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**FGCU Faculty Led Study Abroad Program**  
**APPROVAL REQUEST FORM**

**PROGRAM INFORMATION:** Program Title:

Country(ies) and locations:

Travel Abroad Dates:

On Campus Dates:

Purpose of Program:

Anticipated Number of FGCU Students:

Others:

Course(s) Number(s)/Title(s)

Civic Engagement Component, if any:

**FACULTY LEADER(S):**

Faculty Leader/Title:

Phone/Email Address:

College/School/Department:

Co-Leader/Title:

Phone/Email Address:

Faculty leaders must have experience with international travel and the country/culture of their destination. Please describe the leader(s)' experience as related to this program and location(s). For example: living, working or traveling in this location, level of language fluency or access to interpreters. What arrangements have been made for the services of a local academic or professional organization during the activity, etc.? What are the faculty leader(s) experiences in leading group tours?

**PARTICIPANT CONDITIONS:**

- All participants must possess a current passport (with at least 6 months validity beyond program end date at time of application to the program). All participants, if required must have visas for travel. Specific dates for these requirements are listed in the Deadlines for 2010-2011 Programs in the Program Development Guidelines and Application.
- All participants will be enrolled in the FGCU emergency assistance and medical/health insurance coverage through International Services. This insurance premium cost should be calculated into your budget. Contact International Services for current rates based on your program dates.
- All participants, except for official leaders, approved immediate family members of the faculty leader or special guests, must be students registered for the appropriate FGCU approved course/activity.

Please provide justification for any participant(s) in the following categories:

1. A non-FGCU personnel acting in an official, co-leader capacity
2. Immediate family member(s) of the faculty leader (Minor children of the faculty leader must have an adult caretaker other than the faculty leader, the co-leader(s) or students.)
3. Special guests (anyone not a registered student, an official co-leader or an immediate family member of the faculty leader)

**ADMINISTRATIVE REQUIREMENTS:**

1. Attach a syllabus or detailed academic program description with this proposal.
2. Attach itinerary or travel plans with this proposal.
3. Attach Frequently Asked Questions (FAQ)
4. Participation in the FGCU study abroad medical insurance coverage costs must be included in your proposed budget. This information can be obtained from International Services and is based on the length of your program.
5. Frequently Asked Questions (FAQ's) completed for your program must be presented with this request. It should outline all participant costs, payment due dates and amounts, and refund policy and procedures; it should be presented to all participants to read, sign, and submit with the program application.
6. An activity abroad may not be advertised or promoted until approved by the Dean, International Services and Academic Affairs.
7. All faculty leaders must, while overseas, have communication capability via cell/satellite phone, email, Skype, etc.
8. A post-program report/evaluation must be filed with International Services upon completion of the program.

**SIGNATURES AND APPROVALS:**

\_\_\_\_\_  
Faculty Leader Name/Signature      Date

\_\_\_\_\_  
Faculty Leader Name/Signature      Date

\_\_\_\_\_  
College Dean Name/Signature      Date  
Dean acknowledges and assumes responsibility for implementation  
and conduct of study abroad activity, including budget responsibility.

\_\_\_\_\_  
Chair Name/Signature      Date

\_\_\_\_\_  
Office of Curriculum & Instruction      Date  
Signature required only for Colloquium Courses and Honors Programs

\_\_\_\_\_  
Service Learning (when appropriate)      Date

\_\_\_\_\_  
Director, International Services      Date

\_\_\_\_\_  
Academic Affairs Representative      Date

**FGCU Faculty Led Study Abroad Program**

**Proposed Budget**

This form may be completed electronically; figures will auto calculate in the Revenue and Expense Columns.

Revenue	Amount
<b>Anticipated Revenue</b>	
Student fees	
College budget	
Grant funds	
Donations	
Student fundraising efforts	
Other, please explain	
<b>Total Revenue</b>	
<b>Anticipated Costs/Expenses/Expenses</b>	
<b>Personnel</b>	
Faculty compensation (if not a part of faculty load calculations)	
Staff support	
<b>Academic supplies</b>	
<b>College/University Service/account fees (if any)</b>	
Contingency funds (5% of total cost recommended)	
<b>Registration fees (other than tuition to cover fixed costs)</b>	
Cost of faculty leader and co-leader travel to be borne by students	
Guest lecture fees	
Classroom costs	
Translators, etc.	
<b>Travel and on-site costs (variable costs affected by number of students enrolled)</b>	
Airfare	
Accommodations	
Meals (how many)	
In-country transportation (metro passes, tour buses, train tickets)	
Airport transfers	
Required events (museum entry fees, excursions, theatre tickets, guide fees)	
Visas	
Country exit fees	
Health/travel insurance	
<b>Other Direct Costs</b>	
<b>Total Costs</b>	
<b>BALANCE</b>	

<b>Total program cost per student</b>	
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<b>Considerations</b>	
<b>Minimum Enrollment:</b>	
Minimum number of students required: (consider fiscal and course minimums)	
<b>Cancellation Date:</b>	
Date program will be cancelled due to insufficient enrollment	