typically includes airfare, ground transportation, lodging, some meals, study tours/entrance fees, and international travel insurance. Additional expenses may include, but are not limited to, passport, baggage fees, meals not included in the program, cell phone and usage fees, personal spending money, recommended or required immunizations, and optional trip cancellation insurance. For select courses, group fundraising is available whereby student accounts may be charged a reduced final program fee based on group fundraising efforts. Payment is due prior to the program start date, unless the student has arranged a payment plan in advance through Student Financial Services

**Full Time Status:** If undergraduate students are enrolled full-time (12-17 credit hours) in the fall and/or spring semesters, then J-Term tuition (up to 5 credits) is at no charge. The student then pays the J-Term study away program fee only. Students who are enrolled part-time (0-11 credit hours) during fall and spring semesters will be billed for J-Term tuition and, in addition, will be billed the applicable J-Term study away program fee. For new students, starting in Fall 2020, the J-Term course fee (\$100 per credit) is not applicable for J-Term study away programs.

### ***Financial Aid***

Financial aid will remain uninterrupted for students participating in all PLU Gateway programs and for students participating in their first Featured program. This includes State and Federal financial aid (with the exception of work-study), university grants and scholarships, and government loans. Other outside scholarships, grants and loans may not apply. Students must

## **POLICIES RELATED TO STUDY AWAY**

meet with their Student Financial Services Specialist in order to participate in a semester or academic year study away program.

Financial aid for students participating in their first Approved program will be adjusted based on program cost. For Approved programs with a cost that is less than the PLU comprehensive fee, PLU gift aid will be reduced accordingly. For students participating in Approved programs with a cost that is more than the PLU comprehensive fee, PLU gift aid will remain unchanged.

Beginning with Fall 2021, students may only utilize their PLU financial aid for one Featured or one Approved program throughout their academic career at PLU. Students may continue to participate in multiple PLU Gateway programs while receiving full PLU financial aid.

Should a student wish to participate in a second Featured or Approved program, the student will forfeit all PLU based scholarships for the semester. Students pursuing credits towards their degree program retain their eligibility for state and federal aid financial aid.

### ***Tuition Exchange & Tuition Remission***

Tuition exchange & tuition remission benefits do not apply to study away, except for PLU Gateway programs. Tuition exchange students accepted for these PLU-directed opportunities must pay for housing, meals, and all additional expenses associated with participation, including a supplemental fee for internships. Tuition exchange benefits do not apply to any other study away programs offered through third party providers, consortia, etc., as indicated in the Tuition Exchange offer letter.

### ***Participant Removal from Program***

PLU reserves the right to decline an application for off-campus study. PLU further reserves the right to cancel the participation of an accepted student before departure or during the program. Failure to complete [pre-departure requirements](#) may result in removal from a program. In such a case, the student is responsible for fees as determined by the withdrawal policy.

Students who are dismissed from off-campus study because of unacceptable personal behavior and/or academic performance are responsible for 100% of the program fee and will not receive academic credit for the semester. Students are responsible for making travel arrangements and are responsible for the associated cost of travel changes. The Wang Center may request a copy of the final itinerary from the dismissed student.

### ***Cancellation of a Program/Course***

Pacific Lutheran University reserves the right to cancel a program/course at any time. Should circumstances require that PLU cancel a program/class, students will be notified immediately. The timing and cause of the cancellation will determine the exact amount of the refund; all efforts will be made for a full refund on behalf of the student. If a student wishes to apply for a different study away program within the same term and/or academic year, the application fee payment can be transferred to the new application.

### ***Deferrals***

The Wang Center will evaluate requests for program deferral on a case by case basis.



## **POLICIES RELATED TO STUDY AWAY**

### ***Waitlist***

Students who have been offered a spot on the waitlist for a study away program will not normally complete any post-decision requirements until after they have been accepted to the program. Students should promptly notify the Wang Center at [wang.center@plu.edu](mailto:wang.center@plu.edu) if they wish to remove their name from a program's waitlist. For semester study away programs, the Wang Center will inform students of the date they can expect to know if their status changes. For J-Term study away programs, the waitlist will become void on October 31<sup>st</sup>.

### ***Withdrawal***

Should a student choose to withdraw from a program prior to the Commitment deadline, they will forfeit the application fee. Commitment deadline is stated on acceptance letters and is approximately 10 business days following acceptance. If a student chooses to withdraw from a program after the Commitment deadline, they forfeit the application fee and a \$300 Commitment forfeiture fee will be billed to their student account; see program-specific withdrawal policy for more details. The Wang Center must be notified in writing of intent to withdraw from a program or course.

### ***Gateway Semester Programs***

Students who withdraw their participation before the dates listed below will forfeit their initial payment (\$50 application fee) AND a \$300 Commitment forfeiture fee will be charged to the student account AND will be charged for any funds already expended on their behalf (e.g. airline and/or other travel tickets, deposits, entrance fees, theatre tickets, visa fees, meal advances, etc.).

Students who withdraw their participation after the dates listed below will forfeit their initial payment (\$50 application fee) AND will be charged a \$300 Commitment forfeiture fee, a \$300 cancellation fee AND will be charged for any funds already expended on their behalf (e.g. airline and/or other travel tickets, deposits, visa fees, meal advances, program provider fees, etc.)

Spring term – November 1

Fall term – June 1

Summer term – May 1

Students withdrawing after the program start date will be responsible for 100% of the program fee as billed to their student account; an exception will be made for students who withdraw in time to return to campus and enroll full time at PLU for the same semester, in which case the student will forfeit their initial payment (\$50 application fee) AND will be charged a \$300 Commitment forfeiture fee, a \$300 cancellation fee AND will be charged for any funds already expended on their behalf (e.g. airline and/or other travel tickets, deposits, visa fees, meal advances, program provider fees, etc.)

*Global Scholar Award Recipients:* Receipt of the Global Scholar Award to qualified students is contingent upon participation in the study away program. See Global Scholar Award acceptance letter for further details. This award is not transferable to other programs or for other financial needs. Students who receive a Global Scholar Award are responsible for reimbursing the University for the Award if they withdraw, cancel, are dismissed, or are unable to participate for any reason.

### ***Featured Semester Programs***

## **POLICIES RELATED TO STUDY AWAY**

The Wang Center must be notified in writing of intent to withdraw from a program. Students who withdraw their participation before the dates listed below will forfeit their initial payment (\$50 application fee) AND will be charged a \$300 Commitment forfeiture fee AND will be charged for any funds already expended on their behalf (e.g. airline and/or other travel tickets, deposits, visa fees, meal advances, program provider fees, etc.).

Students who withdraw their participation after the dates listed below will forfeit their initial payment (\$50 application fee AND will be charged a \$300 Commitment forfeiture fee, a \$300 cancellation fee AND will be charged for any funds already expended on their behalf (e.g. airline and/or other travel tickets, deposits, visa fees, meal advances, program provider fees, etc.)

Spring term – November 1

Fall term – June 1

Summer term – May 1

Students withdrawing after the program start date will be responsible for 100% of the program fee as billed to their student account; an exception will be made for students who withdraw in time to return to campus and enroll full time at PLU for the same semester, in which case the student will forfeit their initial payment (\$50 application fee AND will be charged a \$300 Commitment forfeiture fee, a \$300 cancellation fee AND will be charged for any funds already expended on their behalf (e.g. airline and/or other travel tickets, deposits, visa fees, meal advances, program provider fees, etc.)

Any cancellation and withdrawal policies from the program provider will also apply. Students should contact the program provider for specific details.

*Global Scholar Award Recipients:* Receipt of the Global Scholar Award to qualified students is contingent upon participation in the study away program. See Global Scholar Award acceptance letter for further details. This award is not transferable to other programs or for other financial needs. Students who receive a Global Scholar Award are responsible for reimbursing the University for the Award if they withdraw, cancel, are dismissed, or are unable to participate for any reason.

### *Approved Programs*

The Wang Center must be notified in writing of intent to withdraw from a program. Withdrawal from an Approved program always results in forfeiting the \$50 application fee. Students who withdraw their participation after the dates listed below will be charged a \$300 cancellation fee for semester programs and a \$200 cancellation fee for [summer programs](#) by PLU.

Spring term – November 1

Fall term – June 1

Summer term – May 1

Cancellation and withdrawal policies from the Program Provider will also apply. Students should contact the Program Provider for specific details.

### ***Withdrawal: Registration and Grading***

## **POLICIES RELATED TO STUDY AWAY**

Students withdrawing after their study away program start date that are unable to return to the PLU campus to enroll full time for the same semester will receive a grade of Withdrawal (W) for any uncompleted courses *if* they return no more than three months after the program start date (Academic Withdrawal deadline), per the PLU practice on campus.

A student that leaves prior to the end of the program and after the Academic Withdrawal deadline and/or fails to complete and turn in all required academic work prior to departure will receive a failing grade in any outstanding assignments or exams, which may lead to a failing grade in their courses.

### ***Withdrawal/Registration Timeline – Semester***

Withdrawal prior to program start date, the Wang Center will drop the study away course registration on Banner.

Withdrawals after the program start date and prior to the PLU add/drop date (see PLU Registrar's Office website), the Wang Center will drop the study away course registration on Banner.

Withdrawals after the program start date and after the PLU add/drop date (see PLU Registrar's Office website), receive a grade of Withdrawal (W).

The following circumstances may warrant exceptional approval of a withdrawal after the Academic Withdrawal deadline: a serious accident or illness, mental health crisis, or a family emergency such as death or a serious accident or illness. If, in an emergency, a student needs to depart early or is unable to complete a requirement of one or more courses after the Academic Withdrawal deadline, the student must ask permission from the Program Director (if participating in a PLU Gateway program) who will consult with the Wang Center. In the rare instance that an exception to the Academic Withdrawal policy is granted, PLU will assign one of two grades for courses left uncompleted:

- a grade of Withdrawal (W) if the student leaves the program after the Academic Withdrawal deadline and receives approval from the Wang Center;
- a grade of Incomplete (I) if the student leaves the program after the Academic Withdrawal Deadline and less than two weeks prior to the end of the program, and where academic circumstances allow a student to complete exams or submit final assignments that occur after his/her departure. Under these circumstances, students must receive written approval to be issued an Incomplete (I) for these courses, accompanied by a clear outline of completion requirements and due dates for all missed work.

Student is responsible for withdrawing themselves from their host institution. The Wang Center will not submit any withdrawal notices on behalf of the student.

### ***PLU Short-Term Faculty-Led (J-Term, Spring Break and Summer)***

*Cancellation of a program/course:* Pacific Lutheran University reserves the right to cancel a program/class at any time. Should circumstances require that PLU cancel a program/class, students will be notified immediately. The timing and cause of the cancellation will determine the exact amount of the refund.

## **POLICIES RELATED TO STUDY AWAY**

*Student withdrawal:* If a student withdraws prior to the commitment deadline (listed on acceptance letter and typically 10 business days following acceptance), the initial \$50 application fee (unless another specified amount based on the program) is non-refundable. If a student withdraws after the commitment deadline, a Commitment Forfeiture Fee of \$300 (unless another amount specified based on the program) will be billed to their student account and the \$50 application fee is non-refundable. The Wang Center must be notified in writing of any withdrawal or cancellation of an application. The Wang Center will withdraw the student's application from Terra Dotta.

Students who withdraw their participation from a J-Term study away program after August 31<sup>st</sup> will forfeit their initial payment (\$50 application fee) AND be charged a \$300 Commitment Forfeiture Fee, a \$300 cancellation fee AND will be charged for any funds already expended on their behalf (e.g. airline and/or other travel tickets, deposits, entrance fees, theater tickets, visa fees, lodging, meal advances, etc.). Students who withdraw their participation from a J-Term study away program after December 1<sup>st</sup> are responsible for the full program fee.

### ***Withdrawal/Registration Timeline – PLU Short Term Faculty-Led***

In most cases, the Wang Center registers confirmed students for their PLU Short-Term Faculty-Led study away program. For any withdrawals, the student must notify the Wang Center in writing.

- For withdrawals after the student has been registered for the course and before the program start date, a Wang Center staff member will drop the students' course registration in Banner.
- For withdrawals after the program start date and prior to the PLU add/drop date (see PLU Registrar's Office website), the Wang Center will drop the study away course registration in Banner.
- For withdrawals after the program start date and after the PLU add/drop date (see PLU Registrar's Office website), the student must submit the Course Withdrawal form directly to the Registrar's Office and will receive a grade of Withdrawal (W).

*Global Scholar Award Recipients:* Receipt of the Global Scholar Award to qualified students is contingent upon participation in the study away program. See Global Scholar Award acceptance letter for further details. This award is not transferable to other programs or for other financial needs. Students who receive a Global Scholar Award are responsible for reimbursing the University for the Award if they withdraw, cancel, are dismissed, or are unable to participate for any reason.

## **IX. HOUSING DURING STUDY AWAY**

To provide security and comfort to the greatest extent possible, and to take advantage of cultural opportunities such as home stays, students must reside in the housing accommodations provided by the program. Students may not elect to arrange housing independently, even when this is an option offered through a program provider. Only under very special circumstances, students may petition to the Wang Center to reside in non-program housing. Short-term faculty-led program participants typically reside in shared hotel rooms with other program participants of the same-identified gender; all such accommodations contain a sufficient number of single beds based on the number of occupants. Gender inclusive housing or single rooms will be offered whenever possible.

When a student selects a single room, they may be charged the single supplement fee, unless there is a roster imbalance and a single room is already required. When a student selects a single option and this disrupts the rooming balance, they may be charged a single supplement fee and

## **POLICIES RELATED TO STUDY AWAY**

would also be responsible for the single supplement cost of the rooming imbalance. If students have a special housing need, they should contact the Wang Center and/or their program provider in advance. The Wang Center will work with students on a case by case basis to identify what will be most comfortable and will make every attempt to provide reasonable accommodations. The type of housing is selected with the following in mind; safety, availability, centrality to program activities, and housing that enhances the learning objectives. For many language immersion programs, the Wang Center partners with local housing coordinators to arrange home stays. Study away participants will complete a home stay questionnaire prior to the program start to indicate their living preferences.

### **X. INSURANCE AND HEALTH**

Students and dependents, if applicable, are required to maintain their domestic health insurance policy while studying away. If they do not have a domestic insurance policy, they are required to purchase short-term domestic insurance for the duration of their study away program. More information can be found here: <https://www.plu.edu/chws/health/insurance-wap-info/whbe/>. Additionally, students may not waive out of the PLU Wellness Access Plan while away. More information is available here: [www.plu.edu/health-center/wellness-access-plan/](http://www.plu.edu/health-center/wellness-access-plan/).

As a member of the EIIA consortium, PLU students receive a supplemental international travel insurance program managed by Generali Assistance that includes travel assistance, accident & sickness coverage, emergency evacuation, and repatriation, included in the program fees for all PLU international short-term, PLU summer, Gateway, Featured, and Approved semester study away programs. Students will maintain their international travel insurance coverage during any personal travel which immediately follows a PLU study away program.

In the event a student needs medical care, the student should contact Generali Assistance (+1-240-330-1441 or [ops@gga-usa.com](mailto:ops@gga-usa.com)) and they will direct the student to the closest medical facility that practices western medicine. If Generali has an agreement with the medical facility Generali will pay directly for the services. If a student must pay their medical expenses, they should save receipts and any medical paperwork, and open a claim with Generali within 90 days of the event. The claim form is located on the [EIIA International Travel webpage](#). Students can contact PLU's Director of Risk Services for assistance.

More information about Generali Assistance can be found here: <https://www.eiia.org/international-travel/>

PLU's travel insurance program provides limited trip cancellation/interruption coverage for medical emergencies. It does not provide coverage for cancellation due to communicable diseases. Trip cancellation insurance is a separate and optional insurance that students may purchase on their own. It is the student's responsibility to consider their personal health needs and consult resources such as the Centers for Disease Control and Prevention, <https://wwwnc.cdc.gov/travel/page/studying-abroad>. All students must submit a Study Away Student Health Information Form and have it signed by a medical provider, regardless of whether they have a medical condition, in order to participate in a study away program. Failure to submit the form by the deadline may result in the student's dismissal from the program. Information from the form will be sent to the faculty leader/on-site coordinator of their program so that they may give proper assistance in case of an emergency.

Students must inform the Wang Center for Global and Community Engaged Education of any recent (in the past year) medical or special needs or changes in health that occur before the start of the program. Students may be required to work with their health care provider or others to develop a care plan prior to their study away departure to identify resources and develop plans for their health and safety while away.

## **POLICIES RELATED TO STUDY AWAY**

Students may complete one Study Away Student Health Information Form , listing all destinations and travel dates, if participating in consecutive study away programs.

### **XI. MEALS DURING STUDY AWAY**

The number of meals provided varies by study away program. Check program details for more information. PLU students participating in full year continuous Gateway or eligible Featured programs are only eligible for a meal stipend during the posted program dates. Program dates are defined by when the student is enrolled in program-related coursework on-site or is enrolled in independent coursework, including internship credit, through PLU. Students on Approved programs are advised to seek this information directly from program providers.

### **XII. NON-PARTICIPANTS**

Occasionally students request for family, friends and significant others to join study away programs. Non-PLU student participation can detract from the experience of PLU students. Non-participants may travel with their student before and after the program. They are not permitted to travel along with the group. Non-participants are not eligible to join any classes or study tours on study away programs. PLU is responsible for booking rooms and tours, non-participants are not eligible to room share in PLU-booked housing or join tours. Significant others are not covered by PLU's international insurance.

### **XIII. PRE-TRAVEL REQUIREMENTS**

Confirmed participants in any PLU study away program are required to attend orientation and complete the pre-departure requirements specific to their program by the established deadlines. Requirements that are mandatory for semester study away participation are Acceptance Letter, Emergency Contact Information, Flight Itinerary, Passport Copy and Information, Visa materials if applicable, Assignment of Credit Form, Orientation Attendance, Study Away Student Health Information Form, Meeting with Student Financial Services, Personal Travel Agreement, Statement of Responsibility, Student Agreement for Study Away, Study Away Policies, STEP Registration and any program specific items.

Requirements that are mandatory for PLU Short-Term Faculty-Led participation are Notice of Acceptance, Emergency Contact Information, Passport Copy and Information if applicable, Visa materials if applicable, Orientation Attendance, Study Away Student Health Information Form, Personal Travel Agreement, Statement of Responsibility, Student Agreement for Study Away, Study Away Policies and any program specific items.

Failure to attend orientation and complete the pre-departure requirements may result in removal from the program.

Unless otherwise specified, final deadlines are the following:

- Summer - May 15<sup>th</sup>
- Fall, Academic Year programs – June 1<sup>st</sup>
- J-Term programs – November 1<sup>st</sup>
- Spring programs – November 1<sup>st</sup>
- Spring Break programs – March 1<sup>st</sup>



## **POLICIES RELATED TO STUDY AWAY**

### **XIV. PROGRAM PETITION**

Students wishing to participate in a study away program that is not approved by PLU may submit a proposal to the Wang Center for Global and Community Engaged Education and the Global Education Committee to seek one-time approval for the proposed program. All PLU study away policies and requirements are applicable to this one-time approval. The Executive Director of Wang Center for Global and Community Engaged Education has final authority to approve/deny petitions.

If students choose to participate on an unapproved program during the semester, they will withdraw from PLU for their study away term, will not be eligible for financial aid, and will be responsible for transferring the credit earned to PLU should they reapply to PLU upon return.

Students are not normally approved to participate in any non-PLU J-Term study away programs.

### **XV. REFUNDS OF PROGRAM COMPONENTS**

Students who opt out of program-funded experiences due to illness or personal choice are not eligible for a refund, nor will the experience be made available later.

### **XVI. SENIOR RESIDENCY REQUIREMENT (Final Year in Residence: 32-Hour Rule)**

Out of the final 40 semester hours of a student's program, at least 32 semester hours must be completed in residence at PLU. This requirement is satisfied when students participate in PLU Gateway, Featured and Approved study away programs, for which the credits earned appear on the PLU transcript.

Students may study away during their final semester at PLU, but should be aware that the posting of grades and graduation date may be significantly delayed. Participation in commencement may not be possible.

### **XVII. STUDENT CONDUCT**

All students participating in off-campus study programs must review and sign the Student Agreement for Off-Campus Study in accordance with PLU's Student Conduct Policy.

In addition to the PLU Code of Conduct, students must abide by the laws of the host country (related to personal weapons, sexual relationships, drug use, etc.) during their study away and by any community standards established by the program. If accommodation due to student behavior must be made to enable continued participation in the program, the student is responsible for costs associated with accommodation; if the student refuses such accommodation, they may be dismissed from the program at their own expense per the dismissal policy.

### **XVIII. US DEPARTMENT OF STATE TRAVEL ADVISORY (INTERIM POLICY)**

Current university policy limits student travel to any country or location designated as Level 3 or 4 Travel Advisory by the U.S. Department of State (USDOS) and faculty/staff travel to any country or location designated as Level 4 Travel Advisory by the U.S. Department of State (USDOS). Pending further notice, PLU's International Travel Risk Assessment and Advisory Task Force (ITRAATF), may approve student travel to any country or location designated as Level 3 or 4 Travel Advisory by USDOS based on a comprehensive risk assessment and review of multiple current indicators, including standard points of reference, to determine advisability of

## **POLICIES RELATED TO STUDY AWAY**

travel and ways to mitigate risk if approved. The university, in its sole discretion, may deny approval for international travel.

### **XIX. SUMMER PROGRAMS**

If students choose to use their financial aid and receive PLU credit for their summer study away, they must work with the Wang Center to study through an approved program. Students must adhere to the appropriate Wang Center deadlines, attend the mandatory Wang Center orientation and pay a \$200 administrative fee.

### **XX. TRANSFER STUDENTS**

Students who transfer to PLU must satisfactorily complete at least one semester of study on campus before they can participate in semester or yearlong study away programs. Students who transfer to PLU in fall term may apply to participate in off-campus J-Term courses in that same academic year. The eligibility of J-Term participation for students who transfer to PLU for spring term will be determined on an individual basis.

### **XXI. VETERAN STUDENTS**

Students are enrolled for full-time status at PLU while studying away on semester study away programs and earn PLU credits that fulfill major, minor, GenEd/IHON, and elective requirements. Therefore, GI Benefits *may* be applied toward the tuition component of study away fees provided the program meets GI Benefit requirements. GI benefits may not apply toward short-term study away program fees. Veteran students should consult their benefits coordinator. More information here:

<http://www.iie.org/en/Programs/GI-Bill-Benefits-for-Study-Abroad>