



## Study Abroad Incident Report Form

Washburn University ♦ Study Abroad Office

1700 SW College Ave. ♦ Topeka, KS 66621

Phone (785) 670-1051 ♦ Fax (785) 670-1067

[studyabroad@washburn.edu](mailto:studyabroad@washburn.edu)

[www.washburn.studioabroad.com](http://www.washburn.studioabroad.com)

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Date of incident:

Location:

Time of incident:

Name of Student:

Student's WIN:

Email:

Relevant Phone Number(s):

Describe incident:

Details of incident: *(Print/type narrative)*

Actions Needed/Taken by Whom?

If student was injured, were they treated, and if so, where?

Was local emergency contact alerted?

Was the WU Study Abroad Insurance Provider AIG alerted?

Were expenses incurred? If so, include details and receipts.

Other Individuals Involved: *(ex: other students, WU employees, insurance company representatives)*

Contact Details of Relevant Other:

Compile itemized bills, showing treatment, and dates of treatment and charges and any other relevant bills.

AIG WorldRisk Insurance & Travel Guard Insurance and Global Assistance Services:

Name of Insured Organization: Washburn University of Topeka

Policy Number: WS11015544

AIG Travel can be reached collect at:

+1 (817) 826-7008 or within the US or Canada: (800) 401-2678

<http://www.aig.com/us/travelassist>