



## **TRAVEL COURSE POLICY**

*Effective: September 1, 2017*

*Subject to annual review*

**Responsible Office** Global Connections

### **Policy Statement & Scope**

This Policy provides the guidelines by which all College students who are enrolled in a Travel Course may participate.

### **Definitions**

A **Travel Course** is an on-campus course with a required travel component. Travel takes place during a vacation; for example, a fall semester course with travel during winter break or a spring semester course with travel during spring break in March or after the semester ends in May. The professor leads the travel and all students participate.

### **Policy**

All students who want to travel, including for internships abroad, must apply, be accepted, and enroll in the travel course. All students who are enrolled in the travel course are expected to travel with the faculty and group of students.

Matriculated full-time and part-time students are eligible to apply. Graduate students and alumni are not eligible. Students are not permitted to bring family members or pets on travel programs.

Application due dates, subject to change:

May 31	Fall semester travel courses
October 31	Spring semester travel courses

Every applicant is reviewed for clearances by Student Financial Services, Student Success, and Community Standards. Students may be cleared, conditionally cleared, or not cleared. Conditional clearance may require a meeting with the student and the appropriate offices to see if issues may be resolved. Not cleared may be due to a stop on the student's account, a missing prerequisite, lack of successful academic progress, a judicial incident, or concerns by the College administration. Students with a financial or academic hold are not approved to participate.

If a student is not cleared, they will be notified by Global Connections. Students who clear up the issue may be permitted to travel. Judicial issues will be considered on a case-by-case basis; a meeting with the student, Director of Community Standards, and Director of Global Connections may clear the student for travel.



Students are accepted on a rolling basis as they are cleared and approved by Global Connections.

The fee for travel is paid with the semester tuition bill.

Every accepted full-time student will receive a partial travel scholarship award from Global Connections based on GPA and individual FAFSA financial need.

Students have one week to notify Global Connections at [international@mountida.edu](mailto:international@mountida.edu) if they are not accepting the scholarship or need to cancel their application. After the one week decision period students are locked into the course and trip.

Once accepted, students need to register for the travel course on MIWeb so the travel fee and scholarship can be applied and their tuition bill updated. Students who do not register or pay by the Student Financial Services deadlines (July 3 for fall, January 2 for spring) may be removed from the course by Global Connections and will need to pay the entire travel fee; travel scholarships are not awarded.

Students who are at 18 credits before adding the travel course are not charged an overload fee for tuition. Since it is the travel course that tips the student over 18, there is no overload fee for the tuition as long as the student doesn't go over 21 credits for the semester.

There are no refunds of the travel fee for the travel courses in case of withdrawal or suspension before departure for any reason, including poor academic performance in the course, medical concerns, lack of a valid passport, or judicial issues that disqualify a student before departure. Scholarships are not awarded and the student is responsible for paying the entire travel fee.

It is recommended that students to purchase travel cancellation insurance. This is handled directly with a travel insurance company and does not involve Mount Ida College. Tuition may be refunded in accordance with regular withdrawal policies.

Students are confirmed in the travel course one week after receiving the scholarship award email unless they email [international@mountida.edu](mailto:international@mountida.edu) with the information below. After the week for withdrawal, students who cannot travel for any reason will lose their travel scholarship and must pay the entire travel fee. If for some reason a student cannot travel, they must notify Robin Melavalin immediately at [international@mountida.edu](mailto:international@mountida.edu). Put CANCEL TRAVEL in the subject line and explain the situation, and also request a meeting with Robin to discuss the situation. There are NO REFUNDS!

Scholarships will be posted on students' MIWeb accounts but the amount will not be credited to the account until the student has departed the USA on the travel program.

A Guide for Students with Disabilities to Prepare for a Travel Abroad Program is provided to applicants after they have been accepted to a travel course. Students who have a documented disability may be eligible for reasonable accommodations in compliance with ADA and Section 504 of the Rehabilitation Act of 1973. In order to be eligible for accommodations, students must disclose their disability to the Office of Accessibility Services at Mount Ida immediately after acceptance to the Travel Abroad program and must request accommodations through the Office of Accessibility



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Services. The information on how to request accommodations can be found at [www.mountida.edu/student-life/accessibility-services/how](http://www.mountida.edu/student-life/accessibility-services/how). Disabilities may not always be accommodated as they are dependent on documentation being approved and the availability of resources within the country of travel. Early disclosure is extremely important for the College to be adequately prepared to assist a student with disabilities while abroad.

Students who do not have a valid passport by the departure date may not be able to travel. In this case, they will lose their travel scholarship and pay the entire travel fee.

It is the individual student's personal responsibility to obtain the appropriate tourist visa for the host country. Travel visa info can be obtained on the website of the embassy for your destination. <http://www.embassy.org/embassies/#c>

Students in the USA on an F-1 student visa need to have their I-20 signed by the PDSO at least 2 weeks before departure.

### **Related Links**

Questions?

Email Robin Melavalin, Director of Global Connections  
[international@mountida.edu](mailto:international@mountida.edu)  
Holbrook Hall, top floor