

Study Abroad Parent/ Guardian Handbook



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I. Planning & Preparation

Researching Your Destination

Students can use the [Bods Abroad portal](#) on Washburn's Study Abroad website to explore all available programs, filtering by location, type, length, academic interest, etc.

Programs: Types and Lengths

There are 7 general categories of study abroad programs.

1. **Faculty-led:** Short-term study programs that generally combine a WU course with travel. Students learn and travel with a WU professor(s) and students.
2. **Exchange:** Students learn and travel independently, pay WU tuition, enroll in classes at the host institution, and transfer credit to count towards their WU program of studies.
3. **Affiliate Program:** Program Providers offer a broader range of destinations and disciplines and can provide unique program components such as field work, internships, or research experiences. Students participating in this type of program remain enrolled at WU during the study abroad program.
4. **Direct Enroll:** Students learn and travel independently. Students pay the host university tuition fees for visiting students and remain enrolled at WU during the study abroad program.
5. **Student-Initiated:** When no direct relationship exists between WU and a foreign institution or program provider, students may submit a Student-Initiated Program Proposal to facilitate their program participation. Students learn and travel independently.
6. **Volunteer, Internship, or Teach Abroad:** These programs allow students to engage in other experiences for one week to one year, either for credit or not for credit.
7. **Virtual Global Internship:** Unique opportunities for a student to develop cultural competence and career readiness through online courses or remote internships with WU affiliates.

Housing and dining accommodations differ based on the type of program. More specific information about program types and accommodations can be found [here](#).

Accessibility/Disability

Study Abroad welcomes students of all abilities. While we cannot guarantee that any or all of our program sites can accommodate your needs or interests, we will do our best to inform you of your options abroad. The Americans with Disabilities Act (ADA) is not universal across the world and not all countries have legal protections for people with disabilities.

II. Health, Safety & Security

Health & Travel Insurance

Students planning to participate in study abroad programs are encouraged to purchase comprehensive travel insurance, including trip interruption and trip cancellation coverage for any reason.

Washburn University employees, students and approved participants traveling outside of the United States on approved programs are provided International Liability Insurance coverage under Washburn University's AIG WorldRisk policy and Global Assistance Services through Travel Guard. Learn more about AIG WorldRisk [here](#).

Smart Traveler Enrollment Program (STEP)

The [Smart Traveler Enrollment Program](#) (STEP) is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country.

Through the STEP Program, students can enter information on their trip or overseas residence so that the Department of State can better assist them in an emergency, and subscribe to receive updates on Travel Warnings, Travel Alerts and other information for a particular country.

Medications & Vaccinations

If your student is prescribed any necessary medications, ensure they have made arrangements with their physician and insurance company so they will have the necessary supply of their prescription. Students are encouraged to check with their airline and their host country's Embassy or Consulate for specific restrictions about bringing medications into the country.

The following are sources of information about whether or not your student needs any vaccinations or preventive medications to enter their host country:

- The Center for Disease Control and Prevention maintains [a list of recommended vaccinations](#) for other countries
- Your family doctor
- Washburn University Student Health Services 785-670-1029
- The host country's Embassy or Consulate in the U.S.

No vaccinations are required to return to the U.S., but after returning, your student might want to consult their family doctor for a general examination.

III. Cost & Funding

Scholarship Opportunities

Visit the scholarship section of our website [here](#) for eligibility requirements, both WU and non-WU scholarship opportunities, guidelines, and a breakdown of award type by program length.

We offer many funding opportunities for students with financial need. There are two main types of scholarships offered through Washburn, and we provide affiliate links to external resources that may be applied to a student's study abroad program. The amount of a given award is recommended based on such factors as cost and length of the program, number of applicants, and available funds. Additional amounts may be awarded based on the strength of the application, which typically includes academic merit, statement of purpose, and recommendations.

Billing

For faculty-led and exchange programs, travelers are charged WU tuition through the normal tuition billing process. For authorized external programs, no WU tuition is charged and students pay program fees directly to the authorized provider. For direct enrollment programs, no WU tuition is charged and students pay program fees directly to the host university / provider.

Fees

There is a non-refundable application fee for all study abroad programs. Learn more about application fees [here](#).

Applicant Type	Fee
Washburn Student	\$75
Modern Languages Student	\$25
Non-Washburn Participant	\$75

IV. Guidance & Support

Advice

Every student is a unique individual with different support needs. Some students may prefer more check-ins and attention from family while abroad, but others may prefer more independence. Have a conversation with your student about their expectations and what they require from you while abroad. Your student should be your first point of contact if you have any concerns or questions before, during, and after the study abroad experience—if they cannot answer your questions, then you should refer to our [website](#), and then the Study Abroad Office last.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. As such, the Study Abroad Office may be restricted in what we are able to discuss with parents. We encourage students to reach out to us directly to discuss their study abroad plans. You can be there for your students as a sounding board and offering support throughout the process.

For more information about [FERPA](#), visit here.

v. FAQ's

Will studying abroad prevent my student from graduating on time?

Studying abroad will not necessarily keep students from graduating on time. It depends on the student's particular academic situation and credit status at the time of studying abroad. Your student can earn credit toward their degree while studying abroad. Your student should meet with their academic advisor well in advance of their trip to discuss how going abroad will fit into the degree program and timeline.

Studying abroad as a senior can affect the graduation timeline. Study abroad transcripts can take months to arrive, and thus students studying abroad in their final semester should consult with their advisor and the Study Abroad Director for graduation assistance.

How can I keep in touch with my student while they're abroad?

One of the most universal means of keeping in touch with your student is e-mail. However, there are numerous other ways of contacting your student while abroad. Skype, WhatsApp, Google Hangouts, and Apple FaceTime are all free methods of contacting your student through video calls and/or texts while abroad. If your student chooses to buy a phone or an international SIM card for their time abroad, there are certain service providers who provide better rates on international calls. These service providers vary from country to country, so it is best to research cellular service providers in the host country.

Can my student arrange alternative accommodations or itineraries while abroad?

For faculty-led trips, students may not arrange alternative accommodations or daily activities separate from their class group. This is to ensure that all students are accounted for by their faculty mentor(s) and prevents disruptions to faculty schedules, which are often very tight. For direct enrollment or exchange programs, accommodations may be more personalized and flexible. Students should meet with the Study Abroad Office to discuss housing possibilities.

How can my student manage money while abroad?

It is generally easiest for students to withdraw from their accounts back home by using an ATM. Using ATMs abroad usually carries a small fee if the account doesn't reside in the country. It is recommended that students carry cash with them when possible. Not all countries support the same payment processors we have in the United States. Students should also take their debit or credit card with them on their trip.