



University of Hawai'i at Mānoa Study Abroad Center **Faculty-Sponsored Study Tours (FaSST)**

The University of Hawai'i at Mānoa (UHM) Study Abroad Center (SAC) encourages UHM faculty to offer study tours or overseas activities as part of or in addition to their academic course offerings during the academic year (semester, Winter Break, Spring Recess, and/or summer). The SAC will support and facilitate faculty members' endeavors overseas.

Unlike official SAC programs, these individual faculty-sponsored study tours do not require approval by the Council on Study Abroad. Rather, the sponsoring faculty will be responsible for course content, all logistical arrangements (flights, accommodations, meals, ground transportation, etc) and pre-departure preparation. The SAC will provide risk management, insurance coverage, and registration for students participating in faculty-sponsored study tours. In addition, the SAC can assist faculty members with budget-planning and coordinating logistics.

The SAC will generally not support study tour applications to locations where a **U.S. Department of State Travel Advisory Level 3 (Reconsider Travel)** has been issued, as well as locations with a **CDC Travel Health Notice: Warning Level 3 (Avoid Nonessential Travel)**. Please visit the agencies' respective website for more information.

Travel Advisory: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>

Travel Health Notice: wwwnc.cdc.gov/travel/notices.

Interested UHM faculty members are encouraged to contact the SAC immediately after their decision to initiate a study tour so that the SAC can provide guidance for program development, advertising, and student recruitment.

The SAC will provide pre-departure ***Risk Management Training for Faculty Members*** as well as ***Risk Management Training: Student Health and Safety***. Faculty members are required to attend both sessions, whereas student participants are required to attend only ***Risk Management Training: Student Health and Safety***.

Please complete the following application form with the appropriate signatures and submit to the SAC immediately after your decision to initiate your program abroad. For inquiries and/or to schedule a meeting, please email fasst@hawaii.edu.

1890 East-West Road, Moore Hall 115, Honolulu HI 96822

(T) 956-6958 (F) 956-9319

www.studyabroad.hawaii.edu



UHMSTUDYABROAD

**University of Hawai'i at Mānoa Study Abroad Center
Faculty-Sponsored Study Tours (FaSST) Application Form**

I. Sponsor Information

1a. Sponsoring Faculty Name	1b. Department
1c. Email Address, Telephone Numbers (Office, Mobile)	1d. Contact Information while Overseas (Mobile, WeChat, WhatsApp, etc)
1e. Who is leading the study tour? Please select as appropriate. <input type="checkbox"/> Sponsoring Faculty <input type="checkbox"/> <i>check here if dates are different and attach itinerary</i> <input type="checkbox"/> Accompanying Faculty (if different person) <input type="checkbox"/> <i>check here if dates are different and attach itinerary</i> <input type="checkbox"/> Nobody, the student(s) is/are on independent study	
2a. Accompanying Faculty Name (if applicable)	2b. Department
2c. Email Address, Telephone Numbers (Office, Mobile)	2d. Contact Information while Overseas (Mobile, WeChat, WhatsApp, etc)
3. Designated On-Campus UHM Department Contact for Emergencies (Name, Email Address, Mobile Number)	

II. Study Tour Information

4. Location(s) (City, Country)		5. Expected Number of Participants	
6. Overseas University/Organization (Contact Name, Address, Email Address, Direct Telephone Numbers)			
7a. Date of Departure (from Honolulu)	7b. Date of Return (from Overseas)	7c. Number of Days	
7d. Study Tour Start Date		7e. Study Tour End Date	
7f. First Day of Instruction		7g. Last Day of Instruction	
8. Pre-Departure Training The Study Abroad Center will provide pre-departure training pertaining to student health and safety abroad; all participants are required to attend this training session. Please attach site-specific pre-departure preparation that you will provide the students.			
9. Attach the study tour itinerary, course syllabus, on-site COVID-19 safety requirements (if any), and applicable documents, explaining the rationale for the overseas component and detail of activities.			

III. Study Abroad Fee Information

If you wish for the SAC to provide course registration, please select Option A. The Study Abroad fee is \$128 per credit hour in the summer and \$147 per credit hour during the semesters, with a minimum of 3 UHM credits per student. This fee is non-refundable.

If course registration is not required, please select Option B. The Study Abroad fee is dependent upon the length of your study tour. This fee is non-refundable.

IV. Outreach College Registration Fee **Option A Only**

For FaSST programs designed under Option A, a \$142 Outreach College Registration Fee will be charged for each course a student enrolls in. This fee is non-refundable.

Option A. The Study Abroad Center registers students for credits.

Please list the courses in which your students will be registered:

Course Number	Course Title	Credits

Please continue to section IV. Budget & Logistical Information

Option B. The Study Abroad Center does not register students for credits.

The following non-refundable Study Abroad fees are applicable per student, in addition to the cost of Study Abroad Health Insurance Plan at the rate of \$1.38/day. Please select length of study tour.

- ☐ Short-Term Study Tour (1 week - 8 weeks): \$76.00
- ☐ Long-Term Study Tour (9 weeks - 15 weeks): \$456.00

Please continue to section V. Budget & Logistical Information

V. Budget & Logistical Information

We recommend that you consider two scenarios: minimum and maximum number of students to make this a financially sustainable program. Please email fasst@hawaii.edu if you need help developing your budget. Attach an itemized budget based on your expected number of participants, that includes the following:

A. Faculty Costs

These are costs that you expect to incur while you are overseas.

1. Estimated Airfare
2. Accommodation
3. Meals
4. Ground Transportation
5. Other

B. Student Participant Costs

These are **estimated** costs for each student participant.

1. Institutional Cost
2. Overseas University Tuition
3. Study Abroad Fee (Option A or B; refer to III. Study Abroad Fee Information) **MANDATORY**
4. Outreach College Registration Fee
(Option A only, refer to IV. Outreach College Registration Fee)
5. Estimated Airfare
6. Accommodation
7. Meals
8. Student Visa
9. Activities/Excursions (if any; list activities/places and costs)
10. Ground Transportation
11. Study Abroad Health Insurance Plan* **MANDATORY**
12. International Student Identity Card + Travel Insurance - \$25 **RECOMMENDED**
(Apply Online: <https://www.isic.org/>)
13. Other

*Cost of the Study Abroad Health Insurance Plan is calculated at \$1.38 per day for the duration of the study tour overseas. Count the departure date from the U.S. as the first day, and the return date as the last day, e.g., Jan 10 – Jan 20 = 11 days.

Upon confirmation of the number of students participating in your study tour, please submit an updated itemized budget. The Study Abroad Center will present an itemized Cost/Budget Sheet based on the updated figures to UHM Financial Aid Services when appropriate.

Note: For your study tour financial transactions, please establish a third-party account.

The Study Abroad Center can also provide assistance in coordinating logistics such as processing student visas and travel arrangements. Please email fasst@hawaii.edu as soon as you have decided to initiate your study tour.

Approved By:

<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Dean	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Name (print)	

Acceptance by the Study Abroad Center:

<input type="checkbox"/> Accepted	
<input type="checkbox"/> Not Accepted. Reason: <div style="margin-left: 20px;"> <input type="checkbox"/> Duplication of SAC program at the same location <input type="checkbox"/> Travel Advisory Level 3 issued for study tour location <input type="checkbox"/> Travel Health Notice Warning Level 3 issued for study tour location <input type="checkbox"/> Other risk factors </div>	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Sarita Rai, Study Abroad Center Director	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date

VIII. Student Participant Information

The Study Abroad Center will contact you as soon as your proposal has been accepted. You may then begin advertising, recruiting, and accepting participants for your study tour.

At least 45 days prior to departure, please submit the final list of student participants' names and email addresses to fasst@hawaii.edu. Please indicate in your email the deadline by which you want your participants to submit their packets to you;

The Study Abroad Center will then email the Risk Management documents to these participants.

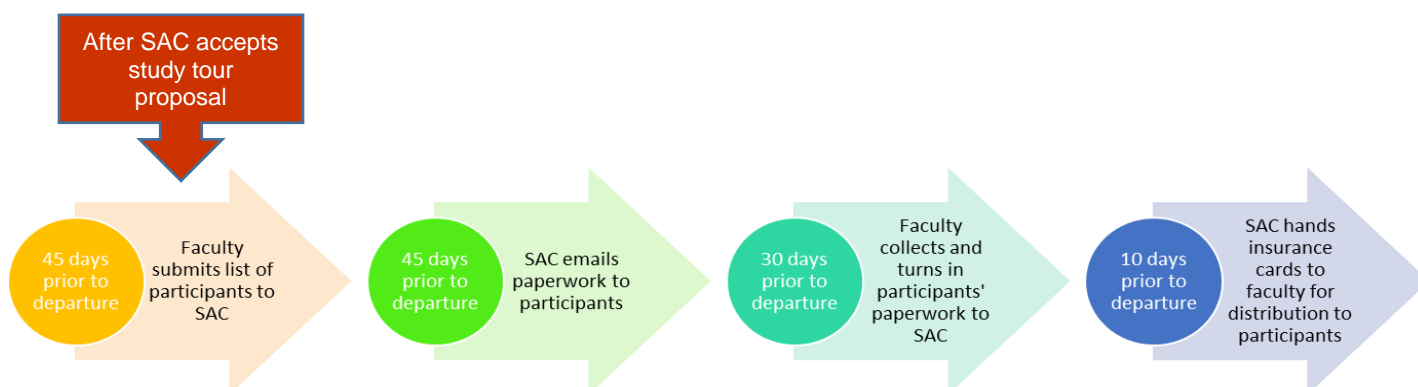
At least 30 days prior to departure, please email fasst@hawaii.edu to schedule an appointment for you to turn in the students' completed paperwork. Please note that the Study Abroad Center reserves the right to assess late fees to the students and/or not accept late paperwork as we need time to process registration and insurances.

At least 7 days prior to departure, the Study Abroad Center will hand the students' insurance cards over to you for distribution.

For a visual summary of the timeline, please see the infographic in item A on page 6.

PLEASE KEEP FOR YOUR REFERENCE

A. Timeline



45 days/seven weeks before departure

- Faculty submits list of participants to the Study Abroad Center (SAC)
- SAC emails document packet to participants

30 days/five weeks before departure

- Faculty collects and turns in participants' document packets to SAC
- SAC processes insurance
- SAC processes registration if any
- SAC submits list of participants and budget to FAS, when appropriate

10 days/one week before departure

- SAC hands insurance cards to faculty for distribution to participants

B. Advertising, Recruiting and Accepting Participants

The Study Abroad Center will contact you as soon as your proposal has been accepted. You may then begin advertising, recruiting, and accepting participants for your study tour. *Please disregard if your study tour is a mandatory part of your course curriculum, for e.g., a week-long field trip, and you do not need to recruit participants.*

Your pool of prospective participants is not limited to UH Mānoa students only; students from UH-system schools, including community colleges, Chaminade University, and other universities (including mainland universities) are also eligible candidates.

For many students, the decision on whether to participate in a study tour is usually a cost and value (experience, number of credits, etc) decision. For those students who are generally relying on institutional financial aid to fund their education, you may wish to design your study tour to include these students. Please refer to Financial Aid information in item C.

Design your own application and acceptance processes as you see fit. If you intend to collect a deposit as a means to secure a student's participation in your study tour, we recommend that

you implement a refund/withdrawal policy as well. Please email fasst@hawaii.edu if you need guidance. **FaSST Recruitment Guidelines** is also available upon request.

C. Financial Aid – for Summer Term study tours only

Financial Aid is available for UH Mānoa students only, and only if the study tour is at least 30 days in length and they are registered full-time (6 credits). The 30 days can begin on campus. For e.g., one week on campus, two weeks overseas, and one week upon return.

Financial Aid information and application deadlines (usually early-mid April) can be found online at the UHM Financial Aid Services website www.hawaii.edu/fas/. You need to inform your prospective students that they are responsible for submitting their financial aid application on time.

The Study Abroad Center will submit a Cost/Budget Sheet to the UHM Financial Aid Services according to the figures that you supplied in section **IV. Budget and Logistical Information**.

Please inform your students that they must notify the Study Abroad Center if they intend to use financial aid to pay for the Study Abroad fees.

If you have any questions or concerns, or if you would like to schedule an appointment, please email fasst@hawaii.edu.

D. Collection of Paperwork

The Study Abroad Center will email to you **FaSST Guidelines for Collecting Paperwork**. Students will also receive instructions on completing the paperwork. As such, documents that are not filled out correctly and/or completely will not be accepted; students will have to re-do and re-submit to you.

At least 30 days prior to departure, please email fasst@hawaii.edu to schedule an appointment and hand over the students' completed paperwork and payments, if applicable.

At least 7 days prior to departure, the Study Abroad Center will hand the students' insurance cards to you for distribution.

E. Pre-Departure Preparation

The SAC will provide pre-departure **Risk Management Training for Faculty Members** as well as **Risk Management Training: Student Health and Safety**. You are required to attend both sessions, whereas your students are required to attend only **Risk Management Training: Student Health and Safety**.

The SAC can arrange to hold the student health and safety training session on the same day that you will be holding your own site-specific pre-departure session. Please email your preferred date and time to fasst@hawaii.edu as soon as possible.