Any student who suffers a serious illness or accident and needs to leave American University and an AU program hosted abroad before completion may face not only the loss of time invested in studies, but also a substantial financial loss including tuition and relevant living expenses.

A.W.G. Dewar, Inc. offers "The Tuition Refund Plan" underwritten by Employers' Fire Insurance Company, one of the member companies of OneBeacon Insurance Group, Boston, MA for A.W.G. Dewar, Inc., dba Dewar Insurance Services, Four Batterymarch Park, Quincy, MA 02169. The Tuition Refund Plan is the Service Mark of A.W.G. Dewar, Inc. This elective insurance provides coverage for tuition, room, board, and activity fee charges if a student must withdraw from school because of a serious illness or accident. Please read the coverage section and consider the advantages of enrolling. Dewar Insurance Services must receive the insurance premium before any scheduled classes begin. If you have any questions, please call DEWAR directly at (617) 774-1555.

A sudden illness prior to departure or a family emergency may result in a participant needing to cancel their travel abroad. Airline regulations regarding refunds in such circumstances tend not to be very favorable to the traveler. AU recommends that all travelers purchase trip insurance to insure them against this potential loss. Participants should contact their travel agency for more information.

Certain Homeowners Insurance may cover loss or theft of property abroad, such as a cameras or laptop computers. Participants should contact their insurance company for more information.

All AU international travelers are required to 4 Tm[(underw9/ O)-3(R)4(A)-10(U T)-5(R)4((Io)-10(s

Faculty/Staff Advisor Agreement
Faculty/Staff Advisor Consent and Release

AU Abroad Consent and Release
Additional Waiver for Countries under State Dept. Travel Warning
FERPA release

Individual travelers should be mindful that they should not make any commitments on behalf of AU to any educational institutions abroad. In particular, they should be aware of the following:

All dealings with institutions abroad must be centrally coordinated at AU to manage requests and commitments. Individuals should make no commitments themselves, and should document all such requests on their return with their academic unit at AU.
All international relationships will need to be budgeted.
All international relationships will need to be legislated by contractual agreements before they can be put into effect.

Program orientation begins when participants first encounter published information about the program. Because of this, and because all program materials and presentations can constitute contractual agreements, all distributed information about the program must be clear and accurate.

AU requires pre-departure meetings to be held prior to the program departure date. The meeting should address all key issues related to the program. Topics to be covered should include but not limited to:
course outline(s)

Accompanying family members or companions, if not enrolled as full-time program participants, are not considered in any way to be participants in the program or representatives of AU or its affiliates. Accordingly, the following issues must be considered prior to the program:

: no reimbursements can be made by AU for any costs incurred on behalf of family members/companions. Careful records must be maintained to ensure separation of family members/companions. Any additional costs due to stopovers, route changes or modes of transport for the convenience of the family members/companions will be borne in full by the program leader.

family members/companions will not be on the program participant list, and therefore will not receive program mailings nor be invited to the program orientations. Program leaders are responsible for ensuring that family members/companions are adequately prepared.

: family members/companions, although not program participants, are expected to abide by all program policies and restrictions that are imposed for safety reasons. Their involvement in any group activities may at any time be prohibited by AU as necessary.

: children under the age of 18 must be under the supervision of his/her parent or guardian, other than the program leader. At no time should a program participant be asked to care for or supervise a child of the program leader.

: family members may only attend classes or excursions on a space-available basis, and with the permission of the instructor and of AU. All relevant fees or expenses must be paid by the family member/companion.

: family members/companions may not have any official duties (chaperone, driver, assistant, etc.) unless they are contracted separately with AU for that purpose.

All AU travelers and AU-sponsored program participants must be policies regarding alcohol use apply while they are abroad [see Appendix 1 for links to

regulations of the host country. All participants will be held strictly responsible for their behavior and their actions. Group leaders must be aware that their behavior will be an example to the participants and will set the tone for the entire group.
At both pre-departure and on-site orientations, participants should be educated about legally and culturally appropriate behavior regarding alcohol, and of the consequences of inappropriate behavior.

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Group leaders should take reasonable and prudent mha5seasureha5ss to provide for the safety and well being of program participants. While it is impossible to plan for all contingencies, AU must provide for the safety and well-being of it program participants in a conistent and predictable way. Adminitrators also neeha5sd to take reasonable and prudent

http://www.american.edu/finance/rmehs/upload/InternationalTravelPolicy.pdf

http://www1.finance.american.edu/ap/policystatement.html#TravelPolicy

http://www.american.edu/academic.depts/cas/katzen/docs/UniversityAlcoholPolicy.pdf

http://www1.american.edu/ocl/vp/documents/student.conduct.code.pdf

http://www.american.edu/academics/integrity/code.htm

http://www.american.edu/handbook/