



ADMINISTRATIVE MANUAL
NEW AMERICAN COLLEGES & UNIVERSITIES
STUDY AWAY
PROGRAMS AND POLICIES

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TABLE OF CONTENTS

<u>NEW AMERICAN COLLEGES AND UNIVERSITIES</u>	1
<u>MEMBER INSTITUTIONS</u>	
<u>STUDY AWAY BACKGROUND</u>	2
<u>TYPES OF OPPORTUNITIES</u>	3
<u>POLICIES AND PROCEDURES</u>	4
<u>APPLICATION INFORMATION</u>	5
<u>FINANCIAL INFORMATION</u>	6
<u>STUDY AWAY RESPONSIBILITY</u>	7
<u>HOST INSTITUTION RESPONSIBILITY</u>	7
<u>HOME INSTITUTION RESPONSIBILITY</u>	7
<u>THE STUDY AWAY NETWORK</u>	8
<u>APPENDIX I: <i>HOST INSTITUTION PLACEMENT OFFER FORM</i></u>	9
<u>APPENDIX II: <i>STUDENT PLACEMENT ACCEPTANCE FORM</i></u>	10



THE NEW AMERICAN COLLEGES AND UNIVERSITIES

The New American Colleges and Universities (NAC&U) is a national consortium of selective, small to mid-size (2,000-7,500 students), independent colleges and universities. Founded in 1995, NAC&U is dedicated to the individual and collective promotion and achievement of best practices of liberal education, including the purposeful and innovative integration of the liberal arts and sciences, professional studies, and civic engagement, in undergraduate and graduate education.

To fulfill its mission, NAC&U sponsors projects and conferences, administrator and faculty affinity groups, surveys and data benchmarking, and international and domestic study programs. The New American Colleges & Universities collectively and individually are often cited as models of the intentional integration of teaching and learning, scholarship, and service.

STUDY AWAY BACKGROUND

In 2004, the Associated New American Colleges, now The New American Colleges and Universities, established **NAC&U Study Away** to meet the need for quality, diverse, affordable, international and domestic study opportunities for its members. Study Away is divided into two components: international study and domestic student exchange. This manual focuses primarily on international study opportunities.

There are benefits to participation in Study Away programs for NAC&U students and their institutions. Students enroll in the college or university of their choice, knowing that there will be opportunities to participate in a set of high quality, affordable, international and domestic study programs beyond those offered by their primary institutions. Institutions can broaden their market and increase student enrollment, thus increasing the viability of programs they offer. The institution need not develop the infrastructure and relationships abroad necessary to sponsor its own programs in locations where Study Away programs already exist. And, faculty and administration can know that programs are offered by sister institutions with similar goals and quality standards.

TYPES OF OPPORTUNITIES

Study Abroad

Study Abroad programs are short-term, semester or year-long opportunities that often include some combination of cultural immersion, intensive language study, internships, field study, community projects, guided travel, and/or service learning.

Students will pay tuition to their home institutions. Students also will pay room and board to the institution hosting the Study Away program. Some institutions may charge a "Study Away" fee in addition to normal student fees for the semester. Please refer to the Tuition Policy on the NAC&U website for further details.

Members agree to accept credits earned on a Study Away program at the student's home institution.

For a list of current Study Abroad programs, please visit www.studyaway.org.

Student Exchange (Domestic)

Opportunities to study at NAC&U campuses throughout the country are also available. Students pay tuition to their home institutions. Many of these opportunities include field study and internships. More information is available on www.studyaway.org and by contacting the host institution's contact person.

For a list of current Student Exchange programs, please visit www.studyaway.org.

POLICIES AND PROCEDURES

NAC&U MEMBER INSTITUTIONS AGREE TO THE FOLLOWING TERMS TO PARTICIPATE IN STUDY AWAY:

1. Designate individuals at the institution to work with NAC&U on Study Away programs.
2. Notify the NAC&U office (Study Away@newamericancolleges.org) when a student has applied for and been accepted to a program.
3. Provide specific information on its website for NAC&U Study Away programs and opportunities.
4. Promote NAC&U Study Away programs on campus.

APPLICATION INFORMATION

APPLICATION DEADLINES

Deadlines for applications are set by the institution that offers the program. Deadlines for spring semester study programs are usually between August and October; deadlines for fall study programs are usually between February and April. To find the deadlines for a specific program, go to www.studyaway.org.

APPLICATION PROCESS

Application forms: Students apply directly to the institution that offers the program. That institution will provide the application. Some applications are available for download online. For others, interested students should contact the office that runs the program.

Notifying the NAC&U office: It is important to notify NAC&U when one of your students has applied to study abroad through NAC&U. Notification can be given by simply emailing the NAC&U office with the student's name and desired destination.

Placement Offer & Acceptance: Once a student has been offered a placement, the host institution needs to complete the Placement Offer form provided in Appendix A and fax or mail it to the sending institution and the NAC&U office. Once a student has accepted a placement offer, the student's home institution must complete the Placement Acceptance form, Appendix B, and send it to both the host institution and the NAC&U office (the acceptance form must be signed by the student as well as the student's study abroad advisor).

Orientation: Once the Placement Acceptance form, signed by the student, has reached the host institution and the NAC&U office, the host institution can begin sending the student information about the details of moving to and studying in the host country.

Process Outline:

- 1) Student sends application to host institution.
- 2) Host institution reviews application & sends Placement Offer form to student's institution and the NAC&U office.
- 3) Home institution sends Placement Acceptance form, signed by student, to host institution and NAC&U office.
- 4) Student receives orientation materials from host institution.
- 5) Home institution is billed by host institution after the start of the program.

FINANCIAL INFORMATION

International programs are priced at-cost, meaning that institutions do not profit from NAC&U students who study in those programs. A reasonable administrative fee in addition to the cost of the program may be charged.

DEPOSITS

The host institution may require a non-refundable deposit from students at the time that they accept placement. Deposit requirements will be made known to students when they are given applications. The deposit amount is not included in the program cost charged to the students' home institution.

BILLING

Students are not billed directly for Study Away programs. Instead, students pay their home institution's tuition as usual (plus a standard "Study Away" fee, if their home institution has one). The students' home institution is billed by the host institution for the cost of the program. Billing should take place after the start of the program.

NAC&U'S RESPONSIBILITY

NAC&U's role is to facilitate communication among institutions and to promote Study Away programs. It works to be unobtrusive in the application process. If students contact NAC&U directly, they will be referred first to the study abroad offices on their own campuses, and second to directors of the study abroad programs in which they have expressed interest.

HOST INSTITUTION RESPONSIBILITY

The host institution has primary responsibility for the safety of students studying in their programs. It is expected that the same safety precautions and procedures will be followed for NAC&U students as for other students in the program. Students should be provided with adequate orientation materials to ensure that they are aware of safety issues involved in international travel and living in the host country.

HOME INSTITUTION RESPONSIBILITY

The home institution will assist the host institution in every way possible to make sure that orientation information reaches, and is understood by, the student.

THE STUDY AWAY NETWORK

NAC&U has a small staff that depends heavily on the involvement of network members. They work closely with the following individuals:

Study Abroad Directors

Study Abroad Directors at member institutions need to be familiar with Study Away programs and should make sure that those that best suit the needs of the campus are prominently positioned on the Study Abroad web site and in promotional locations on campus. They need also to make sure Study Abroad Advisors understand the “value added” benefits of Study Away Programs, as well as the financial benefit to the institution of using Study Away programs instead of other outside/corporate providers.

Study Abroad Advisors

Study Abroad Advisors need to be familiar with Study Away programs, particularly their strengths as programs that “offer more” by including internships, service learning, field study, guided travel, and/or other value-added components included in the program fee. Whenever it is not possible for a student to go on an exchange program, or a program run by the students’ home institution, Study Abroad Advisors will want to consider whether a Study Away program would be a good fit for the students’ academic interests.

Provosts and/or Deans

Provosts and Deans determine which Study Away initiatives are the most useful to their campus and position the appropriate offices or departments on campus to take advantage of those initiatives.

For a current list of Study Away contacts, please visit www.studyaway.org.



Appendix I: Host Institution Placement Offer Form

HOST INSTITUTION PLACEMENT OFFER FORM

Host Institution:

Date:

Please complete this form to confirm acceptance of an NAC&U applicant to your study abroad program. *Send this form the student's home institution and to the NAC&U office.* The form can be returned to the NAC&U office by mail or email.

Applicant Name _____

Applicant Home Institution _____

Applicant Destination _____

Start and End Dates of Program _____

Has the applicant been offered and accepted the study abroad placement?

YES

-

No

Special conditions of acceptance: be sure to indicate any special conditions of acceptance in the space below. Special conditions include prerequisites not met at time of application, etc.

Study Abroad Director's Signature

Date

**Please send this form to NAC&U as well as the student's home institution.
Form can be completed and sent as an attachment by email.**

The New American Colleges & Universities

studyaway@newamericancolleges.org



APPENDIX II: Student Placement Acceptance Form

STUDENT PLACEMENT ACCEPTANCE FORM

Please use this form to accept an offer of a study abroad with an NAC&U institution. Students should sign this form and return it to their home institution study abroad office; their study abroad advisor should co-sign and *forward the form to both the host institution study abroad office and the NAC&U office.*

Student's Name _____

Home Institution _____

Program Destination and Host Institution _____

Semester and Year of Study Abroad _____

The student named above has accepted the study abroad placement.
(check one):

YES

No

Student Signature

Date

Study Abroad Advisor Signature

Date

**Please send this form to NAC&U as well as to the host institution.
Form can be completed and sent as an attachment by email.**

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