

# **STUDY ABROAD GUIDELINES**

## **NIAGARA COUNTY COMMUNITY COLLEGE**



### **POLICY AND PROCEDURES MANUAL**

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# NCCC STUDY ABROAD PROGRAM

## PROGRAM DESCRIPTION

The Study Abroad Program at Niagara County Community College has been developed to provide eligible students significant learning and living experiences abroad that can diversify and enrich the quality and relevance of their education. There is an imperative need for this international dimension to higher education in order to prepare students to develop skills so that they are capable of meeting the contemporary global challenges. The interdependent nature of today's world community requires students to expand their horizon of knowledge about other countries and to develop proficiency in foreign languages.

Students come to us with many different objectives – some personal, some academic or professional. There are few common characteristics shared by students considering a study abroad experience. Some are independent and motivated; others require quite a bit of assistance and nurturing. The financial resources of students are usually a major concern and vary widely. Therefore, it's impossible for NCCC to offer a “one size fits all” study abroad program and must focus on offering an array of programs that satisfy their differing needs.

Study abroad program models stem from program duration, program type, and program administration. **Program duration** determines many of the characteristics of the basic study abroad program. With very few exceptions, study abroad programs are categorized as one of the following:

- Academic Year Program follow the institution academic calendar of the home institution or the host country.
- Semester Programs follow the academic calendar of the home institution or the host country.
- Summer Programs typically run 4-8 weeks in length and are based on the US academic calendar.
- Short-Term Programs are typically less than 4 weeks in length and generally are offered during the semester breaks or during spring break.

## Disseminating Program Information

Each campus Director of International Education is responsible for disseminating information about the approved overseas study programs administered by his or her campus and by other SUNY units as widely as possible among students on campus and to his or her counterparts throughout the SUNY system. This process will be facilitated by the Central Office of International Programs by completing and distributing information on all SUNY overseas study opportunities.

## Program Evaluation

Each overseas study program should be carefully evaluated each year by the sponsoring institution. The appropriate Faculty, the Program Director, and each participating student should be asked by the campus Director of International Education or other responsible official to evaluate the program at or near its conclusion. Students should be queried again six months to a year after their return. If resources permit, each program abroad should be assessed each semester by well-prepared evaluators, preferably not solely from the sponsoring department or campus. Consortium programs may share the responsibility and cost of evaluations and visitations.

## Use of SUNY's Name

The name of the State University of New York or any of its units may not be used in connection with any overseas academic or travel program without prior written approval of the Central Office of International Programs.

## OIP Reports

All students registered for overseas programs at the community college will be counted under that college for the OIP report "Enrollment in Overseas Academic Programs."

## STUDY ABROAD PROGRAM MISSION STATEMENT

The mission of the Study Abroad Program is to encourage access to high quality study abroad experiences by NCCC students whatever their academic discipline, personal interests, and financial resources. Through the sharing of experiences, we hope to foster the exchange of knowledge and understanding, to promote enlightened and responsible leadership, and to enhance our lives as citizens. Access to experiences such as these are essential to the excellence of higher education at NCCC.

## STUDY ABROAD CLUB & INTERNATIONAL STUDENT CLUB

There are currently two approved and active clubs recognized by Student Senate:

The mission of the Study Abroad Club is to encourage access to high quality education abroad experiences by NCCC students whatever their academic discipline, personal interests, and financial resources. Through the sharing of experiences, we hope to foster the exchange of knowledge and understanding, to promote enlightened and responsible leadership, and to enhance our lives as citizens. Access to experiences such as these are essential to the excellence of higher education at NCCC.

The International Student Club is a support group for our international students. This group plans cultural activities, guest speakers, and assists new foreign student with their cultural, academic and social adjustment. U.S.A. students are encouraged to join.

## Fund Raising

As a Club Activity for a specific experience(s) in a current year: Funds raised to support a specific education abroad experience or international club activity will follow the guidelines established by the Student Senate, Student Activities, and the College Association. All funds raised must be used in the current academic year. All students who participate in a education abroad experience become members of the Study Abroad Club. Each year the Study Abroad Club and International Student Club will request that any monies remaining in the Education Abroad Club and/or the International Student Club budget be direct-deposited into the Dr. Ernest and Clara Notar International Fund for future scholarship designated as endowment or to be used as discretionary funding in the coming year.

For Scholarship Development: Monies raised for the Dr. Ernest and Clara Notar International Fund will be deposited into the NCCC Foundation account. No monies will be used for current academic year expenses and will be added to the principle of the endowment. All fund-raising activities will be clearly identified to the public as being raised for student scholarship for the Notar fund. All fund-raising activities will be identified prior to the Foundation prior to their being announced to the public. Monies will be awarded as outlined in agreement between The College Association of Niagara County Community College and the NCCC Foundation Inc.

## INTERNATIONAL EDUCATION COMMITTEE

The International Education Committee meets monthly during the academic year (Fall and Spring semesters), and as needed through winter and summer sessions. The Committee is composed of representatives from the faculty (both teaching and non-teaching), administration and support staff. The Committee serves an advisory role to the Education Abroad Program, International Student Services, and also advocates for internationalizing the offerings to NCCC students whenever possible. The members of the International Education Committee frequently form sub-committees for such purposes as selecting students worthy of receiving scholarship monies for overseas study.

### INTERNATIONAL EDUCATIONAL TRAVEL PROGRAM

The following charts outline the steps in the proposal process. Please contact the Coordinator of the Education Abroad if you have any questions. Abbreviations: EVP = Executive Vice President & Dean of Academic Affairs; CEA = Coordinator of Education Abroad; IEC = International Education Committee

#### Student Travel

NCCC Foundation notifies EVP of available funding; EVP notifies CEA who notifies the IEC.

Student provides copy of Education Abroad application to Office of Academic Exploration/Education Abroad.

Student's financial aid eligibility is reviewed; student completes NCCC Foundation Scholarship Application (see next page).

IE Scholarship subcommittee interviews scholarship candidates & makes recommendations to IEC. IEC makes recommendations to EVP.

EVP notifies NCCC Foundation of IEC's Scholarship Recipients. Student is notified by CEA of IE Scholarship Award upon confirmation from EVP.

#### International Recruitment

NCCC Foundation notifies EVP of available funding; EVP notifies CEA who notifies the IEC.

IE Scholarship subcommittee reviews scholarship applications & makes recommendations to IEC.

IEC makes recommendations to EVP.

EVP notifies NCCC Foundation of IEC's Scholarship Recipients

Student is notified by CEA of IE Scholarship Award upon confirmation from EVP.

#### Faculty/Student Group Study

NCCC Foundation notifies EVP of available funding; EVP notifies CEA who notifies the IEC.

Travel proposal & Field Trip Forms submitted to Academic Exploration/Education Abroad by

- ◆ Summer Semester: December 1
- ◆ Fall Semester: December 1
- ◆ Winter Recess: August 1
- ◆ Spring Semester: August 1
- ◆ Spring Recess: August 1

Travel proposal forwarded to EVP for decision on funds available from travel budget; then returned to CEA to take to IEC for funding.

IEC subcommittee reviews proposal & makes recommendations to Committee.

IEC recommendations for funding are presented to the EVP for approval. Faculty member and/or student(s) are notified by CEA of IE Scholarship Award upon confirmation from EVP.

#### Faculty Individual Travel

NCCC Foundation notifies EVP of available funding; EVP notifies CEA who notifies the IEC.

Travel proposal submitted at least 8 weeks in advance to CEA.

Travel proposal forwarded to EVP. EVP reviews for funds available from travel budget; if full amount not available, travel proposal may be submitted to the IEC.

IE subcommittee reviews & makes recommendation to IEC.

Committee makes recommendation for funding to the EVP.

EVP notifies NCCC Foundation of IEC's Scholarship Recipients. Notification to faculty funding decision by EVP.

Faculty member is responsible for providing documentation of expenses for prepayment or receipts for reimbursement

## **CONTRACT APPROVAL PROCESS**

## FACULTY-LED EDUCATION ABROAD PROGRAMS: PROCESS FOR COURSE DEVELOPMENT AND APPROVAL AT NCCC

A course(s) determined to be academically meritorious of college credit, reflecting a study travel experience under the leadership of a faculty member from said division:

1. Faculty member(s) completes course syllabus outline using Special Topics;
2. The faculty member(s) then takes the proposal to the appropriate academic division for support. The course will be considered a *Special Topics* course for the first-time offered (Curriculum Committee guidelines allow a special topics course to be offered twice before taking official action). If the faculty member wishes to make the course a regularly-offered course, the faculty member will take the course through the established Curriculum Committee process.
3. The faculty member(s) completes the Faculty Group Travel proposal using data outlined in above section. This information outlines the program goals, costs, and course objectives. It establishes which academic department will sponsor the program for this given course. This document is drafted by the faculty member(s) and reviewed with the Education Abroad Coordinator to be presented to the International Education Committee for adoption. Faculty members are encouraged to discuss their proposal with their division chairperson before submitting the proposal form.
4. When the course is supported as a *Special Topics* courses by the academic division and adopted by the International Education Committee, the proposal will be submitted by the Education Abroad Coordinator to the Executive Vice President and Dean of Academic Affairs for approval.
5. Upon approval from the Executive Vice President and Dean of Academic Affairs, the Education Abroad Coordinator works with the academic division sponsoring the course and the Accounting Office to apply appropriate course supplement costs related to the travel experience.
6. Upon approval, course is added to Master Schedule of semester in which study travel is undertaken;
7. Registration of students is facilitated in the Academic Exploration/Education Abroad Office upon receipt of the permission of the instructor.
8. The appointment letter is generated by the Academic Affairs Office for the faculty member(s) with stipend parallel to contact hours indicated on syllabus, which is to be used as payment for instructional time before, during and following study travel.

The faculty member(s) agrees to

- Serve as the faculty coordinator during the registration of participants
- Promote the Education Abroad experience by offering information sessions
- Serve on the International Education Scholarship Committee
- Conduct pre-departure workshops
- Assist the Education Abroad Coordinator prepare students both academically and personally for the trip.
- Evaluate the students' learning outcomes and submit academic grade reports.

## FACULTY-LED PROGRAM PROPOSAL GUIDELINES

The following guidelines have been developed to assist you in writing the proposal and to cover the essential information that would help in determining the funding. Please attach a copy of the proposed syllabus and documentation that your division chairperson is in support of this project.

1. Title of the course/seminar/program and proposed special topics course number
2. Faculty Member(s) agreeing to serve as Faculty Program Coordinators
3. Description of proposal
  - Objectives of the proposed travel and how this is related to your discipline/employment responsibilities?
  - What would be covered/taught/experienced in this course/seminar/program?
  - Is it a credit or non-credit option program?
  - How is it going to impact the students and/or curriculum/department?
  - Description of the student selection process and projected number of students.
4. Suggested Itinerary
  - Length of time
  - Departure and arrival
  - Daily activities
5. Travel/stay arrangements for self and students
  - Independent air carrier/agency/organization/educational institution
  - Place of stay
  - Other
6. Summary of Costs
  - Program fee
  - Credit or non-credit fees
  - Health insurance/Medical evacuation insurance
  - Airfare
  - Ground transportation
  - Personal expenses
  - Residential accommodation
  - Other
7. Funding request for self and students
8. Time frame of travel report submission to Academic Affairs and the International Education Committee
9. Other



## FACULTY OR FACULTY-LED PROGRAM

### **International Travel Opportunities**

The International Education Committee welcomes faculty proposals for international travel. Proposals for Faculty/Student Group Travel and Faculty Individual Travel will be accepted according to the following calendar:

Summer Semester:	December 1
Fall Semester:	December 1
Winter Recess:	August 1
Spring Semester:	August 1
Spring Recess:	August 1

Faculty/Student Group Study is designed to provide a short-term study experience (7-21 days) with an NCCC Faculty member(s) whose knowledge and experience are associated with a particular foreign country and/or foreign city. Credit for Independent Study may be available for students depending on the nature of the study content.

### FACULTY INDIVIDUAL TRAVEL

International travel proposals must be submitted at least 8 weeks in advance of travel date. Individual Faculty Travel is designed to provide enrichment and relevance that is then transferred back to benefit the professional teaching/job description duties and ultimately to enrich classroom teaching and benefit students.

Travel proposals for Faculty/Student and Faculty Individual travel will be evaluated for funding

- by the Office of Academic Exploration/Academic Affairs for appropriateness and relevance.
- the International Education Committee for appropriateness, relevance, and to recommend a financial award

Proposals will be reviewed and funding will be based on:

- Relevance to professional employment responsibilities or job description at NCCC
- Relevance to student impact and/or curriculum/department benefits
- The amount of professional development funding previously awarded
- The balance of International Education budget available and the number of meritorious proposals received
- Availability of appropriate coverage of professional responsibilities during absence from campus

### FACULTY-LED STUDENT GROUP TRAVEL

Faculty developing study tours should follow the direction for course development and course approval outlined below.

## **STUDENTS PARTICIPATING IN OTHER PROGRAMS**

### **COURSE ASSIGNMENT FOR COURSES TAKEN AT OTHER INSTITUTIONS**

Each sponsoring study abroad program has their own way of accepting and registering students in their foreign partners' institutions. Because of this, the Coordinator of Study Abroad will register students as our students using the following process:

- When the student initially registers for the course, the Coordinator of Study Abroad will enter them using the "IED Study Abroad" course with the appropriate credit hour value. This course will stay on the student's record until the official transcript is received upon completion of the study abroad experience.
- When the IED registration is entered into the computer, the Coordinator of Study Abroad will provide a complete cost statement to the Director of Accounting who will enter the appropriate charges on the student's bill. When the student's account shows the required payment, the Director of Accounting will issue a check to the sponsoring institution to cover the program costs.
- Transcripts are generally received within 4-6 weeks after the student returns home. Therefore, the Coordinator of Study Abroad will assign "I" grades until the academic transcript is received from the sponsoring institution.
- Upon receipt of the academic transcript, the Coordinator of Study Abroad will identify the appropriate NCCC course electives and report this to the Registrar to update the student's academic record. Courses will appear as transfer credit on the academic transcript and will be used in calculating the student's hours earned, hours attempted, and grade point average for determining academic progress.

## PROCEDURES FOR THE OPERATION OF OVERSEAS ACADEMIC PROGRAMS BY THE STATE UNIVERSITY OF NEW YORK COMMUNITY COLLEGES

Recognizing that study outside one's own country is an effective educational experience and that community colleges have become increasingly engaged in sponsoring overseas academic programs, the State University of New York supports the development of high quality overseas study opportunities by community colleges. The primary goal is to enable qualified community college students to benefit from the unique educational resources of carefully selected overseas locations at the lowest feasible cost to participants and their institutions.

The State University recognizes that the community colleges are an integral part of the SUNY system and that their overseas programs must be designed to allow the easy flow of students and credits within the system. It also recognizes that the community colleges are governed and funded differently from state-operated campuses. In particular, it is recognized that community college budgets are enrollment-driven and, therefore, it is important that student registrations remain at the home campus. Nevertheless, the State University of New York has oversight responsibility for all of the academic programs of the community colleges including their overseas programs. Therefore, in order to achieve optimum benefit to participating campuses and students, and assure good relations with the institutions and host countries, overseas academic programs should be coordinated and must be well-planned and administered.

The overseas credit programs offered by the community colleges will generally be of two different types: 1) semester or year-long programs and 2) short term programs offered during the intercession, vacation periods or in the summer. Like the State-operated campuses, the community colleges are required to submit for Central Administration review and approval proposals for all study abroad programs outside the 50 states of the USA for which credit is given. Details of this process were set down in an October 27, 1975 memorandum from the Office of International Programs.

The following basic procedures will clarify existing guidelines and help to facilitate the coordination of the community college overseas programs with those of the other SUNY campuses.

### Semester and Year-long Programs

Semester and yearlong overseas programs may be offered by any community college independently, jointly, or through consortia outside the SUNY system. Since this type of program involves a more extended stay abroad, and the home campus is more likely to use faculty from a non-U.S. campus, a more detailed program registration procedure must be used than for ad hoc short-term programs. Details may be obtained from the SUNY Central Office of International Programs.

**SUNY/Campus Programs** – An overseas academic program may be planned and administered by an individual community college or by a group of such colleges. The concept and formal proposal for the program should be developed in close cooperation with chief academic officers, appropriate faculty and/or faculty committee, the Director(s) of International Education of the sponsoring campus(es), and with the Central Office of International Programs. Planning should begin at least one year in advance. At least six months prior to the expected beginning date of the program, the final proposal, approved by the appropriate college officer(s), should be submitted to the Central Office of International Programs for review and approval with a copy also sent to the Office for Community Colleges. Its academic content, arrangements for instruction and supervision, budget, logistics, and other details will be examined.

**Consortium Programs** – When a program is planned and operated by two or more colleges, policies, procedures, and arrangements for sharing costs and responsibilities should be

determined by a consortium committee. The actual operation of the program should be determined by the consortium.

Should a community college belong to a non-SUNY, national or regional, consortium approved by the college administration, that institution may sponsor or co-sponsor approved academic programs and issue appropriate academic credit(s) for student participation. If these programs are offered to other SUNY colleges, the SUNY community college is considered a program sponsor, and full approval by the Central Office of International Programs is required. A SUNY community college may also register its own students in a consortium program sponsored by a non-SUNY member of the consortium. Programs such as these do not require Central Office approval.

### Short-term Programs

Short-term programs are generally less than a month in duration and constitute less than a semester of academic credit (12 credit hours). Typically, these courses are offered during intercession, vacation breaks, and the summer. The most typical pattern would be a professor from the home campus taking a group of his/her students overseas for study in a particular subject area. These courses are often conducted on an ad hoc basis and offered only once or twice. In this case registration and approval by the Central Office of International Programs is not necessary. When the course(s) is offered on a regular basis and includes students from other SUNY units, then approval must be obtained. Approval for these programs should be submitted subsequent to their regular on-campus approval no later than three months prior to their initiation.

### Cross-enrollment

For SUNY community college students enrolling in programs sponsored by SUNY state-operated institutions, the following procedures apply:

- Students will continue their enrollment at their home campus, paying tuition and the overseas program fees as established by the SUNY-sponsoring institution. Financial aid will be processed by the campus where the student is matriculated (home campus).
- The community college will collect and forward all program fee(s) as established and billed by the SUNY state-operated campus sponsoring the program. The SUNY community college will retain the registration and the FTE. The community college student may be identified as a "Visiting Student" by the sponsoring state-operated SUNY campus
- Upon completion of the overseas study program, a transcript showing the credits earned by the student will be sent to the administering campus to the Director of International Education of the student's home (community college) campus for transmittal to the Registrar and the student.
- For students from a state-operated campus enrolling in a program sponsored by a SUNY community college, either independently or through a consortium, the following procedures apply:
  - The student will register at the community college, paying the appropriate tuition and program fees directly to the community college. Students may be required to apply for a "leave of absence" from their home campus.
  - If the student is using financial aid, (s)he will obtain a Financial Aid Consortium Agreement from the home campus. The home campus will process the application and will forward required payments to the community college in accordance with a pre-determined agreement indicating the amount due for program participation.
  - Upon completion of the overseas study program, a grade report showing the credits earned by the student will be sent to both the student and the Director of International Education at the student's home campus. The student may also request that an official copy of the transcript be sent to his/her home institution through the normal process.

- Financial Aid to Participants – Since students participating in overseas study programs continue as matriculated students at their home campuses, they are entitled to financial aid as exception of aid granted under the Tuition Assistance Program (TAP), is to be processed by the home campus. The college where the student is registered will process TAP. Where TAP has already been applied for, students are to file the Change of Institution form for the appropriate semester (s) that they will be enrolled at another SUNY Campus with the Higher Education Services Corporation, Albany, NY.

### Supervision Abroad

In order to maintain the desired level of academic excellence and adequate advisory services for participating students, appropriate supervision should be provided for group study programs abroad. Supervision should be carefully planned in accordance with the needs of the program and must have the approval of the sponsoring SUNY campus. Supervisory patterns for community college programs may include the use of: (a) a resident faculty member in charge of the program; (b) a qualified person employed abroad; (c) supervisory resources of the host institution when they are available; and (d) other feasible patterns approved by the sponsoring campus and the host institution abroad. All supervisory personnel must be carefully selected and trained to fulfill the desired functions satisfactorily.

## **EMERGENCY CONTACT PROCESS**

## EDUCATION ABROAD SCHOLARSHIP PROGRAM

The mission of the Education Abroad Program is to encourage access to high quality Education Abroad experiences by NCCC students whatever their academic discipline, personal interests, and financial resources. Through the sharing of experiences, we hope to foster the exchange of knowledge and understanding, to promote enlightened and responsible leadership, and to enhance our lives as citizens. Access to experiences such as these are essential to the excellence of higher education at NCCC.

### DR. ERNEST AND CLARA NOTAR INTERNATIONAL FUND – EDUCATION ABROAD SCHOLARSHIP

A fund established by the late NCCC President Dr. Ernest Notar and his wife Clara to sponsor foreign exchanges and provide opportunities to expand cultural horizons.

Amount: Varies

Criteria:

1. Applicants must be accepted into an approved Education Abroad program.
2. Applicants must have a 2.5 GPA and at least 12 earned hours at NCCC to be considered for participation in a program not offered by NCCC and a 2.0 GPA (either at NCCC or from high school if a first-semester student) for NCCC programs.
3. The student must sign an agreement to help promote the International Education Committee, fulfilling at least three (3) of the following requirements:
  - a. Maintain a journal of his/her experiences overseas and submit this journal to the International Education Committee upon returning to the United States and/or maintain regular correspondence with an International Education Committee member while overseas.
  - b. Write at least one article about his/her experiences overseas for publication in The Spirit and, if appropriate, area newspapers.
  - c. Give at least one talk on the NCCC campus (ex. Liberal Arts Hour) the semester following his/her return to the United States
  - d. Participate in the interview process for scholarship applicants in the semester following his/her return to the United States.
4. The student must sign an agreement which acknowledges that the student is aware that s/he is acting as an emissary or representative of the College and that s/he will comport him/her self accordingly.
5. The student must sign a release absolving the College from liability in the event of illness, injury or death.
6. The agreement with the student will make clear exactly what expenses the student will have to incur and the student will explicitly agree to providing said money.

Procedure: Complete the scholarship application and the essay. Include information on your career goals, financial need, and how you hope to benefit from this experience.

Letters of recommendation from faculty are encouraged. Information about the application process and deadline dates for the Dr. Ernest and Clara Notar International Fund can be obtained in the Office of Academic Affairs.

Semester Available: Fall, Spring and Summer

Application Due Date: Based on date(s) of Education Abroad experience(s).

## Form: NCCC Foundation Application Form

Name _____	Social Security No. _____
Address _____	Telephone No. _____
City, State, Zip _____	Year of High School Graduation _____

List all scholarship(s) you are applying for with this application. You may apply for more than one scholarship using this form.

_____	_____
_____	_____
_____	_____

### Check One:

- First time student to NCCC  
 Transfer student to NCCC  
 Continuing student at NCCC: Number of hours completed \_\_\_\_\_

**\*PLEASE ATTACH A COPY OF YOUR TRANSCRIPT (EITHER HIGH SCHOOL OR COLLEGE) FROM YOUR MOST RECENT SEMESTER.**

### What Other Sources of Funding Have You Received And/or Are Currently Receiving?

- Tap                       Pell  
 Loans                     Other Scholarships (Please List) \_\_\_\_\_

### Are You Currently Employed?

- Yes (List place of employment and # of hours you work per week) \_\_\_\_\_  
 No

## Essay

This essay is mandatory for all scholarships. **Many scholarships require additional information other than the topics listed below. Please incorporate all information for all scholarships into one (1) essay.** Essays must be typewritten and submitted with the application. Within your essay please address the following topics:

- § How will you use your education at NCCC to reach your goals?
- § Include a goal statement, including a course of study at NCCC
- § Indicate how the College and/or community will benefit from your particular endeavors
- § Explain specifically why you need financial assistance and how you will use the award
- § Include any additional information you think the scholarship review committee may find helpful in the evaluation of your application

I permit authorized NCCC personnel and the Scholarship Committee to access my academic and financial aid records by signing this document. All Committee discussions are confidential. Decisions are based on the information you include in your essay and your academic achievements. All decisions are final.

Applicant's Signature

Date

**IT IS THE APPLICANT'S RESPONSIBILITY TO REQUEST AND SUBMIT ALL SUPPORT MATERIALS AND TO VERIFY RECEIPT AT THE FOUNDATION. INCOMPLETE APPLICATIONS AND/OR THOSE LACKING ANY SUPPORT MATERIALS WILL NOT BE CONSIDERED. IT IS THE APPLICANT'S RESPONSIBILITY TO INFORM THE FOUNDATION OF ANY CHANGES OF ADDRESS AND PHONE NUMBERS.**

If you have any questions, please contact the NCCC Foundation office at 614-5910. Return application with essay to: NCCC Foundation, Inc., 3111 Saunders Settlement Road, Sanborn, NY 14132.



## Form: Student Interview Questions

\_\_\_\_\_ Have you ever traveled outside the continental U.S.? Was this with Family/friends or were you on your own? What it for an extended period of time?

\_\_\_\_\_ What interests you about the country/culture you will be studying? What subject matter will you study?

\_\_\_\_\_ What in your past history has either prepared you for this experience, or has piqued your interest in having such an experience?

\_\_\_\_\_ If your money ran out toward the end of your stay, would you be able to make provisions for additional funds to be sent to you?

\_\_\_\_\_ Do you have any fears about your security as an American student overseas?

\_\_\_\_\_ Where would you prefer to live while studying abroad – in student housing such as a dormitory or with a family in a homestay? Why?

\_\_\_\_\_ Describe yourself as a student – your study habits, your grades, and your degree of independence/self-motivation, etc.

\_\_\_\_\_ What curriculum are you presently in a NCCC and how will your study abroad relate to this curriculum?

\_\_\_\_\_ How do you think studying abroad will affect the rest of your educational/work career?

\_\_\_\_\_ What do you plan to do before you go abroad to better prepare you for this experience?

\_\_\_\_\_ What special qualifications, talents, or background do you bring to this experience? Why should we choose you for this experience?

\_\_\_\_\_ Other Comments:

## Form: Scholarship Rating for Students on Education Abroad Programs

Student Name: \_\_\_\_\_ Academic Year: \_\_\_\_\_ Semester: \_\_\_\_\_

### PART A

1. Student maintains at least a 2.5 average for non-NCCC program  Yes  No  
-OR- Student maintains at least a 2.0 average for NCCC program
2. Student carries 12 credit hours of college-level courses.  Yes  No

### PART B

CRITERIA	RATING SCALE	(Circle one Response/Criteria - 5 is High)				
1. Student has demonstrated a high level of academic accomplishment.		1	2	3	4	5
2. Student consistently demonstrates excellent motivation and study habits.		1	2	3	4	5
3. Student demonstrates a high degree of personal maturity.		1	2	3	4	5
4. Student has provided a good rationale for selecting his/her country of interest.		1	2	3	4	5
5. A projected travel is rationally connected to the student's academic/career goals.		1	2	3	4	5
6. Student has well thought-out plan to prepare for his/her time abroad.		1	2	3	4	5
7. Student has ability to secure additional funds for his/her own.		1	2	3	4	5
8. Does the student have any special qualifications, talents, or background for this trip?		1	2	3	4	5
9. How well has the student identified his/her specific learning goals for this trip?		1	2	3	4	5
10. The student's proposed trip contributes to the overall international education goals of NCCC.		1	2	3	4	5
11. Faculty recommendations.		1	2	3	4	5
12. Bonus points for additional qualifying factors.		1	2	3	4	5

### TOTAL POINTS

Remarks:

---



---

**Reviewer's Signature**

Form: Interview Confirmation Letter

Dear

This letter is to inform you that your interview with the International Education Committee is scheduled for:

\_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_

Prior to that time you should have two faculty members and one friend or family member complete the letter of recommendation form. Those letters should be forwarded to:

Dr. Cindy L. Oberjosh  
Niagara County Community College  
3111 Saunders Settlement Road  
Sanborn, NY 14132

It is a courtesy to provide the “friend or family member” with a stamped envelope addressed to me at Niagara County Community College.

In addition, you should write a one-page statement to the Committee describing what you hope to give and receive from an international study experience. Try to make this statement of purpose as specific and detailed as possible while remaining concise.

All references and your statement must be provided prior to your interview.

If you have any questions, please stop by Academic Exploration, Room A-231, call us at (716) 614-6291, or email us at [studyabr@niagaracc.suny.edu](mailto:studyabr@niagaracc.suny.edu).

Thank you and good luck.

Form: Letter to Applicants Not Selected for Scholarship

Dear

Thank you for your interest in the Study Abroad Program offered through Niagara County Community College. We hope that the disappointment that results from our inability to offer you a scholarship at this time will not discourage you from pursuing other overseas opportunities. Please understand that we reviewed the documents you provided and our responses to your interview with great care. The quality of the applicants was exceptional and you should be proud of your accomplishments.

Please accept our very best wishes to you in your future plans.

Sincerely,

Form: Notification of Award Letter

Dear \_\_\_\_\_:

**CONGRATULATIONS!!** Your application for a partial scholarship has been approved by the International Education Committee.

We are pleased to offer you \$ \_\_\_\_\_. We recognize that this sum will not cover all of the expenses involved in your travel to and study in \_\_\_\_\_, but we hope it will enable you to make the trip.

If you accept this scholarship, there are several things which you must do:

1. Report to Dr. Cindy L. Oberjosh in Academic Exploration, Room A-231; she will review your documents and, if they are complete, send them to the sponsoring college.
2. It is your responsibility to be aware of the deadlines and commitments that you must make to the sponsoring college.
3. If you are a candidate for Financial Aid, you must make an appointment with the Financial Aid Office to complete the forms required.
4. By accepting this scholarship, you are committing yourself to several obligations:
  - a) Maintain a journal of your experiences overseas and submit this journal to the International Education Committee upon returning to the United States and/or maintain a regular correspondence with an International Education Committee member while overseas.
  - b) Write at least one article about your experiences overseas for publication in the Spirit and, if appropriate, area newspapers.
  - c) Give at least one talk on the NCCC campus the semester following your return to the United States.
  - d) Sit in on the interview process for scholarship applicants in the semester following your return to the United States.
5. We are providing a copy of this letter for your signature. When you sign, you are agreeing to the terms of the letter.

Thank you for your essay, interview, and recommendations. We hope that these obligations are agreeable to you, and most of all, that you are about to have an experience that will change your life.

Special Note: You will be required to maintain a 2.0 GPA.

---

 Signature

---

 Date

## DR. ERNEST AND CLARA NOTAR INTERNATIONAL FUND – INTERNATIONAL RECRUITMENT SCHOLARSHIP

A fund established by the late NCCC President Dr. Ernest Notar and his wife Clara to sponsor foreign exchanges and provide opportunities to expand cultural horizons.

Amount: Varies

Criteria:

1. Applicants must be accepted into an approved program at NCCC.
2. To present a strong profile in the scholarship selection process, international applicants to NCCC should have demonstrated leadership skills, a desire to make a unique contribution to the campus community, special talents or circumstances, academic awards or other recognition, or any of a number of other characteristics that go beyond the minimum of student academic achievement. Applicants can highlight these factors in the personal statement that they write as part of their application.
3. Applicants must maintain a 2.0 GPA to continue to receive scholarship each semester.

Procedure: Complete the NCCC Foundation scholarship application and prepare a personal statement. Include information on your career goals, financial need, and how you hope to benefit from this experience. Include criteria from Criteria #3 above.

Semester Available: Fall, Spring & Summer

Application Due Date: Information about the application process and deadline dates for the Dr. Ernest and Clara Notar International Fund can be obtained in the Office of Academic Affairs.

## DR. ERNEST AND CLARA NOTAR INTERNATIONAL FUND – FACULTY AWARDS

A fund established by the late NCCC President Dr. Ernest Notar and his wife Clara to sponsor foreign exchanges and provide opportunities to expand cultural horizons.

Amount: Varies

Criteria: The Faculty member must

- be a current employee of Niagara County Community College;
- have an up-to-date passport and certified birth certificate; and
- be prepared to pay costs up front and be reimbursed as agreed upon as a condition of acceptance of award.

Procedure: Faculty applicants for funding will submit a one-page statement of purpose including an assessment of how the institution/classroom will benefit from the applicant's excursion. Applicants must also complete the Academic Affairs Travel Proposal Form. Candidates may request a meeting with the International Education Committee to discuss any aspects of the trip.

The faculty member must sign an agreement with the Committee to help promote the International Education Committee goals by fulfilling at least three of the following requirements:

- Maintain a journal of his/her experiences overseas and submit this journal to the International Education Committee upon returning to the United States, and/or maintain a regular correspondence with an International Education Committee member while overseas.
- Write at least one article about his/her experiences overseas for publication in the Spirit and/if appropriate, in area newspapers.
- Commit to a two-year term as consultant to or member of the International Education Committee immediately following travel.
- Share (in writing) with the International Education Committee an advisory account of the trip, specifying what went well and what, if applicable, could have gone better and how that improvement might be achieved.

The faculty member must sign an agreement in which s/he acknowledges that s/he is aware of his/her responsibilities to the College and to the students on the trip and that s/he will conduct him or herself accordingly.

In addition to having full health insurance coverage, the faculty member must sign a release absolving the College from liability in the event of his or her illness, injury, or death. The faculty member is encouraged to purchase a health and repatriation policy in addition to US policy.

Semester Available: Fall, Spring & Summer

Application Due Date: Information about the application process and deadline dates for the Dr. Ernest and Clara Notar International Fund can be obtained in the Office of Academic Affairs.

# Travel Proposal

<b>Academic Affairs Use Only</b>	
Date	_____
Funding	_____
Approved	_____

Name \_\_\_\_\_ Division \_\_\_\_\_

Today's date \_\_\_\_\_ Decision needed by \_\_\_\_\_ Travel dates \_\_\_\_\_

Destination \_\_\_\_\_

### ACTIVITY (Please attach all brochures/flyers/details)

**A. PAPER PRESENTATION** Title of paper being presented: \_\_\_\_\_

Is publication planned? \_\_\_\_\_

**B. CONFERENCE/WORKSHOP** Title of Conference/Workshop/Course: \_\_\_\_\_

**C. PROFESSIONAL SOCIETY** Name of Organization: \_\_\_\_\_

**D. HAVE YOU RECEIVED TRAVEL FUNDS IN THE LAST TWO YEARS? Yes\_\_\_\_\_ No\_\_\_\_\_**

### ESTIMATED COSTS

**A. TRANSPORTATION/TRAVEL** AIR \$ \_\_\_\_\_

GROUND \$ \_\_\_\_\_

PERSONAL CAR (See College Travel Policy) \$ \_\_\_\_\_  
(College Car MUST be requested first from Business Services  
Ext. 4011; if unavailable, personal car may be used)

**B. PER DIEM EXPENSES** HOTEL/MOTEL (See College Travel Policy) \$ \_\_\_\_\_

MEALS (See College Travel Policy) \$ \_\_\_\_\_

**C. ADDITIONAL EXPENSES.** CONFERENCE REGISTRATION FEE \$ \_\_\_\_\_

MATERIALS/SUPPLIES \$ \_\_\_\_\_

**TOTAL EXPENSES** \$ \_\_\_\_\_

**FUNDING REQUESTED FROM COLLEGE** \$ \_\_\_\_\_

**After this form is returned to you, noting the amount of funding available, please complete the TRAVEL AUTHORIZATION FORM and submit to the Office of Academic Affairs Office A-241.**

**Vouchers, travel receipts and a travel report should be submitted to the Office of Academic Affairs within two weeks of travel.**

Form: Release of Information**NIAGARA COUNTY COMMUNITY COLLEGE  
RELEASE OF INFORMATION FORM**

The collection, retention, and dissemination of your records and information about you is subject to Federal regulation under the Family Education Rights and Privacy Act of 1974. It is therefore necessary for Niagara County Community College Academic Programs Abroad to obtain your permission to release information collected on the application, in your letters of recommendation, your essay describing your goals and purposes of study and information solicited in interviews, and in your academic transcripts. We need your agreement to the following:

1. I hereby release information contained in my applications for admission and for study abroad, letters of recommendation, and transcripts to NCCC Academic Programs Abroad for review and approval of my study abroad experience and/or International Education Scholarship application(s). I grant permission for access to my medical, disciplinary, and counseling files that have bearing on my application.
2. I hereby release information contained on my application, letters of recommendation, and transcripts to the overseas school where I wish to be placed.

**INDEBTEDNESS TO THE HOST INSTITUTION OR TO NIAGARA COUNTY COMMUNITY COLLEGE**

Failure to make full payment of all required fees or to resolve other debts to the Host Institution or Niagara County Community College (ex. overdue loans, lost library books) may result in the cancellation of pre-registration for the following semester, denial of registration until payment is made, and/or being deregistered at Niagara County Community College. As an NCCC student, you must fulfill all financial obligations to NCCC before receiving grade reports, academic transcripts, or a diploma from NCCC.

**RELEASE FOR OFF-CAMPUS STUDY**

Niagara County Community College assists its students in making off-campus arrangements only as a service to its students. It is acting solely as an agent for its students and therefore does not make any warranties of any kind, expressed or implied, regarding any off-campus program in which a student may participate. The College assumes no responsibility and disclaims any liability or damages or injury suffered by any student by reason of the negligent or wrongful acts or failures to act of any person or institution with whom the College may make arrangements for any off-campus study program. The term Niagara County Community College as used above includes the Board of Trustees, its successors and its agents, servants and employees.

I have read the above paragraphs, I understand them completely, and by signing below I acknowledge my agreement to be bound by their terms as a condition of my participation in any off-campus programs sanctioned by the Niagara County Community College.

---

 Student's Printed Name

---

 Date

---

 Student's Signature

---

 Social Security #



## Students Participating IN NCCC-Sponsored Programs

### NIAGARA COUNTY COMMUNITY COLLEGE STUDY ABROAD PROGRAMS

## Form: Conditions of Participation, General Release and Waiver Form

Dear Study Abroad Program Participant:

As with all academic programs, certain conditions must be adhered to in order to preserve program integrity. As a necessary precaution to protect the State of New York, the State University of New York, Niagara County Community College, and NCCC student participants, the conditions are listed below. We ask that you read carefully and indicate with your signature that you understand them and will comply. If you are a participant under the age of 18, your parent or guardian's signature is also required.

#### Conditions of Participation

##### Participation

Participants must maintain an adequate standard of academic work in the program and behave responsibly in their living situation and on group excursions. The participant agrees to participate fully in all portions of the program and further agrees that any deviation from the program design must be requested in advance and in writing by the participant and must be approved by the program director and instructor. This includes any intention by the participant to spend overnight away from the program site and/or to leave the country in which the program is based. Where a disability precludes or limits participation, such must be discussed and planned for prior to departing for overseas study.

##### Academic Credit

Unless arrangements are made (in advance and under the guidelines provided by the Study Abroad Office) to audit the course, the participant acknowledges that s/he is taking the course for academic credit. Letter grades will be awarded upon completion of the course. Please see the Niagara County Community College catalog for the college's policy on course withdrawal.

##### Policy

The participant agrees to read and abide by the materials provided by the Study Abroad Office at Niagara County Community College, especially those relating to financial obligations and other pertinent information.

##### Host Regulations

The participant agrees to abide by all the rules and regulations as set out by the host institution and/or host country, and by all the laws pertaining to his/her participant status. The participant also acknowledges and understands that should s/he develop legal problems with any foreign nationals or government of the host country, the participant will attend to the matter personally with his or her own personal funds. Niagara County Community College is not responsible for providing any assistance under such circumstances. While in the host country, participants must refrain from political activity for their own safety. Participants in overseas programs may not participate in such political activities as joining political parties or unions, demonstrations, and soliciting political material or picketing.

Breaches of local law of the host community or country are referred to and handled by the appropriate law enforcement authorities.

##### Medical Treatment

The participant agrees to fully describe any health and physical or psychological problems that s/he may have on the *Medical Report Form*. In the event of illness or injury to the participant, the undersigned authorizes any official representative of Niagara County Community College or the host institution overseas to secure medical treatment on the participant's behalf, including surgery and the administration of an anesthetic, and the undersigned and participant accept all financial responsibility for such treatment. Students who have purchased the College's insurance policy have limited coverage while abroad and should discuss these limitations in relation to their identified health concerns with the Coordinator of Study Abroad programs and/or the College Nurse.

### Payment Deadlines

The participant (and his/her parent/guardian if financial dependent) is aware of the nature and the cost of the program and will guarantee that all financial obligations will be met by the deadline specified on the *Payment Schedule* and/or *Promissory Note*. The College is not obligated to authorize payment deferrals based on financial aid disbursements and students may be expected to make payments and get reimbursed by their financial aid based on regularly scheduled refund dates.

### Dismissal from Program

Niagara County Community College or its agent reserves the right to dismiss any participant for reasons of unacceptable personal behavior and/or academic participation. Such dismissal will be without refund and return transportation to the point of origin will be at the participant's expense. In addition, access to accommodations arranged by the College will be denied to participants dismissed from the Program.

1. The participant agrees that the program director may terminate his/her participation in the program if:
2. The participant engages in action endangering him/herself or others;

The participant's acts or conduct are considered to be detrimental to or incompatible with the best interest and welfare of the overall program and/or the academic progress of fellow students.

5. There are some basic and inviolable rules of behavior related to every program:
6. Illegal drugs in any form are not tolerated and participants dependent on their use should not apply. Laws state that possession or use of illegal drugs is punishable by fines, imprisonment, and/or deportation. Participants in a program found using or possessing illegal drugs in any form are subject to immediate dismissal.
7. Violent behavior results in automatic dismissal.
8. Sexual, aggressive or disruptive behavior to the program or offensive to the host culture similarly merits dismissal.

### Withdrawal from Program

The Undersigned acknowledges that, in the event of the participant's withdrawal from the program while abroad, the Niagara County Community College, in consultation with the foreign coordinators, will work to determine the amount of refund, if any. In general, there are no refunds for withdrawal from the Program after departure. Final determination of refund, if any, may not be made until the Program ends.

Cancellation of enrollment in the Program prior to departure is subject to the refund policy for the specific overseas program.

### Travel and Accommodation

The Undersigned acknowledges and agrees to accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, or sickness, weather, strikes, or other unforeseen causes. The Undersigned acknowledges and understands that Niagara County Community College assumes no liability whatsoever for any loss, damage, destruction, theft or the like to the participant's luggage or personal belongings, and certifies that the participant has retained adequate insurance or has sufficient funds to replace such belongings.

The Undersigned acknowledges and understands that in the event the participant becomes detached from the trip group, fails to meet a departure bus, airplane, or train, or becomes sick or injured, the participant will bear all responsibility to seek out, contact, and research the trip group at its next available destination; and the participant shall bear all cost attendant to contact and reaching the trip group at the next available destination. The participant is solely responsible for securing all necessary immunizations prior to departure.

All services and accommodations are subject to the laws of the country in which they are provided.

### Responsibilities of the Study Abroad Student

Students participating in a Study Abroad Program at Niagara County Community College are responsible for obtaining a valid passport in a timely fashion to be presented while making travel arrangements and a visa if required. Each participant must provide the Study Abroad Leaders with documentation of appropriate and adequate health insurance, a description of the types of health issues that might arise while abroad, what medications or treatments can be applied for the above health issues, and this Conditions of Participation, General Release and Waiver Form. Students wishing to use financial aid resources **must** ensure with the Financial Aid Office that they are eligible and the amount of eligibility. Receiving financial aid does not automatically allow Niagara County Community College to apply such resources to your study abroad experience.

Disclaimer of College's Responsibility

The Undersigned understands that Niagara County Community College in no way represents, or acts as agent for the transportation carriers, hotels, and other suppliers of services connected with this program. The Undersigned further understands and agrees that Niagara County Community College, its officers, employees, and agents are:

- Not responsible or liable for any injury, damage, loss, accident, delay or other irregularity which may be caused by the defect of any vehicle or the negligence or default of any company or person engaged in providing or performing any of the services involved in this program;
- Not responsible for losses or expenses due to sickness, weather, strikes, hostilities, wars, natural disasters, or other such causes;
- Not responsible for any disruption of travel arrangements or any consequent additional expenses that may be incurred therefrom.

GENERAL RELEASE AND WAIVER

The Undersigned understands that there are certain dangers, hazards, and risks inherent in international travel and the activities included in this program, which also could involve serious and even mortal injuries and property damage, and that the State University of New York and Niagara County Community College do not assume responsibility for any such personal injuries or property damage. Understanding the dangers, hazards and risks of such activities, the Undersigned agrees to assume all the risks and responsibilities surrounding the participant's participation in the program, the transportation and in any independent activities undertaken as an adjunct thereto, and hereby releases, discharges and holds harmless the State University of New York, Niagara County Community College, and its officers, employees, and agents from any actions, claims or liability of any nature whatsoever arising out of or related to any loss, damage, or injury that may be sustained by the participant or by any property of the participant arising by reason of any travel or other activity related to this program.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

If the participant signing above is not yet 18 years of age, the parent or legal guardian or the participant must also sign and date this form.

\_\_\_\_\_

Signature of Above-Named  
Participant's Parent/Guardian

Date \_\_\_\_\_

Form: Emergency Information Form Completed by Student

OVERSEAS ACADEMIC PROGRAMS

Program & Country of Study: \_\_\_\_\_

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Sex (Male or Female): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Citizen of: \_\_\_\_\_ Passport #: \_\_\_\_\_

Place/Date/Country of Issue: \_\_\_\_\_

LIST 2 PEOPLE IN THE U.S. (OR YOUR HOST COUNTRY) WHOM WE CAN CONTACT IN CASE OF AN EMERGENCY:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

CONFIDENTIAL HEALTH INFORMATION FOR EMERGENCY PURPOSES:

Prescription medications used regularly: \_\_\_\_\_

\_\_\_\_\_

Medications, foods, substances to which you are allergic: \_\_\_\_\_

\_\_\_\_\_

Special health problems (diabetes, epilepsy, etc.): \_\_\_\_\_

\_\_\_\_\_

Blood Type: \_\_\_\_\_

Insurance Company & policy number which covers you overseas: \_\_\_\_\_

\_\_\_\_\_

Form: Insurance Coverage Form

**NIAGARA COUNTY COMMUNITY COLLEGE  
INSURANCE COVERAGE FORM**

Name: \_\_\_\_\_

Program: \_\_\_\_\_ Location Abroad: \_\_\_\_\_

Health and accident insurance coverage is required of all participants in State University of New York Study Abroad programs. We strongly advise a policy that is designed especially for students studying abroad. Such a policy should minimally include basic medical, accidental death, and dismemberment coverage. If the student plans to travel before the program starts or after it concludes, and his/her policy does not cover these periods, short-term coverage should be arranged with a private company so that protection will be adequate for the entire period away from home.

This is to certify that I will be covered by a health and accident insurance policy for the duration of my stay abroad as a participant in the above-named program. This insurance is provided through:

Policy Number: \_\_\_\_\_

Issued by the \_\_\_\_\_ Insurance Company.

I have confirmed with the Company to be sure that I will be adequately covered while abroad and that payment of claims can be made abroad. I have paid my additional premium for overseas coverage.

\_\_\_\_\_  
Applicant Signature Date

\_\_\_\_\_  
Parent/Guardian Signature (if student is under 18) Date

Please complete and return to:

Academic Exploration, Room A-231  
Niagara County Community College  
3111 Saunders Settlement Road  
Sanborn, NY 14132

## Form: Health Information Form Completed by Student

This form is to be completed by the Study Abroad Participant.

NAME: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

PROGRAM: \_\_\_\_\_ TERM: \_\_\_\_\_ GENDER: \_\_\_\_\_

The purpose of this form is to help the Niagara County Community College study abroad leader(s) to be of maximum assistance to you should the need arise during your study abroad experience. Mild physical or psychological disorders can become serious under the stresses of life while studying abroad. It is important that your study abroad leader(s) be made aware of any medical or emotional problems, past or current, which might affect you in a foreign study context. The information provided will remain confidential and Niagara County Community College may not be able to accommodate all individual needs or circumstances. This information does not affect your admission into the program.

### MEDICAL HISTORY

Yes\_\_\_ No\_\_\_ 1. Are you generally in good physical condition? (If no, please explain.)

Yes\_\_\_ No\_\_\_ 2. Have you ever been treated or are you currently being treated for any psychological or emotional problems? (If yes, please explain.)

Yes\_\_\_ No\_\_\_ 3. Do you have any allergies? (If yes, please explain.)

Yes\_\_\_ No\_\_\_ 4. Are you taking any medications? (If yes, please explain.)

Yes\_\_\_ No\_\_\_ 5. Have you had any major injuries, diseases, surgeries, or ailments in the past five years? (If yes, please explain.)

Yes\_\_\_ No\_\_\_ 6. Are you a vegetarian or are you on a restricted diet? (If yes, please explain.)

Yes\_\_\_ No\_\_\_ 7. Is there any additional information (concerning medical conditions or physical disabilities) that would be helpful for the program leaders to be aware of during your study abroad experience? (If yes, please explain.)

I certify that all responses made on this Health Information Form are true and accurate and that I will notify the Niagara County Community College study abroad leader(s) hereafter of any relevant changes in my health that occur prior to the start of or during the program.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## Form: Medical Report Form Completed by Student's Physician

### OVERSEAS ACADEMIC PROGRAMS

Applicant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Program and Country of Study: \_\_\_\_\_

TO THE EXAMINING PHYSICIAN: The above named student has been accepted to participate in a Niagara County Community College overseas academic program. S/he will live and study for \_\_\_\_\_ weeks in the country noted above. This report should be based upon the examination made within six months of the expected overseas participation and should have been given to you by the student.

Please indicate whether any of the following medical conditions exist, only if they could interfere substantially with the student's ability to successfully complete the overseas study program. If the answer to any of the following question is "yes," please give details on the reverse side or a separate attached sheet.

Does the applicant have any physical disabilities which might cause hardship through change of diet, change of climate, carrying his/her own luggage, or strenuous travel? \_\_\_\_\_ Yes \_\_\_\_\_ No

Does the applicant have any dietary restrictions or food or other allergies? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the applicant being treated for or does s/he have any history of emotional or psychological disorders? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is there any existing health condition that may require treatment during the period of study abroad? If so, what is the condition and what treatment may be required? *Note that most health insurance coverage does not include treatment for pre-existing conditions.* \_\_\_\_\_ Yes \_\_\_\_\_ No

To your knowledge, are there any predisposing medical, physical, or emotional factors which under stress of adjusting to another culture may require treatment while the student is abroad? \_\_\_\_\_ Yes \_\_\_\_\_ No

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street, City, State, Zip Code)

Please return this form to:

Dr. Cindy L. Oberjosh  
Niagara County Community College  
3111 Saunders Settlement Road  
Sanborn, NY 14132

## **FINANCIAL AID**

§ 668.39 Study abroad programs. A student enrolled in a program of study abroad is eligible to receive title IV, HEA program assistance if—

- The student remains enrolled as a regular student in an eligible program at an eligible institution during his or her program of study abroad; and
- The eligible institution approves the program of study abroad for academic credit. However, the study abroad program need not be required as part of the student's eligible degree program.

(Authority: 20 U.S.C. 1091(o))



Form: Internal Notification of Student Participation in a Study Abroad Program

Student's Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Program: \_\_\_\_\_

Financial Aid Program Costs:

Program Fee:	\$2,029	(Does not include NCCC Tuition of \$124 per credit hour)
Refundable Damage Deposit:	150	
Airport Security Fee:	139	
Food/Miscellaneous (\$150 per day):	<u>1,200</u>	
Total Costs:	\$3,518	Certified by _____ on _____

Financial Aid Worksheet:

\$ _____	Cost of Attendance
\$ _____	EFC
\$ _____	TAP/APTS
\$ _____	Pell
\$ _____	FSEOG
\$ _____	Stafford Subsidized Loan
\$ _____	Stafford Unsubsidized Loan
\$ _____	Other: _____

I \_\_\_\_\_ certify that the above amounts are accurate as of \_\_\_\_\_.  
(Financial Aid returns the original document to Academic Exploration, Room A-231)

Payment Information:

\$ _____	Pay to NCCC
\$ _____	Pay to Program Sponsor
\$ _____	Pay to Student

<p>Program Sponsor Payment:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
---

I \_\_\_\_\_ certify that this student's account reflects the information listed above under "Payment" as of \_\_\_\_\_. (Cashier's Office/Accounting returns a copy of this document to Academic Exploration, Room A-231)

## TUITION AND PROGRAM FEE PAYMENT PROCEDURES

Course details are created in Banner by the Academic Affairs Office on SCACRSE. Upon creation of this form, any student registered will show “X” credits on their schedule for IED course(s) and will incur NCCC tuition based on the number of credit hours assigned to the course.

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Help Window

Basic Course Information SCACRSE 6.1S (PROD)

Subject: IED IED - International Education Course: 914 Term: 200520

Course Title: Study Abroad

Course Information

From Term: 200520 Copy To Term: 999999

Course Title: Study Abroad Long Title Exists?SDF  Y

College: IE International Education Hours Low Or/To High

Division: IE International Education CEU/Cred: 4.000

Department: Billing: 4.000

Status: A Active Lecture:

Approval: Lab:

CIP: 139999 Education, Other Other:

Preq Waiv: Contact: 4.000

Duration: Repeat Information

Limit: Max Hrs: Repeat Status:

Continuing Ed  Additional Fees

Tuition Waiver  CAPP Areas for Pre-requisites

Syllabus exists ?

Course title

Start Calendar - Micr... 3 Internet E... 9:52 AM

Students participating in study abroad programs at other institutions will not be charged an Insurance Fee, Technology Fee, or Health Clinic Fee for the semester they are overseas. Students on our programs will be charged these fees.

Where available, students from other institutions who participate in an NCCC study abroad program will cross register through the Records Office.

For students participating in other programs, the Accounting Office will follow the guidelines established by SUNY for charging tuition and determining FTE. Generally, NCCC students enrolled in four-year SUNY institutions are considered NCCC students while participating in their programs. Because of the nature of community college residency requirements, NCCC students participating in SUNY community college programs are considered enrolled at that institution.

To request payment for the host institution, the Study Abroad Coordinator will complete an NCCC Payment Voucher and include any correspondence from the host institution. The documents are submitted to the Accounting Office for payment. When students are enrolled in a four-year institution program, NCCC will back out the full resident tuition on the student's NCCC account, add the program fee for the other institution, and forward all monies billed to the host institution.

## **ONLINE RESOURCES & LISTSERVS**

### **Subscribing to SECUSS-L**

Send a message to [listserv@listserv.acsu.buffalo.edu](mailto:listserv@listserv.acsu.buffalo.edu)

Leave subject line blank

Write "subscribe secuss-l Your Name" in first line of text (without quotes and substituting "your name" with your first and last name). Do not send anything else (ex. Attachments, signature line)

### **How to Use SECUSS-L**

All mail for distribution should be sent to: [secuss-l@listserv.acsu.buffalo.edu](mailto:secuss-l@listserv.acsu.buffalo.edu)

All commands (ex. Subscribe, unsubscribe) should be sent to [listserv@listserv.acsu.buffalo.edu](mailto:listserv@listserv.acsu.buffalo.edu)

Website for archives: [listserv.acsu.buffalo.edu/archives/secuss-l.html](http://listserv.acsu.buffalo.edu/archives/secuss-l.html)

### **Subscribing to Inter-L**

Send message to [listserv@vtvm1.cc.vt.edu](mailto:listserv@vtvm1.cc.vt.edu)

Leave subject line blank

Write "Subscribe Inter-l Your Name, Your Institution" in the first line of the text (without quotation marks). Do not send anything else (ex. Attachments, signature line, email address)

### **How to Use Inter-L**

All mail for distribution should be sent to: [inter-l@vtvm1.cc.vt.edu](mailto:inter-l@vtvm1.cc.vt.edu)

All commands (ex. Subscribe, unsubscribe) should be sent to: [listserv@vtvm1.cc.vt.edu](mailto:listserv@vtvm1.cc.vt.edu)

To get archives send following to LISTSERV (not inter-l): [Index inter-l](#)

### **Using The SUNY International Programs Website on StudyAbroad.com**

### **Passport Services and Information**

Website: [http://travel.state.gov/passport\\_services.html](http://travel.state.gov/passport_services.html)

### **Other Helpful Online Resources**

American Institute for Foreign Study (AIFS), 102 Greenwich Avenue, Greenwich, CT 06830.

Website: [www.aifs.org](http://www.aifs.org)

Telephone: (800) 727-AIFS

Fax: (203) 863-6009

Centers for Disease Control, CDC Travel Information. The CDC provides official US government information about health conditions worldwide, including recommendations for immunizations.

Website: [www.cdc.gov/travel/index.htm](http://www.cdc.gov/travel/index.htm)

Council on International Education Exchange (CIEE), 205 East 42<sup>nd</sup> Street, New York, NY 10017-5706.

Website: [www.ciee.org](http://www.ciee.org)

Email: [info@ciee.org](mailto:info@ciee.org)

Telephone: (888) COUNCIL

Fax: (212) 822-2699

Currency Exchange Rate: Olsen's Currency Converter

Website: [www.olsen.ch/cgi-bin.exmenu](http://www.olsen.ch/cgi-bin.exmenu)

Federal Aviation Administration

Website: [www.faa.gov](http://www.faa.gov)

## Foreign Country Entry Requirements

Website: [travel.state.gov/foreignentryregs.html](http://travel.state.gov/foreignentryregs.html)

Institute of International Education (IIE), PO Box 371, Annapolis Junction, MD 20701-0271 (Publications).

Website: [www.iee.org](http://www.iee.org)

Email: [iiebooks@iee.org](mailto:iiebooks@iee.org)

Telephone: (800) 445-0443

Fax: 301- 953-2838

## International Weather Information:

Website: [www.weather.com/weatherint](http://www.weather.com/weatherint) Weather Channel

Website: [www.usatoday.com/weather/basemaps/wworld1.htm](http://www.usatoday.com/weather/basemaps/wworld1.htm) USA Today

## Maps

Website: [www.city.net/countries](http://www.city.net/countries) CityNet

Website: [www.odci.gov/cia/publications/nsolo/sfb-all.htm](http://www.odci.gov/cia/publications/nsolo/sfb-all.htm) CIA Country Handbook

Mobility International, USA (MIUSA), Box 10767, Eugene, OR 97440.

Website: [www.miusa.org](http://www.miusa.org) Email: [info@miusa.org](mailto:info@miusa.org)

Telephone: (541) 343-1284

Fax: (541) 343-6812

NAFSA: Association of International Educators. Washington, DC.

Website: [www.nafsa.org](http://www.nafsa.org)

Email: [inbox@nafsa.org](mailto:inbox@nafsa.org)

## Newspapers:

Website: [www.newslink.org.news.html](http://www.newslink.org.news.html)

Overseas Security Advisory Council (OSAC). OSAC is a division of the US State Department that fosters the exchange of security information between the government and the private sector operating abroad. The general website provides some information regarding “recent events” as well as links to current public announcements and consular information. Detailed reports that are country-specific are available to members only, who need a password to conduct a site search (the password can be requested on the website at no charge, but note that only one person at a given institution may register.)

Website: [www.ds-osac.org](http://www.ds-osac.org)

Peterson’s Guides, Inc. 202 Carnegie Center, PO Box 2123, Princeton, NJ 08543.

Website: [www.petersons.com](http://www.petersons.com)

Telephone: (800) 338-3282

Fax: (609) 243-9150

## StudyAbroad.com

Website: [www.studyabroad.com](http://www.studyabroad.com)

## Transitions Abroad.

Website: [www.transitionsabroad.com](http://www.transitionsabroad.com)

Travel Advisories – Australian Department of Foreign Affairs & Trade, Consular Travel Advice

Website: [www.dfat.gov.au/travel/index.html](http://www.dfat.gov.au/travel/index.html)

Travel Advisories – United Kingdom Foreign & Commonwealth Office, Consular Division Travel

Website: [www.fco.gov.uk/travel/default.asp](http://www.fco.gov.uk/travel/default.asp)

Travel Advisories – Canadian Department of Foreign Affairs & International Trade

Website: [http://voyage.dfait-maeci.gc.ca/desginations/menu\\_e.htm](http://voyage.dfait-maeci.gc.ca/desginations/menu_e.htm)

## US Embassies

Website: [www.embpage.org](http://www.embpage.org)

## US Passport Information

Website: <http://travel.state.gov>

U.S. State Department of Travel Advisories (Warnings, Public Announcements, & Consular Information. Country-by-country safety and health assessments by the US State Department, updated frequently.

Website: [http://travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html)

Visa4UK: To apply for entry clearance and to learn what must accompany the application. You must send your passport and the required documents to the Consulate. When the Entry Clearance Officer sends you your passport back, check it immediately. Make sure that your visa or entry certificate says that you are coming to the UK as a “student”, rather than as a “visitor”, and that your conditions include a “restriction” rather than a “prohibition” on work.

Website: [www.visa4uk.fco.gov.uk/](http://www.visa4uk.fco.gov.uk/)

World Health Organization

Website: [www.who.ch/Welcome.html](http://www.who.ch/Welcome.html)