Frequently Asked Questions

Overview of Samford Abroad

1. In what terms can I study abroad and for how long?

Students can study abroad in any of the four terms – Fall, Jan Term, Spring, and Summer. Please refer to the chart below for additional information.

Term	Length	Credits
Fall / Spring	16 Weeks	12-18 Credits
Jan Term	2-3 Weeks	3-4 Credits
Summer	3-9 Weeks	2-12 Credits (depending on program and length of stay)

2. What types of programs are there?

There are four different types of study abroad programs. Please refer to the chart below of additional information.

Type of Program	Term	Description	Credit Type	Samford Aid?	Federal Aid?
Faculty-Led	Jan Term, Summer	Programs led by Samford faculty in their area of expertise	Samford credit	Yes	Yes
Daniel House	Fall/Spring, Jan Term, Summer	Program led by Samford faculty in their area of expertise; Fall/Spring has their own academic curriculum model led by the Samford faculty-in-Residence and British adjunct professors	Samford credit	Yes	Yes
Affiliate	Fall/Spring, Summer	Third-party partner program with their own unique programs and curriculum	Transfer credit	No	Yes
Exchange	Fall/Spring	Exchange program at pre-approved host institution	Transfer credit	Yes	Yes

#1 Faculty-Led

Samford faculty members facilitate these programs and teach on subject matter that lies in their area of expertise. Courses and locations vary each term but past courses include:

General Education (World Languages) and Upper-Level Language in Spain, France, Germany, and Costa Rica
General Education (Fine Arts) in London and Dublin
General Education (Science) in Latin America
General Education (Humanities) British Media and Culture in London; Reformations & Revolutions in Czech Republic, Switzerland, and Germany
Major-related courses in Business, Education, Pharmacy, Nursing, and more.

Students pay tuition and a program fee. Students studying at the Daniel House also pay fees for room and board. Please refer to the program's page at abroad.samford.edu for a breakdown of costs.

#2 Daniel House

These programs take place at the Daniel House in South Kensington, London. Samford University owns the property that doubles as housing and classroom space for students who study in London. Students pay tuition, room, and board just as they would pay on Samford's campus. Daniel House students also pay an additional program fee that includes flights, breakfast staples, ground transportation, some activities, and more. Please refer to the program's page at abroad.samford.edu for a breakdown of costs.

Short – Term Daniel House (Jan Term & Summer)

Similar to Faculty-led programs, Samford faculty lead all short-term Daniel House programs. The Daniel House provides students a space to live and study in central London in the same neighborhood as the former homes of Winston Churchill, T.S. Eliot, Alfred Hitchcock and John Lennon. This makes the Daniel House and London a great location to study anything from arts to history to business.

Long-Term Daniel House (Fall & Spring)

Semester students studying at the Daniel House have the unique opportunity to live, work, and study in London by taking courses and participating in an internship. The Samford Faculty-in-Residence and British adjunct professors teach all courses.

The academic plan for semester students is as follows:

Prefix	No	Title	Instructor	Credits
REQUIRED:				
INTL	330	International Internship*	Samford Faculty-in-Residence	6
PICK AT LEAST TWO:				
TBD	TBD	TBD by Faculty-in-Residence that term**	Samford Faculty-in-Residence	3-4
		British Heritage and Culture (General Education Credit, Humanities or Social Science)	British Adjunct	4
UCBP	101	Biblical Perspectives (General Education Credit, Core Curriculum)	British Adjunct	4
SOA	200	Arts In Society (General Education Credit, Fine Arts)	British Adjunct	3
TOTAL: STUDENTS MUST BE REGISTERED FOR MINIMUM 12 CREDIT HOURS				

*CAPA facilitates all internship placements. CAPA is an affiliate program that collaborates with Samford University to provide students an internship best suited for their academic and professional goals.
**Spring 2020 Faculty-in Residence from Brock School of Business; Offering MNGT 301 International Management (3 Credits)

#3 Affiliate Programs

Affiliate programs are third parties that offer their own unique programs and curriculum for students. Many affiliates have a U.S.-based university as their institution of record. Locations and courses vary depending on the provider selected by the student. ISA, CAPA, CIEE, and IES are among the most popular for Samford students.

Samford charges students the provider's program rates and an additional $250 study abroad fee to the student's e-bill that covers administrative costs. Federal aid does apply, however institutional aid does not.

If you are interested in an affiliate, contact Samford Abroad and we can point you in the right direction toward a provider best suited to meet your academic and personal goals. Affiliate programs are available for all terms.

#4 Exchange Programs

Samford University currently facilitates two exchange programs in Hong Kong and Japan for students interested in an immersive and independent semester-long study abroad experience. Hong Kong Baptist University and Seinan Gakuin University in Fukuoka, Japan have long partnerships with Samford, allowing students to study abroad for the same cost as attending Samford. Both federal and institutional aid apply.

3. Where and what can I study?

Samford Abroad offers a wide variety of course offerings each term in locations around the world. Students can often receive general education, humanities, or language credits abroad.

If Samford faculty-led or Daniel House programs do not fit your academic need or personal preferences, students can also explore options of an affiliate or exchange program for courses and internships. Please find more information under the appropriate program page or under the "Affiliate" and "Exchange" sections of the FAQs.

4. What should I do if I want to go abroad?

Talk with your academic advisor early on in your college career if you are interested in studying abroad. Start the conversation on which term may be most suitable for you academically. Begin mapping your academic plan now, especially if you wish to go abroad for an entire semester.

Please note that you must maintain a GPA of 2.50 to study abroad. Please refer to the "Eligibility" section of the FAQ for more information.

If we are in an active application cycle and you wish to go abroad in the open term, here are your next steps:

1. **Speak with a peer advisor**; these are Samford Abroad alumni trained through the Global Engagement Office to educate other students on upcoming programs
2. **Talk with your academic advisor** about what programs satisfy your graduation requirements. They can provide insight into major requirements and possible course substitutions or cross-listings.
3. **Submit an application** at abroad.samford.edu. Applications include a variety of electronic signatures and an online deposit of $500. Students will forfeit consideration for acceptance into the program if the application lacks any of these documents or the deposit.
4. **Schedule an appointment with the Samford Abroad Advisor** if you have any other additional questions.

Courses Abroad

1. What courses does Samford Abroad offer each term?

Program offerings vary each term depending on faculty program proposals. Semester Daniel House offerings vary based on the faculty in residence. Though the Global Engagement Office cannot guarantee any specific course in a given term, every term offers courses that satisfy general education, humanities, and/or language credits.

2. Can the Global Engagement Office guarantee that I receive academic credit for the courses I take abroad?

Any course a student takes will appear on his or her transcript. However, the Global Engagement Office cannot guarantee that credits will fulfill a student's graduation requirements as academic advisors and school deans determine these criteria. Students should speak with their academic advisors with questions regarding their graduation requirements. Note that all affiliate and exchange students are required to submit an International Transient Enrollment Form prior to departure to guarantee proper communication of transfer courses and requirements between the study abroad student and academic advisor.

Eligibility

1. Who is eligible for a Samford Abroad program?

For consideration of acceptance into any Samford Abroad program, students must meet all the below requirements:

1) Enrolled as a student at Samford University or an approved affiliate at the time of application.
2) Enrolled at Samford University or an approved affiliate for the term for which you are making application.
3) Student cannot be on academic or values/disciplinary probation at the time of application and up to the time of the group departure or at any time during the study abroad course.
4) Have a minimum GPA of 2.5.*
5) Be able to attain a valid passport by the Decision Date as listed on the Cancellation Policy Agreement.
6) Have read and signed a copy of the cancellation and refund policy and understand the financial commitment and penalties involved should you withdraw from the program you are applying.

*Students who do not meet GPA eligibility are required to submit a letter stating the reason for GPA, recommendation letter from professor, and recommendation letter from primary advisor in order to be considered for a Samford Abroad program. More details can be found on the "GPA Exception Policy" located on your application portal.

Students must electronically sign the Eligibility Requirements form located on their online application. Without the signed document, the application is incomplete and the student forfeits consideration for the program. By signing the document, you verify that you meet the above criteria. The Global Engagement Office then verifies all criteria as part of the decision process.

2. Do I need a valid passport at the time I apply for a program?

No, you do not need a valid passport in order to complete an application. However, students must electronically sign the Passport Requirement form agreeing that they will have a valid passport by Decision Date. If by Decision Date a student does not have a valid passport or written verification of order, they may be required to withdraw and a student on the waitlist with a completed application and valid passport may take their place as determined by the Global Engagement Office.

Applying for a Program

1. When can I apply?

Program applications open and close a year in advance of the term the program takes place. The Global Engagement Office will communicate to students these application deadlines via email, informational sessions, social media (@samfordabroad), and posters.

Program Term	Application Cycle
Jan Term & Spring 2020	Spring 2019
Summer & Fall 2020	Fall 2019

2. How do I apply?

Go to abroad.samford.edu to browse open programs. You can scroll through each menu tab to review information regarding program overview, location, academics, and costs/scholarship. When ready to start an application, click the "Apply Now" button in the upper left corner of the program page. The system will prompt you to insert your Samford login credentials. Once you have successfully logged in, you can view and electronically sign all required documents, including Cancellation & Refund Policy, Eligibility Requirements, Medical Consent, and Passport Requirement. A checked box will appear beside the document title once it is complete.

Students applying for a semester at the Daniel House are also required to attain a recommendation letter from a Samford faculty member. After notifying your recommender, enter their email address where prompted in the application. The system will send an automated message with instructions on how to submit the recommendation letter to the professor. You can view from your application whether the recommender has viewed the email and submitted the letter.

The only portion of the application you cannot complete directly from the application page is the $500 online deposit. Go to samford.edu/go/ebill and click on "Make a Deposit" on the top menu. You can select your program from the dropdown list and choose your preferred method of payment. Once the deposit is paid, the Bursar's Office sends a report to the Global Engagement Office to notify us of your payment. We will then manually note on your application that the deposit processed. You should then see a checked box by "deposits" on your application. *NOTE: Please allow 1-2 business days for the Global Engagement Office to mark the deposit received. For detailed step-by-step instructions and visuals on how to submit the $500 deposit, please click here or visit the homepage of abroad.samford.edu.

Once your application displays checked boxes beside all of your required documents, including all electronic forms and the deposit, you need to click the "submit" button at the top of the application.

3. Can I apply for more than one program?

Yes, you can apply for more than one program. If you are applying to multiple programs during the same term with the intention of only committing to one, you must rank your preferences in the "Applied Programs" section of your application profile. Only one deposit is required. If the programs in which you have applications for are in different terms, the system will not allow you to rank your preferences. In this event, please email the Global Engagement Office so that we can make a manual note in the system.

If you are applying to multiple programs with the intention of participating in all of them, please note that a deposit is required for each separate program application.

4. I submitted my online application. What is next?

All students who submit applications on time, upon completing all necessary documents and submitting the $500 online deposit are considered. Once the deadline has passed, the Global Engagement Office will review all student applications to ensure eligibility. Seniority, grade point average, and academic fit may also be considerations for competitive programs.

The Global Engagement Office will then notify students of acceptances at which time students have a window of time to commit to the program or decline the offer. If students do not commit by the Decision Date, they will forfeit their spot on the program.

Jan Term & Spring 2020			
Applications Open	**Applications Close**	**Acceptance Date**	**Decision Date**
March 18, 2019	May 3, 2019	June/July	July/August

5. Can the Global Engagement Office guarantee my acceptance?

No, the Global Engagement Office cannot guarantee any student acceptance. The Global Engagement Office reserves the right to cancel programs that do not meet the required enrollment criteria. The office also has the right to waitlist students due to program capacity.

6. What happens if the Global Engagement Office cancels my program?

The Global Engagement Office will notify students in the event they cancel a program due to low enrollment. Students can 1) transfer their application and deposit to a different program or 2) withdrawal their application and receive a refund of their deposit. Students can only transfer their application and deposit to an open program communicated by the Global Engagement Office.

Costs

1. What is included in the price of a Samford Abroad program?

For most faculty-led programs, the program costs include tuition and a program fee. The program fee typically includes roundtrip airfare from Atlanta, in-country transportation, traveler's medical insurance, activities, and some meals. (Meals vary by program.)

For Daniel House programs, the program costs include tuition, program fee, room, and board. Like faculty-led programs, the program fee includes roundtrip airfare from Atlanta, in-country transportation, traveler's medical insurance, and activities.

Meals: Students travelling for Jan Term and summer terms have some of their meals provided, while semester-long students have breakfast staples each morning.
Visa (Semester): The Global Engagement Office will reimburse semester students for the costs of the visa.
Room: Daniel House room rates are comparable to average on-campus housing costs.
Board: The Global Engagement Office issues funds to students over the course of their time abroad on a BBVA Compass debit card with money pre-paid by students from the board cost. Students can treat this card as a personal debit card in which they can use it for anything they see fit, including food, souvenirs, and travel.

2. When will I pay for my program?

The Samford University Registrar will bill tuition and program fees for study abroad students in the term they study following the University's regular billing schedule. Students can look online or refer to the Billing Schedule document on their study abroad application portal for dates in which all fees will be viewable, payable, and due on the e-bill.

3. **Can I get a refund of my deposit?**

Deposits are refundable up until the Decision Date as specified in the cancellation and refund policy. After that deadline, deposits are no longer refundable and the student will encounter greater financial responsibility as time approaches departure date. Please refer to the Cancellation & Refund Policy document located on the application for specific dates and a detailed policy.

Scholarship

1. **Does my Samford scholarship and federal aid apply?**

All Samford scholarships and federal aid applies for Samford Abroad faculty-led and Daniel House programs as well as pre-approved exchange programs.

Students studying abroad through an affiliate program (ISA, CAPA, CIEE, IES and other programs or institutions abroad) can apply federal aid, but not Samford aid. In some cases, affiliate programs costs less than Samford for the semester. Students are billed the program's fees plus a $250 study abroad fee on their Samford e-bill in place of their regular tuition costs.

2. **What additional funding is available?**

The Global Engagement Office issues one scholarship each application cycle to an eligible Daniel House or Faculty-led study abroad student. Students applying for the Herron Scholarship must have a FAFSA on file. Ask the Global Engagement Office, 221 Brooks, for more information regarding deadline, application, and amount of funding.

The office can provide students a list of alternative outside scholarships upon request.

Online Deposit

1. **How do I pay the online deposit?**

Please refer to the information under "Applying for a Program" in the FAQ.

2. **Do I have to pay the deposit online?**

Yes, you are required to pay the deposit online. Please contact the Bursar's Office if you have any trouble completing the payment online or have any additional questions. The Bursar's Office will only process alternative payments in certain circumstances.

3. **Do I have to pay multiple deposits if I am applying to more than one program?**

If you are applying to more than one program with the intention participating in both programs, you are required to submit deposits separately for all programs.

If you are applying to more than one program with the intention of participating in only one program, you only required to submit one deposit. You must rank your preferences on the "applied programs" page of your application. The Global Engagement Office will transfer your deposit to the appropriate program after Decision Date.

Flights

1. **Are flights included in the cost?**

Yes, flights are included in the cost of every program except affiliates. All flights are roundtrip out of Hartsfield-Jackson Atlanta International Airport unless otherwise noted.

2. **Can I add a connecting flight or edit my arrival and/or departure date?**

Yes, students can add a connecting flight from any airport. They are also able to extend their stay beyond the set program dates if they wish. Students must communicate with our travel agent when making any changes to the group flight itinerary. The travel agent is the only one who can organize these flights, not the student or parent. Booking flights through the agent will 1) ease chaos in the event of a delayed or cancelled flight and 2) allow the travel agency to exercise certain benefits on your behalf such as getting you a seat on what may be advertised as a full flight.

Students are billed any additional costs incurred above the group rate for personal flights. The student's program fee then increases to reflect those costs.

Students who choose to deviate from the group travel plan are responsible for meeting up with their class upon arrival at the date and time designated by the Global Engagement Office.

Please contact the Global Engagement Office if interested in deviating from the group flight itinerary so that we can put you in contact with the travel agent.

Preparation:

1. **How will the Global Engagement Office help prepare me for my program?**

The Global Engagement Office desires that all students feel well equipped to handle a variety of circumstances that may arise while abroad concerning travel, culture shock, and safety. For this reason, the Global Engagement Office organizes a mandatory pre-departure safety orientation for all students. The office also issues a student manual that details all expectations, procedures, and contacts.

Disability Resources:

1. **Disability Resources granted me on-campus accommodations. Will Samford Abroad honor those accommodations?**

If a student does not disclose disability related needs prior to arrival at his or her host site as prompted on the Disability Resources Questionnaire on the application portal, the Global Engagement Office, Disability Resources, and the host site will determine if accommodations are possible. It may not be feasible to arrange for accommodations requested after Decision Date or once on site.

It is important to remember that the Americans with Disabilities Act and Section 504 of the Rehabilitation Act are not in force outside of the United States. It is the student's responsibility to disclose any disability that requires accommodation and to make plans for his or her needs. Accommodations which represent a fundamental alteration of the program or that create an undue hardship will not be provided. All decisions regarding accommodations will be made on a case-by case basis. If accommodations are needed and not available at a particular site, then students may not be qualified to participate in that specific program.

Withdrawals:

1. **What do I do if I need to withdrawal from a program after Decision Date for non-medical reasons?**

Students have until the Decision Date to withdraw from a program without any financial penalty. Please refer to the cancellation policy located on the application page for specific dates of financial obligations for your term.

If a student wishes to continue with a withdrawal after the Decision Date, they must submit written consent for withdrawal to the Global Engagement Office. In some cases, students may also be required to meet with Assistant Director, Jill Fisse.

Please refer to the Cancellation and Withdrawal Policy on your application portal.

All withdrawal communications must go through the Global Engagement Office, not through the program faculty leader.

2. **What do I do if I need to withdrawal from a program after Decision Date for medical / compassionate reasons?**

A medical/compassionate withdrawal request from a study abroad program may be made in extraordinary cases in which serious illness or injury (medical) or another significant personal situation (compassionate) prevents a student from participating or continuing in their study abroad program. Consideration of a study abroad program medical/compassionate withdrawal is limited to a complete withdrawal from the program. All requests for a medical/compassionate withdrawal from a study abroad program require thorough and credible documentation. An approved medical/compassionate withdrawal from a study abroad program request may result in a partial refund of the balance due to the Global Engagement Office (GEO). Please note that in all circumstances the Study Abroad Application Fee is non-refundable.

A student may request and be considered for **a medical withdrawal** from a study abroad program when extraordinary circumstances, such as a serious illness or injury that develops/occurs after the student has committed to the program, prevent the student from participating in their study abroad program. The medical withdrawal policy covers both physical health and mental health difficulties.

A student may request and be considered for a **compassionate withdrawal** from a study abroad program when extraordinary personal reasons not related to the student's personal physical or mental health (for example, care of a seriously ill child or spouse, or a death in the student's immediate family), prevent the student from participating in their study abroad program.

GEO reviews each study abroad program medical/compassionate withdrawal request and determines the appropriateness of the request. GEO either approves or denies the request based on the documentation provided by the student/healthcare provider.

To request a study abroad program medical/compassionate withdrawal, you must complete a **Request for Documented Medical/Compassionate Withdrawal From a Study Abroad Program** and compile thorough and credible documentation to support the reason for your request. Submit your completed form and support documentation to the GEO Assistant Director via email at jfisse@samford.edu.

Please refer to the Cancellation and Withdrawal Policy on your application portal.

Independent Travel:

1. **Can I travel independently outside of my host country?**

Students may travel outside of the host country. Students must follow the rules and regulations set by the Global Engagement Office and program faculty leader in regards to class schedule and attendance before considering travel.

2. **Am I required to report any travel outside of my host country?**

If travel occurs between the program's start and end date, students must submit an online Travel Itinerary Questionnaire with details regarding the flight information (or alternative travel information), arrival and departure dates, housing accommodations, and itinerary. This information will ensure that the program faculty leader and Global Engagement Office are aware of the student's whereabouts in the event of an emergency.

A Travel Itinerary Questionnaire does not need to be completed if travel takes place before and after the program dates. However, the Global Engagement Office still highly encourages students to register their travel with Safe Traveler's Enrollment Program (STEP) through the U.S Department of State.

Emergency Protocol:

1. **What is the emergency protocol for Samford Abroad programs?**

Each program has a unique emergency plan created and communicated by the program faculty leader. Every student will receive the emergency plan from the program faculty leader at the Arrival Orientation that takes place the day students arrive in their host country.

In the event of an emergency, every student in the affected location is required to check-in via the Alert Samford app once he or she reaches safety. Students must also notify the program faculty leader of their safety and location.

The Global Engagement Office will contact those friends and family member listed on the student's Emergency Contact Information Form in the case of an emergency in which the student is unable to communicate. This form is a requirement prior to departure. It is up to the student to ensure that these emergency contacts are up-to-date.

The Global Engagement Office communicates all safety protocols to students at the Safety Orientations that takes place on campus prior to departure. Program faculty leaders will re-communicate protocols on-site at the host country in the Arrival Orientation.

Students are also required to register with the Safe Traveler's Enrollment Program (STEP) app provided by the Department of State at step.state.gov prior to departure. This service will send registered travelers notifications of safety concerns in the event of protests, natural disasters, or terrorism. This aids in communication between the student and the U.S Consulate both in the U.S and in the host country.

Traveler's Insurance

1. **Does Samford provide all students with traveler's insurance?**

Students travelling on Faculty-led or Daniel House programs receive traveler's insurance through CISI. Students' program fees cover this cost. This coverage is not optional for students participating in these program types.

Affiliate and Exchange students should review the insurance policies provided by the affiliate program or host institution. The Global Engagement Office highly recommends buying CISI insurance through our office prior to departure. CISI provides many coverage benefits that other insurance companies do not provide, making it the choice policy of Samford Abroad. Ultimately, it is the discretion of the student when deciding which policy they choose when enrolled in an affiliate or exchange program.

Please contact the Global Engagement Office with questions regarding CISI policy.

2. **What is CISI's coverage policy?**

CISI issues a policy manual each year that is distributed to each student along with his or her personalized insurance card. Parents or other interested parties can email the Global Engagement Office with a request for a copy of the manual if needed.

CISI covers certain injuries and illnesses that may occur while abroad. In the event of a student hospitalization, CISI will pay for either the student's transportation back home or for a family visit if the injury is severe. **Please note that this policy does NOT cover high-risk activities including but not limited to bungee jumping, zip lining, and skydiving. The Global Engagement Office highly advises that students consider this before embarking on such activities as CISI, Samford University, the Global Engagement Office, and Faculty leaders do not encourage such activities and are not liable in the event of injury.** Please also note all other policy exclusions listed in the manual.