

STUDY ABROAD HANDBOOK



Introduction / Director's Welcome

Webster Students,

The Office of Study Abroad would like to congratulate you on your acceptance into our Study Abroad Program. You are headed for the experience of a lifetime. As you move forward in your study abroad planning and participation, our office wanted to provide you with a comprehensive overview of important study abroad resources and policies in this Study Abroad Handbook.

Webster supports study abroad as an essential part of its mission to develop global citizens for the 21st century. You will learn a lot about yourself as you venture to a new country and encounter a range of new challenges and opportunities. We truly hope that study abroad is a life changing experience that is academically and personally enriching for you. We look forward to working with you throughout all phases of your time at Webster.

If you have any questions about the items in the Study Abroad Handbook, please do not hesitate to contact our office for assistance. We are always happy to provide further details and direct you to additional resources as needed.

Kelly Heath

Director of Study Abroad

Office of Study Abroad

Webster University, St. Louis

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Student Eligibility and Requirements

All Webster University students enrolled at a United States campus must contact the Office of Study Abroad in St. Louis for study abroad advising, planning, and information on how to apply. No Webster student may participate in a Webster University program that involves studying at an international location without approval from the Office of Study Abroad.

Degree-seeking undergraduate students at Webster University in the United States who wish to study abroad at a Webster University sponsored study abroad program should make sure that they have met the following approval criteria for study abroad:

1. Be enrolled at a Webster University campus in the United States.
2. Have earned at least 15 undergraduate credit hours at Webster University.
3. Be prepared to register for at least 6 credit hours per eight-week term (at least 12 credit hours per full semester term) at the international location, maintaining full-time status.
4. Be in good academic standing (2.0 cumulative GPA at a Webster campus; partner institutions may require a higher GPA).
5. Have good financial standing and be current in all accounts with the Business Office.
6. Be compliant with Webster University's student conduct policy.

Degree-seeking graduate students at Webster University in the United States who wish to study abroad at a Webster University sponsored study abroad program should make sure they have met the following approval criteria to study abroad:

1. Be enrolled at a Webster University campus in the United States (including students residing in the US pursuing their Webster degree online).
2. Have earned at least 9 graduate credit hours at Webster University.
3. Be prepared to register for at least 6 credit hours per nine-week term at the international location, maintaining full-time status.
4. Be in good academic standing (3.0 cumulative GPA at a Webster campus).
5. Have good financial standing and be current in all accounts with the Business Office.
6. Be compliant with Webster University's student conduct policy.

Five Term Rule

1. Webster University undergraduate students can study abroad for a maximum of **FIVE** academic terms before they can no longer study abroad with Webster. A single term is equal to a summer or a half-semester. A full academic year abroad (fall, spring, and summer) would equal 5 terms.
2. Webster University graduate students can spend a maximum of 2 terms, or one semester abroad before they can no longer study abroad with Webster.
3. Short-term, faculty-led programs such as the Walker Business Hybrid programs or Spring break study abroad programs do not count against the total amount of terms a student can spend abroad. Students who have studied abroad for their full-term maximum can still participate in short-term, faculty-led programs.

Non-Affiliated Programs

- Students who decide to study abroad with a program that is not sponsored by Webster University must have their chosen study abroad program approved by the Study Abroad Director prior to registering for the program.
- Student must complete the Non-Affiliated Program Approval Process, which entails:
 1. Meeting with the Director of Study Abroad
 2. Submitting a Self-Identified Study Abroad Program Petition Form and supporting materials.
 - a. This process should be completed no later than 1 semester prior to the start of the program and in accordance with Webster's study abroad deadlines <http://www.webster.edu/study-abroad/application/eligibility.html>.
- Non-affiliated study abroad programs do NOT fall within Webster's 30/36 rule for graduation.
 1. 30/36 rule: 30 of the final 36 credits taken for any degree must be taken at Webster University. Webster online courses and courses taken at Webster University global campuses or international partners count as Webster University courses for the purposes of this rule.

Academic Overview and Policies

Studying abroad is a once in a lifetime opportunity for personal, professional, and academic development. Prior to departure, it is important to determine how courses taken abroad will enhance your overall academic plan and enrich your academic experience. Make sure you understand which academic policies apply to you while you are abroad. All students must also abide by academic policies of the *Webster Student Handbook* which is assessable through the following link:

<http://www.webster.edu/student-handbook/>.

Degree-seeking students at Webster University who wish to study abroad must meet with their study abroad advisor and with their academic advisor to register for study abroad coursework.

It is important that students understand how participating in study abroad will affect their academic plan and progress. It is highly encouraged that all students meet with their Academic Advisor and Study Abroad Advisor early and often so that they can be confident that their study abroad program will help them move forward with their academic goals and will not hinder or delay their ability to graduate on time.

Academic Credit

1. All students are required to register for full-time status while abroad as defined locally by Webster University. For study at an international campus, this means full-time course registration at the respective campus. Independent study courses and online courses do not count towards the minimum number of credit hours.

To be eligible to study abroad, you must enroll in at least the following amount of credit hours:

<i>Length of Program</i>	<i>Minimum Credits</i>
One 8-week term	6 credit hours
One Semester	12 credit hours

2. Undergraduate students studying abroad for a single term within the Fall or Spring semesters will need to be enrolled for a minimum of 13 credits for the semester, 6 of which must be taken onsite at the international location.

Course Approval and Credit Transfer

There is no credit evaluation or course approval necessary for courses taken at a Webster University International Campus. Courses are coded identically to their equivalents offered in the United States, and there is no course transfer necessary as credit is applied directly to the student's Webster transcript.

Webster University students who study abroad at international partner or exchange locations will receive academic credit at Webster University for all courses. Depending on the type of program and the student's major, specific course equivalencies may vary and are subject to review by individual departments.

Course Evaluation

Although Webster students are welcome to take any course at an international partner or exchange location, several courses have already been evaluated for equivalency here at Webster. Check the program page for the location you're interested in for specific course information, and be sure to meet with your Study Abroad Advisor to discuss specific academic needs.

The Office of Study Abroad has created a **Course Evaluation Form** for courses that students would like to take at an international partner that don't already have an equivalency. This form is for evaluating courses for specific major or minor core requirements only. For GCP evaluations, students should speak with their Study Abroad Advisor.

[Course Evaluation Form](#)

Credit Transfer

Credits earned for a course at an international partner or exchange location may transfer as a different amount when translated to US credits. For example, a student studying abroad in the UK for a semester will take 60 UK credits, which is equal to 15 US credits. The Office of Study Abroad works with students and their academic departments in order to help them understand exactly how credit transfer and course evaluation works for classes taken at international partner campus locations.

Enrollment Abroad at Webster International Campuses

Students will be responsible for working with their Academic Advisor to sign up for classes at the Webster International Campus. Students are provided a paper Registration form that they will need to complete and upload into the study abroad application system. The international campus staff will acquire the registration form from the student's application and register them for courses once registration opens for the given semester. Students will not be able to be registered for courses if they have a hold on their Webster University Student Account and are responsible for informing the OSA and International Campus staff when the hold is lifted so that they can then be registered.

Students enrolled at a Webster University International Campus are subject to the same academic policies that would apply to them at the home campus. Students who wish to add, drop, or withdraw from any specific course should work with their Academic Advisor to determine the best course of action. Full policy details for Course Additions, Drops and Withdrawals can be found at http://www.webster.edu/faculty/faculty_resource_guide/course-administration/add-drop-withdraw.html

Enrollment for Non-Webster campuses

Registration for courses at international partner locations takes place as part of the direct application process or onsite during orientation, depending on the partner and program. Academic Advisors here at Webster cannot register a student for courses at the partner institution. Depending on the individual student's major, the credits from an international partner or exchange will apply differently at Webster University. It is important that students maintain contact with their home-campus advisor regarding this.

Students who study abroad at a non-Webster campus will be placed in a study abroad placeholder course (STAB 1000). The purpose of this placeholder is to ensure that the student will continue to qualify for and receive their full-time Financial Aid while abroad at the non-Webster campus. Students must still register for courses at the non-Webster campus as instructed by the OSA.

Transcripts

1. **International Campuses** – Grades for courses taken at Webster University International Campuses are applied the same way as grades for classes taken in the US. Grades are applied directly onto the student’s Webster transcript and are accessible in Connections immediately upon being entered.
2. **International Partners and Exchanges** – Grades for courses taken at a non-Webster campus cannot be applied to the student’s Webster degree until the transcript is received from the host university. This typically occurs 3 months after the end of the host institution’s applicable academic term.
3. **WINS** – All grades and credits earned on a Webster University Study Abroad program will be reported on an official academic transcript from Webster. In most cases, students are able to transfer credits from Webster back to their home institution. Contact your academic advisor or Registrar at your home institution to find out how this is completed at your school.

One official transcript will be issued directly to your home campus’s Registrar’s Office free of charge. This process can take up to 4-6 weeks after the end of your program. Additional official transcripts are available upon written request and payment to Webster University’s Office of the Registrar. There is a \$10 fee per transcript request, which covers the cost of one transcript.

<http://www.webster.edu/academics/transcripts.html>

Grade Appeals

Students who would like to appeal the grade for a study abroad course should Contact the Office of Study Abroad as soon as program grades are issued. The Office of Study Abroad will direct students to the corresponding program contact whom handles grade appeals. You may need to submit a written statement and provide supporting documentation as part of your appeal.

Academic Resource Center (ARC)

ADA Accommodations-Webster University encourages all students to study abroad including those individuals who have disability or accessibility challenges. With the proper planning, study abroad can be a wonderful experience for all students. Individuals who have academic accommodations and are planning to study abroad should contact the Academic ADA Coordinator in the ARC to discuss their study abroad plans and request accommodation letters. This should ideally happen at least 1 month prior to departure if not earlier. The ARC will email the student’s accommodation letter to the academic director of the study abroad program and will email a copy of the accommodation letter to the student for the student to take with them to their study abroad location.

It is the student’s responsibility to reach out the academic director and instructors at their program site to make sure the program site got the letter and to discuss their accommodation requirements. For more information, visit (http://www.webster.edu/study-abroad/resources/resources_for_students/diversity-abroad/study_abroad_disabilities.html)

Passport and General Visa Details

1. A passport is an official government document providing your citizenship. You must have a passport to travel abroad and to apply for a visa. Please verify that your passport is up to date and will be valid for 6 months past the end date of your program. If you are a U.S. citizen and do not already have a passport, you should apply for one immediately. **Most students need to have their passports 3-6 months prior to departure in order to apply for their student visa.**

Instructions on how and where to apply for or renew a passport can be found on the U.S. Department of State's travel website: <http://travel.state.gov/passport>.

2. A visa is legal permission to enter a country for a stated purpose and specific period of time. It is granted by the government of the host country. Requirements and procedures for student visas vary by country, but the U.S. Department of State maintains a site with up-to-date information on these requirements: usvisas.state.gov.

If you plan to study abroad in a country that requires a student visa, you will be guided through the application process by the Office of Study Abroad staff. While the OSA will assist participants about procedures and requirements, **securing a visa is an individual responsibility**, and not one that OSA or Webster University can or will assume. Webster University is not legally in a position to give any immigration advice on applying for a visa.

Procedures and requirements vary according to individual circumstance, citizenship, legal status and travel plans. They may also vary between a nation's consulates abroad. **Visa requirements are subject to change, and although the OSA staff endeavors to keep up with regulations there are instances where procedures, fees, or deadlines will change with short or even no notice.**

Emergency Procedures and Travel Warning Policy

Emergency Contact Information

1. **Office of Study Abroad** – Please call the OSA main line 314-968-6988
2. **On-Site Study Abroad Staff** – See your Program Guide
3. **Webster University Public Safety** – For after-hours emergencies, 314-968-7430 or 314-968-6911
4. **GeoBlue Health Insurance** – Call collect on 1-610-254-8771, Call toll free inside the U.S. 1-800-257-4823
5. **U.S. Department of State** – Office of Overseas Citizen Services, 888-407-4747, or from outside the US 1-202-501-4444
6. **CDC International Traveler Hotline** – 1-800-232-4636

Emergencies

Please contact your on-site study abroad coordinator and the Office of Study Abroad for any situation or condition that jeopardizes an individual's physical or mental health, safety, well-being, or program participation and/or requires the intervention of program staff. Such events or occurrences may include, but are not limited to: civil disturbance, natural disaster, severe or prolonged illness or injury requiring hospitalization, disciplinary action, emotional or behavioral disorders, illegal actions (i.e. drug use), absence from program site, academic probation, etc.

1. **Medical emergency** is any medical condition that threatens the health and well-being of Webster students, faculty or staff. This situation typically requires swift and immediate attention.
2. **Safety related emergencies** can take on a range of forms but could be related to sexual misconduct, theft, an incidence of violence, etc.
3. **Legal or conduct emergency** may have to do with incidents where students have violated a program policy, a local law or are in dispute with another individual.

Notification Procedures

In the case of an emergency, students are instructed to contact appropriate on-site staff immediately. The on-site contact knows the local environment and is best equipped to help students access resources quickly. If on-site contact cannot be reached, students should then contact the Office of Study Abroad in St. Louis. If it is after hours, then students should call Webster St. Louis Public Safety.

Political and Natural Disaster Emergencies

In the event of a political, social, or natural emergency, the Office of Study Abroad will be in close contact with the on-site staff. The on-site staff will in turn seek advice from the local authorities and the US Consulate or Embassy nearest the program location. Assistance will be managed in coordination with the US Consulate or Embassy and GeoBlue.

Parents, friends, and family are asked to communicate with the Office of Study Abroad staff to allow on-site staff to focus on working with students and local officials.

1. **Political emergency** is defined as an attempted or actual uprising against an existing government, significant acts of violence towards Americans, severe rioting, civil unrest, war or any crisis situation or local condition that may have an adverse impact on the safety or security of Webster students, faculty or staff.

2. **Natural disaster** is defined as earthquakes, typhoons, floods, hurricanes and other similar acts that may cause significant damage or danger or may have an adverse impact on the safety or security of Webster students, faculty or staff.

State Department Travel Warning Policy and STEP Program Requirement

The U.S. Department of State has a travel advisory system for countries around the world. Each country has an advisory level of 1-4 (1- Exercise Normal Precautions; 2- Exercise Increased Caution 3- Reconsider Travel; 4- Do Not Travel), as well as an information page on the U.S. State Departments [web site](#) that describes safety and security in the destination.

Webster University's Travel Warnings and Alerts Policy for Webster faculty, staff and students traveling internationally allows individuals to travel to Level 1 and Level 2 countries without prior approval. Travelers interested in going to Level 3 and Level 4 countries would need to have their case considered by the university's international travel advisory committee.

The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals travelling abroad to enroll their trip with the nearest U.S. Embassy or Consulate. All Webster study abroad participants are required to enroll in STEP prior to departure. STEP makes it possible for you to be contacted in case of an emergency in the U.S. or your host country. Registration allows you to receive important information from the Embassy about safety conditions in your destination country and helps family and friends reach you in an emergency. To register, visit step.state.gov/step.

Health & Insurance

Insurance

GeoBlue coverage:

Webster University provides basic accident and sickness insurance to all study abroad participants. The coverage is arranged through GeoBlue and is mandatory for all study abroad participants. The policy provides comprehensive sickness and accident insurance and emergency travel medical insurance. For more information about the features and benefits of this policy, please see the GeoBlue brochure provided during Pre-Departure Orientation or online. You should familiarize yourself with the policy prior to departure. *GeoBlue is to be used along with your current insurance policy. Do not cancel your existing policies in lieu of this coverage.*

- Website and app: After you receive your card, you should activate your account at <http://www.geobluestudents.com> using your card number and your Webster email address. Once you are registered, you can start using GeoBlue’s databases, which give you convenient access online to:
 - a. Profiles of more than 4,200 carefully selected, contracted English-speaking physicians in more than 180 countries outside of the U.S.
 - b. Translations of thousands of medical terms and hundreds of brand name drugs
 - c. Notable hospitals, clinics and pharmacy practices in more than 600 destinations outside of the U.S.
 - d. Daily health and security email alerts customized by destination
 - e. The option to submit claims and print off additional insurance cards
- 4. GeoBlue App: With the GeoBlue mobile app, world travelers have convenient access to the best local doctors, hospitals and resources anywhere in the world. To get started, simply download the app and login using your username and password from geobluestudents.com or register as a new user through the app using information from your ID card.

Basic ISIC coverage

In addition to GeoBlue coverage, we provide all students with an International Student Identity Card (ISIC). All ISIC holders are automatically covered by an accident insurance policy anywhere they travel outside of the continental United States. For more information, please visit: www.myisic.com/insurance.

Students also have the option to purchase personal property insurance through the ISIC policy and enroll for baggage/personal effects and/or trip cancellation and sickness/accident coverage for an additional fee. The ISIC Premium Plan brochure is included in students’ Orientation packets. Additional coverage must be purchased prior to departure. Please contact the Office of Study Abroad for additional coverage information.

ISIC is an internationally accepted student ID card and proof of current student status. The card offers student discounts at thousands of locations around the world.

Immunizations

1. **Required:**
 - a. Ghana - Yellow Fever
 - b. Japan – MR/MMR, Chickenpox
2. **Recommended:** Unless indicated above, Webster University does not require any immunizations or vaccinations in order to participate on other study abroad programs. It is your responsibility to make sure you are up-to-date on routine immunizations such as Tetanus and Hepatitis A and B, and should consult your physician and the Center for Disease Control and Prevention (www.cdc.gov) for the most current updates. Only a health care professional can advise certain immunizations or precautions for you. Talk to your doctor about your destination as well as place where you are likely to travel.

Pre-Departure Health Care

Check-ups

Before departure, we strongly recommend that you have a general physical and other medical examinations (vision, dental, etc.), especially if you are taking prescription medication or are in regular treatment for a pre-existing condition. Remember to schedule these appointments at least four weeks prior to your departure in case there is a need for follow-ups.

Medications

You should bring enough of any medication (prescription or over-the-counter) to last throughout your stay abroad. Talk to your doctor ahead of time to ensure you are able to secure enough medication to last the entire time abroad. It may be necessary to visit a doctor in your host country to get a new prescription written (foreign countries cannot honor American doctors' prescriptions) and this may be facilitated with information from your regular doctor.

1. **Prescriptions:** It is recommended to carry your prescriptions with you in your carry-on luggage and all medication should be store in the original container with the identification/prescription label attached and clearly visible. Do not take any medication out of its original container or combine multiple types of medication into one container as this may appear suspicious to security and customs officials.
 - a. For some medications, you may need to carry a letter from your physician stating that you are required to take the medication or a photocopy of the written prescription.
 - b. If the medicine is a controlled substance or considered illegal in other countries, you may need to notify officials at the U.S. embassy in the host country as well as the consulate officials of your host country. Students enrolled in GeoBlue can do this by assessing an online database of drug information once they have registered on the website. You will receive this information and instructions at orientation.
2. **Over the Counter Medications:** You should learn or make note of the generic name of any over-the-counter medication you bring, should you want to replenish your supply while abroad. Often, brand names are not international (for example, Tylenol is known as acetaminophen outside of the U.S.). This information can typically be accessed through a doctor or pharmacist.

Health Form

All Webster study abroad students are required to complete a Student Health Form prior to departure. The health form is reviewed by Webster health services staff. Any students with health conditions that are deemed serious or chronic will be contacted in order to make sure the necessary supports are in place at the study abroad destination. This may involve further consultations with US treating physicians or conversations with GeoBlue, Webster's international insurance provider.

Financial Information

Program costs

1. **Tuition:** Degree-seeking students at Webster University who meet the approval criteria for study abroad will pay their home campus tuition rates to study on an international campuses program and some international partner programs: per credit tuition during the summer term and flat-fee tuition if attending fall and/or spring term(s). These tuition options are limited to study abroad for a maximum of five terms (one full academic year).

Students who plan to study abroad for more than five terms must notify the Director of Study Abroad to discuss the changes that will occur with their tuition charges, scholarships, and financial aid eligibility beginning with their sixth term of study.

2. **Study Abroad Fee:** All students enrolled in a United States campus who study abroad will pay the corresponding study abroad fee, which provides them with mandatory international health insurance for the duration of their time abroad; pre-departure materials; pre-departure and on-site orientations; and an International Student Identity Card.
3. **Housing:** All students who study abroad are required to live in campus provided housing. Exceptions will only be provided for students who have immediate family in their study abroad destination. All housing exemptions must be approved by the Office of Study Abroad at the time of application.

Financial Aid and Scholarships

Webster students retain their federal, state, and Webster funding while studying abroad through a Webster program, including Tuition Remission and Exchange. The one exception to this is Federal Work Study, as students are not able to work while abroad.

- **Note:** Institutional and state aid is available for fall/spring semester only. Summer study abroad students may be eligible for federal aid such as Pell Grants and/or Federal Direct Loans.
- Students receiving Webster scholarships must be registered for at least 12 credit hours per semester in order to maintain financial aid and scholarships while abroad. However, please confirm with your financial aid counselor that your grants or scholarships don't require a higher number of credit hours to be completed during your semester abroad.
- Make sure you understand options such as parent loans and alternative loans. Different types of loans will have different interest rates and conditions. Webster students should keep in mind that loan disbursements will not post on your student account until the second week of class and refunds are not processed until after the add/drop period.
- If you study abroad during the spring semester, it is your responsibility to file for the next academic year financial aid, either while you are studying abroad or prior to leaving the US. As a reminder, priority deadline for completing your financial aid file is March 1.
- Military students: If you receive VA educational benefits, please contact [Jason Blakemore](#), Vet Success on Campus Counselor, regarding how these benefits apply to you while studying abroad.
- If you have any questions regarding your aid for a study abroad program, please contact your financial aid counselor for additional information.

Webster University Study Abroad Scholarships

Webster University provides a variety of scholarships specifically for study abroad students. In order to be considered for any study abroad scholarship, students must complete an online application by the given deadline. Incomplete applications will not be considered.

- If a student is awarded a scholarship and withdraws from the study abroad program at any time, the Office of Study Abroad must be notified and the award will be removed from their account.

Billing

1. Invoices are sent from the Webster-St. Louis Business Office after course registration has taken place. Students will be able to view their bill in Connections on or after the following dates:
 - May 20th for Summer programs
 - July 20th for Fall programs
 - December 20th for Spring programs
2. Invoices from the St. Louis Bursar's Office will have the following fees:
 - Study Abroad Fee
 - Tuition (Flat Fee for undergraduates and per-credit for graduates)
 - Accommodations
 - Program Fee (if applicable)
3. Unless otherwise noted, meals, personal living expenses, lab fees, and travel costs are not included in the program costs and will be paid by the student, locally.

Housing

1. Required on-site housing
 1. All students participating in a Webster University study abroad program are required to live in campus-provided housing. Graduate students studying at the Webster Bangkok campus are exempt from this policy. Students who wish to live with immediate family in their host country can apply for an independent housing request.
2. Independent housing request
 1. Students who wish to secure their own housing outside of what is provided by the campus must submit a written request for independent housing directly to the Director of Study Abroad. Requests should include where the student will be studying abroad, the address where they would like to stay, the contact information for anyone they would be staying with, and their reason for securing independent housing. Requests are evaluated on an individual basis.
3. How to cancel WG housing for term/semester abroad
 1. Webster students who live on-campus and wish to cancel their housing for the duration of their study abroad experience should refer to the cancellation policies set by Housing & Residential Life. Cancellation policies can be found at <http://www.webster.edu/housing/cancellation/>.

WWTP/WINS Travel Award

- **WWTP Eligibility** - While students should meet the minimum eligibility requirements, this does not guarantee the award.
 1. Acceptance into a Webster University-sponsored study abroad program at an international location.
 2. If an undergraduate student, successful completion of a minimum of 15 credit hours at Webster University at time of travel.
 3. If a graduate student, successful completion of a minimum of 9 credit hours at Webster University at time of travel.
 4. If an English as a Second Language student, release from the ESL program and completion of one semester after such release.
 5. Good academic and social standing.
 6. Good financial standing.
 7. Students may not have previously received this award, the Freshmen Fly Free ticket, or an Off-Campus Study Abroad Award.
 8. Student must not currently receive tuition remission or tuition exchange benefits.

- **WWTP Guidelines**
 1. Successfully complete a minimum of one eight-week term and at least six credit hours abroad as a full-time equivalent student.
 2. Remain enrolled as a full-time student in good standing while abroad.
 3. Successfully fulfill the service obligation to be determined in consultation with the OSA and/or Student Services.
 4. Noncompliance with the conditions of the award may result in revocation of the award. If a student withdraws early or does not successfully complete the term abroad with Webster University, the cost of the airline ticket will be posted to his/her account.
 5. If the student decides to change the ticket once it has been booked, the student is financially responsible for any change fee and re-booking. Students will be booked on flights with other study abroad students to ensure timely arrival and travel support from the local campus. Special travel requests may be considered but are not guaranteed.
 6. The award will be reflected on the student's account as a Business Office charge and a Financial Aid credit, and could be considered taxable.

- All recipients of the Webster World Traveler Award must fulfill the service obligation as determined in consultation with the Office of Study Abroad.

WINS Travel Award is an award offered to degree-seeking students from a Webster International Network of Schools (WINS) member institution. Students that meet all eligibility requirements and award conditions will receive the WINS Travel Award, which covers up to \$1,000 toward the round-trip coach airline ticket. The award can be used for Summer, Fall or Spring terms.

- To be eligible to receive the WINS Travel Award, students must:
 1. Be a degree-seeking student from a WINS institution
 2. Be accepted into a Webster University study abroad program
 3. Be in good academic, social, and financial standing
 4. Not receive tuition remission or tuition exchange benefits from Webster University

- To meet the conditions of the WINS Travel Award, students must:
 1. Obtain their round-trip ticket through TravelPlex, Webster's travel agency.
 2. Pay for any amount over \$1,000 directly to the travel agency.
 3. Maintain good academic, social and financial standing throughout the study abroad experience
 4. Successfully complete a minimum of one term (earn at least six credit hours) abroad as a full-time equivalent student.

Non-compliance with these conditions may result in revocation of the award. If a student withdraws early or does not successfully complete the term abroad then the amount of the WINS Travel Award may be charged to the student's account.

The student is responsible for any change fee and/or re-booking which may be made to the airline ticket.

Required Orientations

St. Louis – Program Acceptance and Pre-Departure Orientations

All Webster University students participating in a full-term study abroad program are required to attend an **Acceptance Meeting** as part of the acceptance process. Acceptance Meetings are held within the two weeks after the application deadline. Acceptance Meetings are designed to go over program-specific policies, immigration procedures, and next steps in the application process, including course registration and applying for accommodations abroad.

- Students who fail to attend an Acceptance Meeting and do not schedule a make-up meeting with their advisor will be withdrawn from the program and will forfeit their study abroad application deposit.

All Webster students participating in a study abroad program are required to attend **Pre-Departure Orientation**. Pre-Departure Orientation is conducted by the Study Abroad Advisor and reviews general study abroad policies, emergency procedures and contact information abroad, insurance information and claims procedure, health and wellness abroad, student conduct, and other important items that students need to know before departing for their study abroad destination.

- Pre-Departure Orientation is mandatory and make-up orientations are not permitted unless the absence is due to extenuating circumstances. Students who do not attend will be withdrawn from their respective study abroad program and will be charged any applicable fees associated with their withdrawal.

On-site orientations

All students participating in a Webster University study abroad program are required to arrive on-campus in time for on-site orientation. Students should not plan for any extended travel during orientation dates as attendance is mandatory.

Policies

University Policies

As a student studying abroad with Webster University, you are a representative of our institution and are therefore expected to adhere to the policies and regulations in Webster's *Student Handbook* while abroad. Ignorance of a policy or regulation will not be considered an excuse for failure to observe it. Please be sure to review all Webster University policies via the online *Student Handbook* at <http://www.webster.edu/student-handbook>.

30/36 Residency Rule

Students pursuing a degree from Webster University must complete 30 of their final 36 credit hours in residence at Webster University. All courses taken as part of a Webster University-sponsored study abroad program, including those taken at international partner locations, are considered "in residence" in regard to this rule and will allow a student to graduate as though they had taken their courses onsite in St. Louis.

Program Extension:

If you decide to extend your study abroad experience, you must contact the Office of Study Abroad in St. Louis before registering for classes for the next semester. Here are the steps to take to extend your study abroad experience:

- Inform the Office of Study Abroad and the local Student Services Office via email.
- Extend visa, if applicable.
- Register for courses for the next semester through local Academic Advisor.
- If you've received the travel award and would like to make any changes to your original itinerary, you can contact Amber Oliver at TravelPlex at amber@travelplex.com. This must be done **before** your original departure date. Students are responsible for any change fees.

Program Withdrawal

Students who decide to withdraw from their study abroad program must notify the Office of Study Abroad in St. Louis immediately. Below are the steps to take to withdraw as well as some important financial considerations:

1. Inform the Webster Office of Study Abroad **IN WRITING** as soon as you have made your decision. **Please email** your [study abroad advisor](#) or worldview@webster.edu.
 - a. If you **DO NOT** inform the office in writing of your withdrawal, it is assumed that you **WILL** participate in the program. If you fail to notify the office of your withdrawal, you will be responsible for any funds paid out by the University on your behalf.
2. Students who withdraw from the program *after the application deadline* forfeit the \$165 security deposit (*if applicable*). The only exception to this is if a program does not run due to low enrollment.
3. Students who withdraw late will be responsible for the study abroad fee and may be responsible for housing deposits, fees, and/or unused accommodations reserved on your behalf by Webster University.
4. If a student has already been awarded the Webster World Traveler Program (WWTP) or Webster International Network School (WINS) Travel Award, they are responsible for the cancellation fee for the plane ticket and/or the ticket in its entirety.

Housing Cancellation Fees

Housing cancellation fees for Webster University students are set by the host campus. Students who withdraw from a program after the housing cancellation deadline set by the host campus will be required to pay the appropriate housing cancellation fee, which may include the total cost of housing.

Term/semester students who withdraw after the following deadlines will be responsible for the study abroad fee and could be responsible for housing deposits, fees, and accommodations reserved on their behalf by Webster University. Students on International Partner or Exchange Programs may also have cancellation fees that are charged by their host institution. Students will adhere to the calendar below regarding the amount of the program cost they are financially responsible to pay based on the date of withdrawal:

- **Summer Term**
 - After February 28 – Application Deposit and Applicable International Partner cancellation fees
 - After March 25 – Application Deposit, Study Abroad Fee, Housing Cancellation Fees, and Applicable International Partner cancellation fees
 - After Program Start Date – Application Deposit, Study Abroad Fee, Full Cost of Housing, International Partner Program Fees, and tuition based on Webster University [tuition refund schedule](#)
- **Fall Semester** (Including Fall 1 and Fall 2)
 - After March 31 – Application Deposit and Applicable International Partner cancellation fees
 - After April 25 – Application Deposit, Study Abroad Fee, Housing Cancellation Fees, and Applicable International Partner cancellation fees
 - After Program Start Date –
 - **Undergraduate:** Application Deposit, Study Abroad Fee, Full Cost of Housing, International Partner Program Fees, and Flat Fee Tuition
 - **Graduate:** Application Deposit, Study Abroad Fee, Full Cost of Housing, International Partner Program Fees, and tuition based on Webster University [tuition refund schedule](#)
- **Spring Semester** (Including Spring 1 and Spring 2)
 - After September 30 – Application Deposit and Applicable International Partner cancellation fees
 - After October 25 – Application Deposit, Study Abroad Fee, Housing Cancellation Fees, and Applicable International Partner cancellation fees
 - After Program Start Date –
 - **Undergraduate:** Application Deposit, Study Abroad Fee, Full Cost of Housing, International Partner Program Fees, and Flat Fee Tuition
 - **Graduate:** Application Deposit, Study Abroad Fee, Full Cost of Housing, International Partner Program Fees, and tuition based on Webster University [tuition refund schedule](#)

Short-term faculty led program students will adhere to the calendar below regarding the amount of the program cost they are financially responsible to pay based on the date of withdrawal:

- **Summer:**
 - After Programs Deadline = Application Deposit
 - 2 weeks or more after deadline = Application Deposit and Study Abroad Fee
 - After April 1st = Application Deposit, Study Abroad Fee, Program Fee, and tuition based on Webster University [tuition refund schedule](#)

- **Spring 2/Summer Hybrid**
 - After Programs Deadline= Application Deposit
 - 2 weeks or more after deadline=Application Deposit and Study Abroad Fee
 - After March 1st= Application Deposit, Study Abroad Fee, Program Fee, and tuition based on Webster University [tuition refund schedule](#)

- **Fall Break**
 - After Programs Deadline = Application Deposit
 - 2 weeks or more after deadline = Application Deposit and Study Abroad Fee
 - After May 1st = Application Deposit, Study Abroad Fee, Program Fee, and tuition based on Webster University [tuition refund schedule](#)

- **Spring Break**
 - After Programs Deadline = Application Deposit
 - 2 weeks or more after deadline = Application Deposit and Study Abroad Fee
 - After January 5th = Application Deposit, Study Abroad Fee, Program Fee, and tuition based on Webster University [tuition refund schedule](#)

WINS students will adhere to the timeline detailed below regarding the amount of the program cost they are financially responsible to pay based on the date of withdrawal

- **HOUSING CANCELLATION FEE** - Participants may withdraw their request for housing without penalty before March 25 for the Summer term, before April 25 for the Fall semester and before October 25 for the Spring semester. If cancellation occurs after those dates, a fee of \$500 will be charged by Webster University to the affiliate for the canceled housing.
- **Withdrawal Policies** - Participants who withdraw from the Study Abroad program before the term begins follow the affiliate’s withdrawal/refund policies, and without tuition penalty by Webster University. Participants who withdraw from the Study Abroad program after the term begins will follow affiliate’s withdrawal/refund policies. Webster University will use the following refund schedule for its direct billing to the affiliate: [tuition refund schedule](#)