**Global Education Approval Committee (GEAC)**

**Faculty-Led Study Abroad Program Renewal Form**

*Programs that have been previously approved by the GEAC may renew up to four times. Every five years, program proposers should complete the full* *Faculty-Led Study Abroad Program Proposal.*

# SECTION A: PROGRAM INFORMATION

|  |  |
| --- | --- |
| **Program Leader Name:** |  |
| **Program Name:** |  |
| **Department/College:** |  |
| **Term/Year:** |  |
| **New/Renewal Program:** | Renewal program |

Do you have any remaining funds in the study abroad local fund from the preceding program to carry forward to your new study abroad local fund? If so, what is the exact dollar amount? *If you do not know, please request this information from your fiscal support person. You will need this amount for your updated budget, which will calculate the student program fee less any residual balance from a previous program.*

|  |
| --- |
|  |

Is there a master’s agreement or program-specific addendum in place with the host institution/program provider? If so, please upload a copy with your renewal submission.

|  |
| --- |
|  |

List any individuals/entities who will provide in-country support and indicate what support they will provide. *Note: If intending to propose any volunteers to assist the program, all volunteers must be approved via the*[***Volunteer Appointment & Approval Form***](https://www.globaleducation.vt.edu/content/dam/globaleducation_vt_edu/documents/geac/GEO%20Volunteer%20Appointment%20and%20Approval%20Letter%20(1).pdf) *at least 30 days in advance of the program’s start.*

|  |
| --- |
|  |

Briefly identify the key programmatic changes or updates from your last approved proposal (dates, budget, itinerary, etc.).

|  |
| --- |
|  |

**SECTION B: LOCATION CHANGE**

Have your program location(s) changed?

\_\_\_Yes

\_\_\_No

*If yes, complete section B. If no, skip to section C.*

If your location has changed, how does/do the selected site(s) add relevance or value to the programmatic objectives and targeted skills?

|  |
| --- |
|  |

Are you substantially changing the way you are engaging with the host culture? If yes, describe the students’ engagement with the host culture as it aligns with the program’s goals. What intentional activities will students be encouraged to engage in with the host culture? Be specific in detailing how students will interact with and learn about the host culture in meaningful ways.

|  |
| --- |
|  |

Is a visa required for the program’s leader(s) or participants? If visas are required, what is the time frame for applying for and receiving them? Address both U.S. and non-U.S. citizens in your response.

|  |
| --- |
|  |

**SECTION C: PROGRAM LEADER CHANGE**

Has the program leadership changed?

\_\_\_Yes

\_\_\_No

*If yes, complete Section C. If no, skip to Section D.*

Identify the new program leader(s) name and qualifications.

|  |
| --- |
|  |

The new program leader is familiar with the program and has read the previous program proposal and post-program report.

\_\_\_Yes

\_\_\_No

The new leader has met with previous leadership to discuss the program.

\_\_\_Yes

\_\_\_No

**SECTION D: COURSE INFORMATION**

What courses do you intend to offer on your program? Please list course titles and numbers.

|  |
| --- |
|  |

Have you made changes to the program’s course(s)?

\_\_\_Yes

\_\_\_No

*If yes, upload the updated course syllabus or syllabi when you submit your program renewal.*

**SECTION E: HEALTH, SAFETY & SECURITY**

Are there any extraordinary health, safety, or security risks of concern in the program’s location(s)? If so, what measures will be taken to eliminate or mitigate these risks?

Use the U.S. Department of State’s “International Travel” website: [https://travel.state.gov/](https://www.google.com/url?q=https://travel.state.gov/&sa=D&source=editors&ust=1627505671023000&usg=AFQjCNGAj_aWS-dyEUdPUwCo6acTFxffUg) to learn about safety and security information for your destination(s). Use the Center for Disease Control (CDC) website: [https://wwwnc.cdc.gov/travel/destinations/list/](https://www.google.com/url?q=https://wwwnc.cdc.gov/travel/destinations/list/&sa=D&source=editors&ust=1627505671023000&usg=AFQjCNGgCc9cW_-dlJRbMimKoucM23orfw) to learn about vaccine requirements and health considerations for your destination(s).

Identify risks in your destination(s) and your plan to mitigate those risks. Be sure to address best practices for public health, safety, and security in response to the current global pandemic.

|  |
| --- |
|  |

# SECTION F: ESTIMATED STUDENT COSTS FOR PARTICIPATION

Complete the following table representing full student program costs. Under “Billed Expenses,” insert the program fee to be advertised to students (this can be adjusted or rounded up/down to a near whole number based on the figure determined in the detailed Excel budget). Reference the Bursar’s Office website to insert the tuition and fee rates for the applicable term, credits, and residency status. Under “Out-of-Pocket Student Expenses,” itemize student costs that are not included in the program fee.

Add additional line items only if necessary; additional items will likely fall under the “Out-of-Pocket Student Expenses” section. Do not add additional line items for expenses that are already included in the program fee (CISI insurance, lodging, in-country transportation, etc.).

The information represented in this table will be displayed to students on the “Financial Matters” tab of your program brochure webpage.

|  |  |  |
| --- | --- | --- |
| **Billed Expenses** | **In-State** | **Out-of-State** |
| Program Fee | $ | $ |
| Study Abroad Participation Fee | $50 | $50 |
| Tuition & Fees | $ | $ |
| **Billable Subtotal** | **$** | **$** |
|  | | |
| **Out-of-Pocket Student Expenses** | | |
| Application Fee | $50 | $50 |
| New/Renewal Passport Fee | $180 | $180 |
| Personal & Other Expenses | $ | $ |
| Immunizations *(only if applicable)* | $ | $ |
| Visa *(only if not included in the program fee)* | $ | $ |
| Airfare *(only if not included in program fee)* | $ | $ |
| Estimated Meals *(only those not included in program fee)* | $ | $ |
| Books/Materials/Supplies *(only if not included in the program fee)* | $ | $ |
| **Non-Billable Subtotal** | **$** | **$** |
|  | | |
| **Total Costs** | **$** | **$** |

At the time of renewal submission, upload a copy of the program’s budget with cost estimates that cover all program elements (including estimates of any out-of-pocket student expenses such as air travel, meals not provided, immunizations, etc.). Also include applicable [VT Tuition and Fee rates](https://www.bursar.vt.edu/) as well as faculty compensation.

*[Your detailed Excel budget should be submitted in its original format, as a separate file, when you submit your proposal materials to the GEAC.]*

***Please Note: The best practice recommendation by the GEAC is for study abroad per diem rates not to exceed 50% of the*** [***State Department published rate***](https://aoprals.state.gov/web920/per_diem.asp) ***for the location of travel. Unlike business travel, study abroad travel is paid for by student funds. As a stewardship practice, faculty expenses should align with student costs for the program. Programs presenting more than 50% of the location's per diem rate should provide a stewardship justification in narrative form below.***

*[Insert justification here, if applicable.]*

**STEPS FOR FINAL RENEWAL SUBMISSION**

* Once your program renewal form and Excel budget are complete, email both files to your department head and college liaison for review at the department/college level.
* Following department head endorsement, the college liaison will provide feedback and request any needed changes. Once revisions have been made and the final documents have been approved by your college liaison, the proposal/renewal is ready to submit to the Global Education Approval Committee (GEAC).
* Navigate to this page: <https://sa.globaleducation.vt.edu/?go=GEACProposal> and click “Apply Now” to begin your GEO Faculty-Led Program Proposal and Registration. Upload and complete all requirements indicated prior to the university-wide deadline.
* Your college liaison will be notified that you have completed your program proposal or renewal and they will verify that your submission has college approval. The committee will begin the review process immediately following each priority and final deadline. Review will take approximately four weeks.

# STEPS FOR PROGRAM REGISTRATION

* As the committee completes review, you may continue planning and preparing for your program. You may launch applications while awaiting GEAC approval; however, student acceptances cannot be made until approval notification is received.
* You’ll have access to the main administrative requirements for Faculty-Led Study Abroad programs via your GEO Faculty-Led Program Proposal and Registration portal. To return to your portal to continue progress, login here: <https://sa.globaleducation.vt.edu/index.cfm?FuseAction=Security.AngLogin>, hover over the house icon and select your applicant home screen.