



Study Abroad Handbook 2018-2019

Dear Study Abroad/Internship Participant:

It is my great honor to welcome you into the elite cohort of “Champions for Christ” who will live and learn abroad for an extended time during their studies. Your decision to spend time abroad not only sets you apart for your future professionally, but also gives you the unique ability to represent our incredible institution and most importantly, our Lord on your journey. It is my hope this experience will challenge you to think more broadly, to embrace change and to be fully immersed in culture.

Through this experience, you will be given a priceless gift; the gift of connection. You will connect with a new land, a new language, a new people and perhaps you will connect with a new, more culturally intelligent “you.” Cultural intelligence takes effort, however, and simply going abroad will not ensure your successful mastery of this. Be curious. Ask questions. Honor and be kind to others, and you will go far!

Once again, I commend you for accepting the challenge to go! I know you and our team at LU Send have worked hard to find the right program to fit your goals and degree completion plan. We want you to succeed, but trials are sure to come. Please feel free to reach out to us if you have any questions, or simply need someone to talk to during your time abroad. We will keep you in prayer, and are looking forward to you to be an advocate-ambassador for LU Send upon your return.

Bon Voyage!



David Welch
Executive Director – LU Send

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CONTACT INFORMATION

Coordinator Contact Information

Study Abroad Coordinator: Donald K. Hawkins II
dkhawkins1@liberty.edu
 434-592-4223

International Internship Coordinator: Rene Close
rclose@liberty.edu
 434-582-7761

Emergency Contact Information

Any issues with logistics, program/organization, etc., please contact the LU Send number listed below. If you find yourself in a situation where you experience feeling uncomfortable or unsafe, but do not consider it an emergency, please also contact LU Send. LU Send will inform LUPD of any incidents, but if you are unable to reach LU Send please contact LUPD directly. If you need immediate assistance (e.g. extraction from an unsafe situation), please contact the local U.S. Embassy.

- US Embassy or Consulate (This information can be found in the Alert Traveler app)
- LU Send (434-658-7363)
- LUPD Dispatch (434-592-3911)

General Emails

lusendintlinternships@liberty.edu

studyabroad@liberty.edu

General Phone

434-592-6455

Office Location

LU Send: Green Hall – Suite 2500

INFORMATION SECTION

What is Study Abroad?

Study abroad is certainly the best way to experience culture, engage academically and grow spiritually. We believe that, and we hope you'll not only believe but, go out and know it for yourself. Studying abroad is a unique program that allows Liberty students to take residential courses at Universities and Study Centers around the world.

When you take the chance to study abroad with Liberty you are guaranteed to grow! That's because the courses you take abroad are reviewed and approved to satisfy your degree completion plan. Students work with LU Send and LU Serve to find Christian Service opportunities. We value unique opportunities for students to also grow in their faith and to be supported while abroad through partner or affiliate organizations.

Study abroad is a practical exploration of the world. Students who go abroad are viewed as global ambassadors. We at LU Send value our mission of training champions for Christ through academic enrichment and cultural engagement. There are few opportunities provided for students in their collegiate years than study abroad.

We hope that you will consider studying abroad. We hope that you will step boldly into the challenge that study abroad presents but the beauty and blessings that it freely gives

Programs Available

- **API** – <https://www.apistudyabroad.com/>
- **AIFS** – <http://aifs.com/>
- **BCA** – <http://bcastudyabroad.org/>
- **Best Semester** – <http://www.bestsemester.com/>
- **CEA** – <http://www.ceastudyabroad.com/>
- **CIEE** – www.ciee.org/studyabroad
- **Greek Bible College** – <http://www.grbc.gr/en/>
- **ISA** – <http://studiesabroad.com/>

- **Rome With Purpose** – <http://romewithpurpose.com/>
- **Spurgeon’s College** – <http://www.spurgeons.ac.uk/>
- **Tyndale Theological Seminary (Netherlands)** – <http://www.tyndale-europe.edu/>
- **USAC** – <https://usac.edu/>
- **VERITAS** – <http://www.veritasabroad.com/>

Requirements to Apply:

Must...

- Have obtained 24 college credits (these can be transfer or institutional credits)
- Be in good academic standing and meet the specific GPA requirements of your specific program or school (each program varies in their GPA requirement)
- Be in good standing with the Office of Student Conduct
 - If a student does have a conduct flag on their account LU Send will review the incident further to determine if the infraction will keep the student from being accepted to going abroad.
- Get a Background Check

Study Abroad Checklist

Phase 1: Explore, Research and Inform

1. Discuss your aspirations to study abroad with parents/guardians, mentors, academic advisors and/or faculty
2. Explore Liberty’s available programs via the [LU Send website](#)
3. Research available programs based on why and when you want to go abroad (academics, language immersion, research, cultural exploration, ministry and service opportunities, and travel opportunities)
4. Select 3-5 potential programs that you would like to pursue with the Study Abroad Advisors and Coordinator

Phase 2: Advising

1. If you are ready to begin advising, please complete the following Advising Form: [Advising Link](#)

2. Allow 48hrs after completion of advising form to be contacted by a study abroad advisor. The advisor will set up an informational meeting to discuss your plans and go over study abroad details.
3. Informational Meeting: The informational meeting will help you narrow your potential programs to 1 or 2 viable programs.
4. Select one program to move forward with; contact the Study Abroad Office (via email) to schedule a planning meeting.
 - a. Your study abroad advisor will assist you in scheduling a meeting with the Study Abroad Coordinator. This second meeting will be your course planning meeting.
5. Course Planning Meeting: The Study Abroad Coordinator will assist you in selecting courses and work on your course approval form.

Phase 3: Applications:

1. Once your course approval has been approved and processed you can begin your partner program application.
2. Once you have been accepted into your partner organization your Study Abroad Coordinator will begin your LU Send Application and send you a link to complete your application.

Phase 4: Commitment

1. Once you have been approved to Study Abroad by Liberty. You will receive an acceptance email prompting to accept and commit to your Study Abroad program.
 - a. Please log into your application and accept and commit
 - b. After doing so, you will be prompted to begin the post-acceptance application
2. The post-acceptance application includes important questionnaires, signature documents, material submissions and learning content to finalize your approval and preparation to go abroad.
 - a. This part of the application includes:
 - i. Passport Information,
 - ii. Study Abroad Commitment Deposit
 - iii. Medical Information
 - iv. Flight Itinerary

v. Etc.,

3. Please note that you will not have full clearance to go abroad until this application process is completed and submitted.
4. Please be sure you started and completed all requirements with the Partner organization.

Phase 5: Equip

1. Ensure that applications (LU Send and Partner organization) has been completed
2. Attend Pre-Departure Training
3. Familiarize with re-entry tasks and assignments
 - a. Registering for courses the following semester
 - b. Registering for housing
 - c. Completing surveys and Evaluations
4. Begin familiarizing yourself with important cultural and language tips and details
5. Log and keep a record of important contact numbers and addresses for in-country and permanent addresses for emergencies.

Deadlines

Please note that these deadlines are for the LU Send applications only. Please be sure to check with your partner/vendor organization for their program specific application deadlines.

- Spring 2019 – October 15th
- Summer 2019 – April 15th
- Fall 2019 – May 30th

COURSE PLANNING

The process of course planning will begin after you have selected your study abroad program. You will work with the Study Abroad coordinator to pick classes that work best with your Degree Completion Plan. It is always best to have an idea of what courses you would like to take prior to your Course Planning meeting.

This will ensure that all of the classes you take while Studying Abroad will go toward your graduation and keep you on track to graduate on time. You will also need to receive Registrar and Department approval to ensure you know how the transferring of your classes will work before you ever leave the States.

Course Selection

As you work with your Study Abroad Coordinator you will select several courses to take while abroad. (E.g. If you need a Cultural Studies Elective, you may decide to take Italian Culture 101 while studying abroad in Rome, Italy)

Each course selected will go through an approval process with an Academic Department and the Registrar.

We recommend that you pick programs that offer you variety in course selection. This is helpful in the case that a course/s are dropped, full or unavailable to you for any specific reason.

The recommended measure is to have 2-4 courses selected for summer programs and 6-8 courses selected for fall and spring Courses.

Course Approval Requests

Once you have worked with the Study Abroad Coordinator on selected courses. Your courses will be sent to the appropriate Academic Department for review. The Department will be determining if the classes taken at the Host University suffices the requirements needed to substitute for the course at the home University. This process can take 5-7 business days.

If the course is approved. You will be provided email confirmation from the Study Abroad Coordinator. We recommend saving the email approval (printing it or saving it as a document) for your records. The Study Abroad Coordinator will send in the emailed approval to the Registrar – Transfer Evaluation Office for final approval and processing. This process can take 7-10 business days.

Course Approval Processed

- Once your Course Approval is processed you will be provided a copy via pdf in an email.
- You will take this copy and upload it to your Liberty Application.
- Please keep a copy of your Course Approval for your records.

APPLICATION PROCESS

You will apply to both the partner organization and Liberty University for full approval to go abroad. For further reference please see the Study Abroad Checklist.

Partner Organization

We recommend that you have your advising meeting and your course planning and course selection meeting before applying to the partner organization.

You can begin your partner organization application after your courses have been approved by the Academic Partner.

Please be sure that when you apply to the partner organization you do so through the organizations website.

The organization will require particular recommendations and supplemental documents to be signed by the Study Abroad Coordinators or other staff members with LU Send. Please be sure to complete the required details to complete your partner organization.

LU Send Application

Your LU Send application is an approval process. You will be required to complete your application in order to be officially approved as a Study Abroad student.

Once your Course Approval has been processed by the Registrar, the Study Abroad Coordinator will enroll you into your LU Send Application.

We recommend beginning your LU Send application after you have been accepted by the partner organization.

ACADEMICS

Transferring Credit

Students who study abroad will take credit at a host University in the country they are studying in. The credits will be pre-approved through the course selection and approval process.

Credits will transfer back to the home university upon successful completion and passing grade in the course.

A transcript will be sent from the host university or partner organization to Liberty University. This process can take anywhere from 6-10weeks.

Once the transcript is received. The Transfer Evaluation Office will process the transcript and the courses taken. They will apply the credit to the proper places (identified by the course approval on file).

Grades

Courses will transfer back into the host University as pass or fail. Courses taken will satisfy credit requirement.

Breaking Enrollment

Students break enrollment when they leave the university during the academic school year and are not full-time students taking courses toward their degree. Students can avoid breaking enrollment at Liberty University by studying abroad with an approved study abroad program, finalizing a course approval (approved study abroad courses), and completing a consortium agreement.

FINANCES

“How much does this whole going abroad thing cost?!” We hope this next section answers the ‘money questions’ that I’m sure you’ve been pondering. This next section will cover everything from costs, scholarships and how to make payments.

Costs

When you go abroad you will not be charged Liberty tuition for your semester overseas, you will be charged the price of the host organization or school that you choose.

The vendor/partner organization will bill Liberty University for your semester overseas (which usually includes tuition, room and board, educational excursions, and some meals).

This all means that the cost of your study abroad term will vary depending on the country and partner organization. A study abroad term is less expensive than a Liberty University semester, and some are more expensive.

Study Abroad Fee

Every student that goes abroad with Liberty will pay a study abroad fee. The fee will be added to their study abroad term costs.

This one-time fee covers: International Health and Travel Insurance while overseas, Alert Traveler and your Pre-Departure Training. Below is the breakdown of the fee:

- \$1200 – Semester Study Abroad
- \$600 – Summer Study Abroad
- \$250 – Semester Internship
- \$125 – Summer Internship

Billing and Payments

Your study abroad bill will be emailed to LU Send by the partner organization. The Study Abroad coordinator will work with Registrar and Student Accounts to have your bill reviewed and place on your Liberty Student Account (ASSIST Account). Your bill should reflect the program costs and your study abroad fee.

Students going abroad will not pay the partner organization directly for their program costs and the study abroad fee. However, students may be required to pay the partner organization directly for:

- Application Fees
- Deposits (Commitment, Housing, Meal Plan, etc.)
- Additional Excursions
- Airfare

Paying towards your study abroad bill begins with completing Financial Check-In. Once you have completed FCI, you will be prompted to make one full payment; please note, you are not required to make one full payment. To setup a payment plan, please contact Student Accounts and notify them that you are studying abroad, Student Accounts will work with you to set up a custom payment plan for you.

Please note that often times that LU Send will not receive a student's bill until after Liberty's FCI. In this case a student will not be penalized for late FCI. If for any reason you have been charged a late fee for FCI because of a bill sent to Liberty after the FCI deadline, please contact your study abroad coordinator.

Consortium Agreement

A consortium agreement is a document that students going abroad will be provided by Financial Aid to complete. The agreement allows students with Federal Aid, Scholarships and Loans to allocate those funds towards their study abroad costs.

The consortium agreement is completed in conjunction with your final (approved and process) course approval form.

You will work with Financial Aid to complete and sign your consortium agreement form. A copy will be provided to you for your record. You will be asked to upload a copy to your Liberty Study abroad application.

If you are not using any financial aid (loans, grants or scholarships) you are not required to complete a consortium agreement. However, we recommend completing one, and keeping it on record as a measure of precaution.

Scholarships, Grants and Loans

Scholarships come in many varieties. We encourage that you seek out scholarships through the host university, study abroad partner program, and outside scholarships (from foundations and organizations). Institutional Aid (Liberty Scholarships) cannot be used toward your Study Abroad experience; unless, you study abroad with a LU Send signature program (Rome With Purpose or Living \$ Learning International)

Grants and loans can be used to study abroad. You will work with Financial Aid to complete your consortium agreement to have your scholarships, grants and loans applied to your study abroad semester. Once all applicable loans and financial aid have been applied, if there is any additional balance on your account, you are responsible for the remaining costs. Payments can be made through Financial Check-in (and payments if you set them up with Student Accounts).

POST-ACCEPTANCE CHECKLIST

- Complete all paper work for the partner organization
- Complete all materials and questionnaires in LU Send application
- Passport and Visa
 - Please be sure to follow all partner organization guidelines for visas
- Review insurance provided to you via Liberty
- Flight Information
- Consortium Agreement
- Alert Traveler – Itinerary
- Register with State Department – STEP
- Pre-Departure Meeting

INSURANCE

Students are required to have International Health & Travel insurance. The cost is included in the Study Abroad fee. Please review the insurance documents that explain your coverage and summary of benefits.

Insurance Documents

- [Travel Assistance Services](#)
- [Summary of Benefits: Students](#)
- [Summary of Benefits: Faculty & Staff](#)
- [Privacy Notice](#)
- [Class 1 Travel Certification](#)
- [Class 2 Travel Certification](#)
- [How to File a Claim](#)
- [Claim Form](#)

DOCUMENTATION

Passports

If you are studying abroad, you are required to obtain and have a valid passport to be accepted by Liberty to go abroad.

Please be advised that your passport should not have an expiration date within six months of your return date (i.e. if you return from interning abroad January 1st 2018, your passport must have expiration date of June 2, 2018 or later).

Visas

If you are studying abroad, you may be required to obtain a Visa for the destination country.

You are responsible for inquiring with Liberty and your Partner organization about applying for and obtaining a Visa. You are responsible for knowing the parameters of your visa including the expiration date.

If you are participating in another study abroad program, you may need to apply for a different type of visa or renew your visa. You are responsible for keeping your Visa (or copy, depending on country host recommendations) on your person at all times during your stay in country.

HEALTH

Travel Clinic is a service for all students who need travel-related counseling, immunizations or prescriptions, regardless of whether the trip is for academic or personal reasons. We are pleased to offer students up-to-date and personalized travel-related medical care. We are staffed by a team of professionals dedicated to your health and safety while learning, exploring, and visiting abroad. Travel clinic is ideal for travel to low and medium resource destinations where there is greater medical risk associated with travel. In general, a travel clinic appointment is not necessary for travel to high resource locations, such as Western Europe, Australia and New Zealand. However, physicals for study abroad programs to any location are available.

Health recommendations change frequently for travel to specific areas. To ensure that all students receive the appropriate medical care, a Travel Clinic appointment is required for any student requesting travel-related prescriptions or immunizations, even if the student has previously had travel counseling at Student Health or with an outside medical provider.

All appointments for travel should be scheduled as early as possible in the travel planning process. This ensures ample time for appointment scheduling and more importantly, for travel vaccines to take effect prior to departure. Travel clinic appointments for counseling and for physicals are offered at specified times during the week.

Immunizations and Vaccines

Please be sure to check the Center for Disease Control website for any required Immunizations or Vaccines that may be required for your anticipated country of travel.

[Center for Disease Control: Immunizations & Vaccines](#)

Medical Kit

- Have medication in original prescription bottles
- First aid kit
- Keep items in your carry on

[TSA: Medication Stipulations](#)

Jet Lag

Jet lag is extreme tiredness, fatigue, and other physical effects felt after a long flight across several time zones. Please see the resources below to learn more about Jet lag and how best to combat it while also adjusting to your location abroad.

[Center for Disease Control: Jet Lag Information](#)

SAFETY

Before You Go

- Your preparations will depend upon your destination and the trip's length and purpose.
- Inform others of your itinerary.
- Know the local laws and customs (a working knowledge of local language is most helpful)
- Register your travel with the Department of State (STEP Program)
- Check health and immunization information with Center for Disease Control and World Health Organization.
- Establish a point of contact for your family.
- Keep all medications in their original container & pack in carry-on luggage.
- Make copies of your passport and other important documents (keep a copy on your person at all times)
- Consider making a will and copies of a Power of Attorney.

Avoiding Trouble While Abroad

- Study your surroundings, stay focused on your task and communicate your plans regularly with a trusted friend.
- Crime is the biggest threat facing travelers so use good judgment, use the hotel safe and be wary of potential ploys.
- Walk toward traffic, do not wear clothing that identifies you as an American and, whenever possible, travel in groups.
- Avoid set patterns, carry a phone with a fully charged battery and show self-confidence but never put yourself at risk to protect your property.
- Strongly consider taking a self-defense course before traveling.
- If you need directions or help, ask police or a hotel concierge. Go with friends and watch out for one another. Never leave a drink unattended.

STS – Short Tenable Statement

Memorize a short description of your trip’s academic purpose to ensure you have a valid reason for temporary travel anywhere in country. It must be a brief truthful statement, not inflammatory, but be consistent. Thus, it should be short and to the point.

Itinerary Record

This section of your application is available once your LU Send application has been accepted and you have committed. You are required to enter in any additional trips while abroad by clicking add new itinerary record. For more details please see the Learning Content within your LU Send application.

Incident Reports

When going abroad you are provided access to report all incidents in your LU Send application. The incident report is provided to report any incident that directly affects you or an incident that you observe. For more details please see the Learning Content within your LU Send application.

Alert Traveler

Overview

AlertTraveler features an app for iOS and Android devices and utilizes GPS and the itineraries that are already stored in your application itinerary. AlertTraveler provides travelers with country and city intelligence, safety and security alerts, and an instant check-in option. University administrators (LUPD and LU Send) have access to AlertTraveler through a plug-in to their Terra Dotta software. They have the ability to view alerts, view and act on impacted travelers, and issue check-in requests. Administrators also have access to country and city intelligence.

Purpose

AlertTraveler has been purchased and provided to every student traveling as an independent study abroad and international internship student. The system is a travel, health, safety and risk management and mitigation tool implemented by Liberty University. All students are required to activate, subscribe and utilize AlertTraveler on their cellular device while abroad.

Important Note

AlertTraveler is only managed by approved University Administrators for the purpose of travel, health, safety and risk management and mitigation. This resource is vital in the universities responsibility for safety of all Liberty students, staff and faculty that go abroad.

POLICIES

If you are completing a Study Abroad program, you are required to adhere to the [Liberty Way - Student Honor Code](#). You will be required to review and sign the Participation Agreement Form and Assumption of Risk within your LU Send Application.

- Remember that I am a guest working at the invitation of our hosts.
- Remember that I have come to learn, not to teach. I may run across procedures that I feel are inefficient, or attitudes that I find closed minded. I'll resist the temptation to inform our hosts about, "How I do things..." I'll be open to learning other people's methods and ideas.
- Respect the host's view of Christianity. I realize that our team is there for just a short while but our hosts are there for the long term. I will respect their knowledge, insight, and instructions.
- Refrain from negative political comments or hostile discussions concerning our host country's politics as well as the United States' politics.
- Remember not to be exclusive in my relationships. I will make every effort to interact with all members of my team.
- Refrain from any activity that could be construed as romantic interest toward a national. I realize certain activities that may seem normal in my own culture may appear inappropriate in others.

Assumption of Risk

In order to participate on a trip, I agree to the terms below and assume all risks associated with my participation on this trip, including those specifically identified below:

PARTICIPATION ON THIS TEAM HAS CERTAIN INHERENT RISKS WHICH MAY AFFECT ME, INCLUDING, BUT NOT LIMITED TO, PROPERTY DAMAGE OR LOSS, TEMPORARY OR PERMANENT BODILY INJURY, SICKNESS, DISEASE, AND EVEN DEATH. Specific risks that may be involved with participating include but are not limited to: unfamiliarity with the territory, difficulty adjusting to environmental changes, language barriers, being separated from the group, unwanted contact with others, physical harm caused by other people, whether on the Team or not, harassment (including sexual harassment), embarrassment, and emotional distress. I understand that the dangers and risks of participation on the Team may impair my future ability to earn a living, to engage in business, social and recreational activities, and to generally enjoy life.

- **Risks Associated with Travel:** Participating on this Team involves traveling. Traveling has inherent risks. Specific risks involved with traveling include: getting lost or separated from the Team or Team leaders, contraction of communicable diseases, accidents, collision with other vehicles, whiplash, fires, explosions, defects in the vehicle or its equipment, blown out tires, derailments, overturning, breakdowns, running out of fuel, delays and being stranded, hazardous weather conditions, natural disasters, political unrest, kidnapping, criminal activity, terrorist activity, and conditions of locations not under the control of Liberty University.
 - **Additional Risks Involving Air Travel:** Traveling by aircraft has inherent risks. Including the risks identified above, traveling by aircraft has specific risks, including, but not limited to: collision with other aircraft, aircraft contact or collision with objects such as trees, buildings, towers, poles, wires and animals, defects in the aircraft or its equipment, hard or rough landings, turbulence, environmental conditions (including weather), slipping and falling while boarding, aboard the aircraft or on the ground, flight preparation errors or omissions by the pilot or crew, and illness, malady or other medical conditions resulting from or worsened by air travel.
 - **Additional Risks Involving International Travel:** Traveling internationally has inherent risks. Including the risks identified above, traveling internationally has specific risks, including, but not limited to: lack of access to suitable healthcare, food or beverage contamination, public health problems, contraction of untreatable diseases, unsafe local transportation and lack of facilities meeting United States disability access standards.
- **Risks Associated with Activities:** Participating on this Team involves activities that may be hazardous. These activities may include, but are not limited to, hiking, rafting, manual labor, skiing, snowboarding, and other recreational activities (“Activities”). Such Activities have certain and inherent risks which cannot be eliminated regardless of the care taken to avoid these risks. Specific risk that may be involved with these Activities include, but are not limited to: unwanted contact with others, negligence of others, changing environmental conditions (including dangerous and changing weather conditions), variations in terrain, slipping, tripping, falling, unhealthy sun exposure, drowning, animal and insect bites, physical exertion, difficulty walking in ski or snowboarding boots, loss of control, collisions with stationary objects like trees, equipment/tool failures, and my individual susceptibility to harm or injury (whether known or unknown to me).

- **Participants with Disabilities:** Liberty University makes reasonable accommodations for students with disabilities who are otherwise qualified to participate in its activities and Teams. However, the “Americans with Disabilities Act” does not govern accessibility standards in other countries. Liberty University does not discriminate on the basis of disability for participation in international trips but is not responsible for assuring accessibility in international locations and cannot guarantee that accommodations will be available. In order to address this concern, Liberty University policy requires students with special needs who have been accepted onto the Team and who require accommodation to self-identify their need for such an accommodation. The Director of Disability Services will speak with the student, sponsoring faculty and Team representative to determine whether and to what extent the student’s needs can be accommodated. The self-identified student may also provide documentation of disability-related expenses for the Team’s period of travel to the Financial Aid Office, which may, upon review, increase financial aid eligibility.
- **Third Party Actions; Personal Travel and Activities:** I acknowledge and agree that Liberty University has not assumed the duty to act as a common carrier and is not responsible for the actions of any other persons, companies, or other entities that provide transportation, housing, food, medical care, or any other services to me while participating on this Team. I also acknowledge that if I do any personal travel or participate in personal activities outside of the Team travel and Team Activities, I do so at my own risk and at my own discretion.
- **Medical Fitness & Treatment Acknowledgement:** I agree that I am in sufficiently good health to participate on this Team and that I am free from any medical condition, physical or mental, that could interfere with my ability to participate in Team Activities or that could be worsened by participating in those activities or that could endanger my health or safety or the health or safety of other participants. If I require emergency medical treatment as a result of accident or illness arising while participating in Team Activities, I consent to such treatment. I further give Liberty University and/or its representative on the Team authority to request medical and/or hospital treatment for my benefit in the event of any injury or sickness sustained by me while participating on this Team. I understand that Liberty University will purchase basic travel medical insurance for me, and that this insurance will cover some of the risks outlined above, but may not cover all of them, for the duration of the Team trip plus ten additional days beyond the Team trip. I acknowledge that the coverage documents are available to me upon request, and that I am able to obtain any additional or supplemental insurance if I desire.

- **Governing Law; Forum Selection:** This agreement will be governed by Virginia law. Any legal action arising out of or relating to this agreement must be brought in a court sitting in Lynchburg, VA. Indemnification: I agree to indemnify, defend, and hold harmless Liberty University and its entities' officers and employees from any liability for injuries and property damage caused in any way by me while participating on this Team. Photography Consent: I hereby grant Liberty University consent to use any photograph/likeness or video of me participating on the Team for marketing purposes.

PRE-DEPARTURE TRAINING

Pre-Departure Trainings are mandatory comprehensive training held twice a year, typically, before exams in both the fall and Spring Semester. Training will include the following sessions:

- Risk Management
- Health and Travel Safety
- Alert Traveler
- Insurance
- Cultural Intelligence
- Spiritual Warfare
- Culture Shock

WHILE ABROAD CHECKLIST

- Provide all necessary information to family or friends: emergency information, location, contact information for yourself and organization you are working with.
- Call Home upon Arrival.
- Telephones: Check with your phone provider about international plans, and decide what you are going to utilize while abroad.
- Budget: Remember to pay attention to living costs in your host country and plan accordingly.
- Email: Continue to check your Liberty University email while you are abroad.
- Ensure registration periods for upcoming semesters are noted and completed in a timely fashion. Life abroad is busy and exciting but you will be returning and you need to prepare for your semester following your abroad experience.

LIFE ON MISSION WHILE ABROAD:

Studies tend to consume the mind of most students causing a variety of angst, worry, tension, and stress. It doesn't take long to think about our career after college, summer after our internship, or our future to set us on a path towards striving. Yet – if you were to take a moment, even take a breath to look around, you might see the beauty of God's world. One could enjoy the creation set before us and even see the immense need that people have in the world. At Liberty University it is our goal to take our academics seriously; to honor God in all we do, but not at the cost of consuming our every moment and mindset. We want students to steward their talents and skills by being the best student they can be, but we hope that every student who goes abroad engages with the world while studying. That way they can both learn about their craft while using it to touch people's lives. Being missional is not about setting aside your degree, rather it is a heart posture and perspective of intentionally engaging with a lost, hurting, broken, and needy world. Regardless of the need, we seek to equip our students to be the influence that can change someone's life. That way an international internship or study abroad becomes a part of the Great Commission rather than taking away from it. Students will learn beyond the text to understand the context of the locations they are studying in. They will go beyond classroom discussion to talk with international locals who might have a difference of opinion, and they will be challenged to put their faith into action by experiencing a multiplicity of beliefs and faiths. Living missional can be done anywhere, by any one, with any degree focus – it all depends on their willingness to engage. Trust me – it will change your life!

-Seth Hicks (LU Serve)

FREQUENTLY ASKED QUESTIONS (FAQ)

I have International coverage through my Parents/Partner Program, do I have to have/pay for Liberty Insurance?

Yes. Students are required to have International Health & Travel insurance through Liberty University. When students go abroad they will purchase International Health and Travel insurance with their study abroad/international internship fee. Liberty University has mandated that all students that travel through LU Send are required to obtain International Health and Travel insurance.

How do I purchase International Health and Travel Insurance?

International Health and Travel Insurance is purchased by your Study Abroad/International Internship Coordinator once you have been approved by LU Send.

What does the study abroad/ international internship fee cover?

- AlertTraveler
- Cultural Intelligence Training
- International Health and Travel Insurance
- Pre-Departure Training

Can I use my Liberty Scholarships?

Study Abroad students can only use Liberty given Scholarships if they are participating in one of the Signature Programs.

- Living and Learning International
- Rome with Purpose

International Internship Students may use Liberty given Scholarships towards their Liberty tuition costs if they are participating in one of the Partner Programs.

Can I go abroad if I am graduating that semester?

Students are not advised to study abroad or complete an international internship during their final semester (if possible).

- Transcripts are not received from the host university until 6-8 weeks after completing your study abroad program. This could delay the conferring of your degree.
- Study abroad program dates vary and the end date may not be until after Liberty's Commencement.
- Often times a student's Degree Completion Plan requirements do not allow students to study abroad during their final semester.

*If you feel that your final semester is the ideal time for you to pursue an opportunity abroad, the possibility can be discussed with your Study Abroad/international Internship Coordinator on a case by case basis.

How much does studying abroad/international internships cost?

Study Abroad/International internship programs vary in cost. Price depends on Partner Program fees, location, in-country cost of living, etc. For more details on program cost please contact your Study Abroad/International Internship Coordinator.

Can I study or intern abroad if I am an online student?

Yes. We encourage online students to participate in Study Abroad/International Internship Programs. Your Peer Advisor and Coordinator will work with you via email and phone to guide you through the Advising and Application Process.

What countries are not approved by Liberty? How can I find this information?

Liberty receives a list of countries that require approval every three months. Please contact the Study Abroad Coordinator or International Internship Coordinator if you have questions concerning a specific country.

Do I pay Liberty or my Partner Program organization?

Students will pay Liberty University for the majority of their Partner Program cost. Liberty University has a direct bill agreement with all Partner Programs. Please keep in mind that the students will not pay Liberty for the Partner Program application fee or housing deposits; these fees are paid directly to the partner program. ***For more information please see page 16.***

When can I complete Financial Check-In?

Financial Check-in is available for you to complete once the Partner Program has sent your invoice to LU Send. Your Coordinator will update your Student Account with the fees for your program abroad. Please note that invoices are generally sent 30-60 days prior to program start dates. If your invoice is received after Financial Check-in deadlines please work with your Coordinator to appeal late check-in fees.

If I decide to cancel my study abroad program before I go, can I receive a refund for money already paid?

Refunds are generally not provided to students for money already paid to the Partner Program and Liberty University. If a student cancels their program prior to the start date they are issued a cancellation invoice from the Partner Program. If a student cancels their program after the LU Send participation fee has been added to their account, they are still responsible for paying this fee.

Is it possible to go abroad for multiple semester/terms?

Yes, it is possible for students to study/intern abroad for multiple semesters/terms. Students can go abroad consecutive or non-consecutive semesters. Please note any student that study abroad cannot take more than half of the credits required for their major or minor at a host university.

Can family members visit me while I am abroad?

Absolutely! We encourage family members to support students while abroad. This is a great way to share your experiences in a unique way.

Can I travel outside of my program location while I am abroad?

Yes. Students who travel outside their program location are required to update their itinerary record in their LU Send application portal. There is a list of countries that require pre-approval from LU Send, Risk Management, and LUPD. If you are uncertain of which countries require approval, please contact your Coordinator.

How do classes transfer back to Liberty?

Students who study abroad will take courses at a host university. Courses are pre-approved by working with the Study Abroad Coordinator. Courses will transfer back into Liberty after successfully completing the program. Courses come back as pass or fail. ***For more information please see 14.***