

St. Norbert College

progress our students and traumatize the extension of their worldview. The Director of CIE, in coordination with the Director of the Study Abroad Office, will base such a decision on recommendations of: the program staff in-country, host University/College officials, the appropriate US State Department country desk officer(s), knowledgeable colleagues both on and off campus, as well as discussions with the senior administration of St. Norbert College.

4. PROCEDURES.

- a. The primary concern of the Center and College, in a situation as defined above, is always the safety and security of our students. Both we and the host institutions with which we work are committed to this arrangement. Therefore, if a decision is made to close a program site, students will be assembled and flown out of the area on the first available flights back to the United States. The following specific steps will be taken, in these cases:
 - (1) Upon receipt of either telephonic or e-mail notification by the Study Abroad Office (or its on-site representative), students are expected to assemble at the local site International Center. The on-site coordinator will have been advised to expect the students and have been given specific instructions on evacuation procedures.
 - (2) Because of criticality to get an immediate head count, students are advised to bring only the most essential items (one small suitcase of clothing, a pillow, blanket and necessary toiletries) with them to the site assembly point. As noted below, arrangements for forwarding other personal belongings will be made with the host institution, time permitting.
 - (3) SNC Study Abroad Office will work with host institution to arrange for student flights out of the country. First choice in this situation is, of course, transport directly to the United States, but if this is not available, then transportation to a country out of harm's way will be undertaken. As in the case of every program, cost of return flight is borne by the student.
- b. The College will do its best to make arrangements for storage of personal belongings of our students. It should be noted, however, that student personal property does not fit into the same category as student safety and St. Norbert College, therefore, does not accept responsibility for lost or destroyed personal property, as a result of the considered event.
- c. Returning students will be re-enrolled into St. Norbert at no additional cost. If it is too late in the academic term to allow students to enter classes, other arrangements will be made for completion of study abroad courses (for example mailed exams from the host institution or mentored individual study to complete courses).

- d. Housing accommodations on campus for returnees from cancelled or suspended study abroad programs will necessarily be based on availability, and if available will be pro-rated based on the time left in the current academic term. Food service will also be pro-rated based on the time left in the current academic term.
- e. The College will attempt to work out any individual program refunds (for tuition, housing and fees paid to the host institutions) with each host institution, but does not guarantee the return of such funds. Similarly travel expenses are borne by the student participant.
- f. By definition, cost of emergency arrangements to ensure student safety is not cheap and ultimately is borne by the student. Families are, therefore, encouraged to consider special travelers insurance that allows for emergency evacuation as part of the policy. The Study Abroad Office has available information on some such supplemental policies.
- g. While sympathetic to personal family or student decisions to withdraw from a Study Abroad program site, unless the above conditions are met, St. Norbert College is not responsible for costs or problems incurred by said decisions.

5. CAVEATS.

- a. This policy applies only to St. Norbert College exchange and direct enrollment programs. Other programs through affiliate Colleges/Universities or Study Abroad Agencies have their own distinct emergency procedures that must be followed by students enrolled in such programs.
- b. Students returning from programs noted in 5a, above, will, however, be treated in the same way upon their return as those returning from St. Norbert College exchanges or direct enrollments. Once back on campus, all SNC students whether on exchange, direct enrollment, or affiliate program will follow the same procedure. Every effort will be made to minimize the effect on the academic progress and general well-being of SNC students (See 4b through 4e).