

# UNIVERSITY CENTER FOR INTERNATIONAL EDUCATION

## EDUCATION ABROAD ADVISORY COMMITTEE

**New Policy Approved on January 17, 2008**

### **Policy for family Members Accompanying Students on Ambassador Programs**

Family members who wish to accompany students on an Ambassador Program must meet all the eligibility requirements for the program, enroll in the program, pay all the program fees, actively participate in the program, and register for all associated program course work.

Children or minor relatives of students are not permitted to accompany the student on the Ambassador program.

Under very special circumstances, exemptions to this policy may be permitted solely at the discretion University Center for International Education (UCIE). Requests for an exemption to the policy must be made in writing, with clear justifications for the request. Again, the decision to honor the request rests solely and completely with the UCIE.

- **If the UCIE allows an exemption, the following criteria must ne met:**
  - The student`s choice to include children or minor relatives does not obligate the university to provide international health or accident benefits to those family members. The student will have to provide proof to UCIE that these items are in force for the minor during international travel.
  - Any costs incurred during the course of travel are the sole responsibility of the student and all arrangements/payments for travel must be made by the student, not UCIE.
  - The presence of children should not interfere with the student`s responsibility to the program. If the students travels with a minor for whom the student is responsible, a legally responsible adult outside of the program must be available on site at all the times and the minor must not participate in any part of the program, including the field trips or group travels.

- **Policy for Family Members Accompanying Faculty Advisors on Ambassador programs**

To maintain the academic, cultural, and logistical integrity of Ambassador Programs, faculty is discouraged from allowing family members, especially minor children, to accompany them on a program. Because the ambassador programs vary greatly depending on focus, location, length of stay, and purpose, faculty advisors must carefully consider the impact on their programs of allowing family members to join them.

Under no circumstances will Wright State University or the University Center for International Education subsidize any travel expenses related to an accompanying family member, unless the family member is an official faculty advisor for the program. All expenses for accompanying family members must be paid with private funds.

**If faculty advisors wish to bring family members with them, they must:**

- 1) Make the request to UCIE in writing as part of the program proposal. UCIE will consider the request and make the final determination. If the request is denied, UCIE may ask the faculty advisor to resubmit the proposal (if the proposal would otherwise be accepted) without the request for accompanying family members.
- 2) Disclose this information in the entire program promotional materials before any student deposits have been received.

**If the UCIE approves the request, the following criteria must be met:**

- The presence of family members should not interfere with the family Advisors duties or be a part of the official program.
- If the faculty advisors travels with a minor for whom the FA is responsible, a legally responsible adult outside of the program must be available onsite at all times and the minor must not participate in any part of the program.
- The faculty advisors choice to include family members does not obligate the university to provide international health or accident benefits to those family members. The faculty Advisor will have to provide proof to UCIE that these items are in force for the family members during the term of the program. Any costs incurred during the course of travel are the sole responsibility of the family member and all arrangements/payments for travel must be made by the family member, not UCIE.