Study Abroad Program Handbook
Costa Rica
January 6-25, 2019
CO2041: Team Based Communication
CO3041: Leadership & Facilitation
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A NOTE OF WELCOME

Welcome to the January 2019 Study Abroad Program to Costa Rica! I am sure you will find this program to be fun, engaging and educationally rewarding. We will experience first-hand, the music, dance, food, art and language of the Costa Rican people. The program will offer you rich opportunities to engage with the people, the environment and the exotic wildlife of Costa Rica. You will be encouraged to discover and appreciate connections between cross-cultural experiences, academic concepts, and your own identity.

We begin our journey in San Jose, the capital of Costa Rica. It is a bustling city and we will spend a few days exploring several attractions, including the central market, neighboring barrios, and San Pedro, the university district. We will also tour the Central Valley and visit Cartago, the spiritual center of Costa Rica.

From San Jose, we head to the small mountain community of San Luis, located right next to the Quaker settlement of Monteverde and near the “Tico” village of Santa Elena. We will stay on a college campus (affiliated with the University of Georgia) which operates on principles of sustainability, and students will spend two nights with a Costa Rican family, a consistent highlight of the trip.

The next phase of our program takes us to Samara Beach located on the Pacific coast. We will also contribute to the communities we are visiting through service projects. We return to the U.S.A. on Friday, January 25th from Liberia airport, a two hour van trip from Playa Samara.

This handbook contains important information about our itinerary, expectations, and what is required of each student as a participant in this program. Please take time to read over these materials carefully.

We look forward to seeing you at our Mandatory Orientation Meeting: Friday, December 14th from 10:00 a.m.-1:00 p.m. (the day before graduation)

Pura Vida!

Peg Alden, Program Director

Liza Burns, Academic Director
Travel Details

The flights for this program will leave from Newark Airport in Newark, New Jersey on Sunday, January 6th. We will return from Liberia airport in Liberia, Costa Rica on Friday, January 25th. We will communicate final flight details via email (and post them on the Costa Rica Program website) as soon as we have them. There will be a shuttle leaving from Landmark College timed with the flights to and from Costa Rica. It’s important that you let the Director of Experiential Education know if you would like a seat on this shuttle.

Travel-Day Questions
Program Director Contact Information: Peg Alden
Academic Director Contact Information: Liza Burns

Landmark Security: 802-387-6899, for emergency

Please see the following for any questions regarding airline travel:
- Transportation Security Administration travel information:
  http://www.tsa.gov/traveler-information
- US State Department travel information:

Contact & Emergency Information

At Landmark College

Landmark College Vice President for Student Affairs
Michael Luciani
Office:  802-387-6713
Email:  mluciani@landmark.edu

Landmark College Security & Security Office
802-387-6899 (24 hours)

Landmark College Director of Experiential Education
Jessica Lindoerfer
Office:  802-387-7230
Email: JessicaLindoerfer@landmark.edu

Program Director
Peg Alden
Office:  802-387-6821
Email: palden@landmark.edu

**Academic Director**
Liza Burns  
Office: 802-387-6752  
Email: lburns@landmark.edu

**In-country**
Both Peg Alden (Program Director) and Liza Burns (Academic Director) will be accessible when and where reception is available.

Emergencies/Ambulance in Costa Rica: 911  
Tourist police in Costa Rica: 2286-1473  
Report a fire in Costa Rica: 911 or 118
**ITINERARY**

Study Abroad programs are dynamic, flexible, adaptable, CHANGEABLE. Plan for adjustments as we travel and learn together!

Sunday, January 6
- Group meets at Newark, NJ airport for flight to San Jose, CR (shuttle from Landmark College available)

Monday, January 7 - Friday, January 11th
- Communications Class in the mornings
- Orientation to San Jose and our neighborhood
- Conversation sessions with Tico students
- Day trip to Cartago and group meal
- Visit to local organization to explore cultural values and applied team-based communication

Saturday, January 12
- Bus to University of Georgia (UGA) in Monteverde
- Campus Orientation
- Dinner and film (optional)

Sunday, January 13 - Tuesday, January 15
- Communication classes in the mornings
- Visit to local coffee farm
- Naturalist panel
- Visit to Quaker school
- Visit to Cheese/Ice Cream Factory
- Homestay orientation

Tuesday, January 15 - Thursday, January 17
- Homestay

Thursday, January 17 - Friday, January 18
- Return to UGA, Homestay debrief
- Class Friday morning
- “Goodbye” dinner

Saturday, January 19
- Depart to Samara
- Walking Tour Samara
Sunday, January 20
- “Down” Day
- Introduction to C.R.E.A.R (organization where we will work Monday & Tuesday)

Monday, January 21-Thursday, January 24
- Work at C.R.E.A.R. on Monday & Tuesday mornings
- Class
- Group Presentations
- “Farewell to Costa Rica” Dinner

Friday, January 25
- Depart for US from Liberia Airport. Arrive Newark, NJ airport. (shuttle to Landmark College available)

Saturday, January 26
- Convocation at Landmark.

Tuesday, January 29
- Classes begin at Landmark

**Useful Websites & Books**

Lonely Planet: Costa Rica (travel guide book)

**San Jose websites**
KAPS Place hotel: [http://kapsplace.com/](http://kapsplace.com/)

**Monteverde websites**
University of Georgia, Costa Rica campus.
[https://dar.uga.edu/costa_rica/index.php/site/amenitiesdetail/wireless/campus](https://dar.uga.edu/costa_rica/index.php/site/amenitiesdetail/wireless/campus)

**Samara Beach websites**
Tico Adventures: [https://www.ticoadventurelodge.com/](https://www.ticoadventurelodge.com/)

**Spanish Support websites**
[http://www.studyspanish.com](http://www.studyspanish.com)
[http://www.spanishspanish.com](http://www.spanishspanish.com)
Packing Tips

Clothes
Travel LIGHTLY! Stick to the Lists!
Plan for RAIN! EXPECT TO GET WET AND DIRTY!
Bring work clothes that can be worn exclusively during service projects.
LAUNDRY IS LIMITED. Be prepared to wear clothes WELL, before cleaning them.
Temperatures range from between 50–90 degrees. Bring clothes that can be layered and that dry quickly.

Valuables & Electronics
Leave jewelry and other valuable items at home!
You will need a laptop, netbook or iPad for coursework, but make sure it is insured!

Luggage
Bring ONE suitcase and ONE carry-on (backpack).
50 pounds MAXIMUM or you will be charged for extra weight!
Bring a suitcase with wheels or a backpack that you can carry. No duffle bags!
Practice carrying your luggage around the block. If you can’t do it, you are packing too much!
Pack an empty bag (optional), for souvenirs, gifts, and purchases.
# Packing List

## Essential Gear
- Passport & Student ID Card
- Flashlight & Head lamp, with batteries
- Watch or battery-operated Alarm clock
- Day bag (backpack) for hiking and around town
- 3 weeks’ worth of ALL Medicines!
- Toiletries, including sun block (Calamine, Tylenol, Benadryl, bandaids)
- Bug repellent with Deet
- Extra contacts or glasses
- Sunglasses
- Camera, MP3
- Memory Cards, batteries, plugs for all electronics
- Spending money ($300-$500)
- ATM card/credit card
- Water bottle, with strap
- Ziplock bags
- “American” gift for homestay family

## Clothing
- 1 Raincoat/parka/poncho
- 2 Light sweaters or sweatshirts
- 4-6 quick-dry (or light) t-shirts
- 3 quick-dry (or light) long sleeve shirts
- 2-3 pairs of quick-dry shorts
- 2-3 pairs of long light pants (include a pair of jeans or work pants)
- 6-8 pairs of socks
- 12-14 pairs of underwear
- Light sleepwear
- Bathing suit
- Hiking boots or work shoes
- Comfortable shoes for distance walking
- Sandals—waterproof preferable
- Flip-flops
- Hat and/or bandana
- 1 Small, portable umbrella
- 1 Towel
- Work gloves for service projects

## Course Supplies
- Journal, Handbook
- Spanish phrase book/dictionary
- Flash Drive
- Highlighter, pens, pencils

## Optional
- Snacks-- protein bars, nuts, etc.
- Art supplies
- Woolite or laundry pods
- Activities-- Frisbee, cards, games, etc.
- Binoculars
Tips for the Traveler

Establish a regular place on your person or carryon luggage for your passport and medication while traveling. While in country establish a location for your passport and medications at each accommodation. Be as consistent as possible. Use safety deposit boxes in room when available- practice opening and closing box before you lock your valuables. When in town, carry a COPY of your passport (paper or on your phone). Do not carry your original document.

Passports and Visas

Upon entering Costa Rica, you must declare certain items from abroad and pay a duty on the value of those articles if they exceed the allowance established by Costa Rica's customs service. Check with the nearest Costa Rican embassy for details. Note that goods and gifts purchased at shops abroad are not exempt from duty or sales tax; "duty-free" merely means that you need not pay a tax in the country of purchase. Upon returning home, you must similarly declare all articles acquired abroad and pay a duty on the value of articles in excess of your home country's allowance. In order to expedite your return, make a list of any valuables brought from home and register them with customs before traveling abroad, and be sure to keep receipts for all goods acquired abroad.

Citizens of US, Australia, Canada, Ireland, New Zealand, South Africa, and the UK need a valid passport to enter Costa Rica and to re-enter their home countries.

Costa Rica does not allow entrance if the holder's passport expires in under six months; returning home with an expired passport is illegal and may result in a fine.

Your passport is an expensive and valuable document. It is your responsibility to make sure that it is kept in a safe and secure place.

Take a picture of the pages of your passport with your photo and entry stamp as well any other important documents. Send this picture to a few people so that you can access it should you lose your phone.

If you lose your passport, immediately notify your group leader and the local police and the nearest embassy or consulate of your home government. To expedite its replacement, you will need to know all information previously recorded and show ID and proof of citizenship. In some cases, a replacement may take weeks to process, and it may be valid only for a limited time. Any visas stamped in your old passport will be irretrievably lost. In an emergency, ask for immediate temporary traveling papers that will permit you to re-enter your home country.
Money Matters and Suggested Budget

US dollars are widely accepted, but the currency in Costa Rica is the colón. There are approximately 600 colones to the dollar. The program cost for the trip covers all transportation expenses, tuition, entrance fees, lodging and many, but not all, meals.

You will want to bring personal spending money for meals, gifts and souvenirs, as well as for other incidental expenses such as snacks and personal care items. We recommend that you budget between $300-$500, depending upon your personal spending patterns.

We recommend that you avoid carrying large sums of cash and instead bring a debit card which has been cleared for international use. Make sure to tell your credit card company the dates you will be out of the country.

Credit and Debit cards

Costa Rican banks have an established system of ATMs throughout the country, but mostly in cities and more tourist-frequented areas. Visa cards on the Plus or Star network are by far the most common, while MasterCard on the Cirrus network is also available.

LEAVE COPIES OF ALL IMPORTANT INFORMATION AND DOCUMENTS WITH SOMEONE AT HOME, INCLUDING PASSPORT NUMBERS.

Water and Food

Drinking the tap water is generally safe in San Jose and the other locations where you will stay. In out-of-the-way places, however, we recommend drinking bottled water or other bottled beverages. Beverages with ice are also something to be avoided unless coming from a well-established hotel or restaurant.

Uncooked foods, including salads, are to be avoided in areas where sanitation may be a question. Also, avoid fruit in these areas unless it has been peeled.

Housing

After 6 nights in a hotel in San Jose, we’ll head to Monteverde where we’ll stay on a college campus (affiliated with the University of Georgia). The UGA campus is ALCOHOL FREE. Students will get to spend two nights with a Costa Rican family and experience their home life. Our last destination is Samara, a small beach village, where we’ll stay in accommodations provided by Tico Adventure.

Communication

Most cell phones will work in Costa Rica. If you are not able to use your cell phone, the next best bet is to buy a CHIP card. There are two types of cards: *197 for
local calls, and *199 for international calls. Telephone cards are readily available in most supermarkets, pharmacies, street stands and other places. Remember that the country code for the US is: 001. Calling home (to the US) would be: 001 + area code + phone number.

Internet service is available in our hotel in San Jose and throughout the trip. Weather conditions can interrupt service at times, however, and overall the service is not as reliable as it is at Landmark College.

**Time**
Costa Rica’s time zone is the same as Central Time Zone (one hour behind Eastern Standard Time)

**In-country Transportation**
We will be traveling in private buses throughout the country.

**Weather**
Temperatures can range between 50-90 degrees. Monteverde can be cool and rainy; Playa Samara will be hot and dry. Bring clothes that can be layered and dry quickly.

**Electricity**
Costa Rica uses the same 110 Volt AC at 60 Hz electricity supply as we do here in the US. That means our two-pronged plugs will work just fine in Costa Rica.

**Health and Immunizations**
The most common ailment travelers experience is a mild upset stomach and possibly some diarrhea due to dietary changes. Usually a Peptol-Bismol will take care of any stomach discomfort. Immodium will help with the diarrhea but not necessarily cure it.

As most of our excursions will be outdoors, please remember to dress appropriately, and have sunscreen and bug repellent on hand.

**Travel with at least one other person at all times.**

We recommend the following vaccines are up to date:
- Tetanus
- MMR (for measles, mumps, and rubella)
- DTaP or Td (for diphtheria, tetanus, and pertussis)
- OPV (for polio)
- Seasonal flu shot
- Typhoid (oral vaccine should be completed at least one week prior to travel)
• Hep A (getting the first of this 2-shot, hepatitis A series prior to travel will offer some immunity)
• HBV (for hepatitis B)

Incidences of either Dengue Fever or Malaria are extremely rare in Costa Rica. To avoid mosquito bites in general, however, we recommend the use of insect repellent with Deet, and wearing long-sleeve, light colored clothing, especially during the dawn and dusk hours.

IF YOU HAVE ANY HEALTH PROBLEMS, NO MATTER HOW MINOR OR EMBARRASSING, INFORM ONE OF THE GROUP LEADERS SO THEY CAN ASSIST YOU WITH FINDING THE APPROPRIATE MEDICATION AND/OR TREATMENT.

For more information on health while traveling in visit the U.S. Center for Disease Control (CDC) website at: http://wwwnc.cdc.gov/travel

Zika Virus Update (posted to Landmark digests 7/1/16)
Landmark College Health Services is following the development of the spread of Zika virus. The CDC has issued a health alert and a travel advisory for travel to the affected areas which nearby, at present, include the Commonwealth of Puerto Rico, the U.S. Virgin Islands, American Samoa, most of the Caribbean, and most of Central and South America.

Zika virus is spread by two types of mosquitoes: Aedes aegypti and Aedes albopictus. The Vermont Department of Health reports that they have not found these mosquitoes in Vermont. There is speculation that, as temperatures increase, Ae. Albopictus mosquitoes could move into Vermont. We do have other mosquito and tick-borne illnesses, however, so taking precautions to prevent mosquito and tick bites is appropriate.

Zika virus illness is usually mild with symptoms lasting from several days to a week. Many people will have no symptoms at all. Severe disease requiring hospitalization is uncommon. If you’ve traveled to an area where Zika virus is active and you develop a febrile illness, you should get checked out. There is no specific treatment for Zika; treatment is symptomatic and the illness typically resolves on its own in about a week. Symptoms might include fever, rash, headache, joint or muscle pain, and conjunctivitis (eye redness). Rarely, complications can occur so anyone experiencing neuromuscular weakness, vision changes or hearing loss should seek care.

Pregnant women or women who could become pregnant are advised to avoid travel to areas with active Zika virus transmission at any time during their pregnancy as the Zika virus is linked to a birth defect called microcephaly. Women who live in or must travel to areas with Zika should use extra precautions to guard against mosquitoes.
Zika can also be spread through sexual intercourse from a male to his partner. People who travel to areas with active Zika transmission should abstain from sex or use latex condoms for about six months after travel. 

**Steps you can take to minimize your risk include:**

- Wear clothing that covers arms and legs
- Use mosquito netting over beds, cribs, etc.
- Ensure screens are intact
- Use air conditioning and/or fans when able
- Treat clothing and camping gear with permethrin (do not apply to skin)
- Use mosquito repellent such as Off (DEET), oil of lemon eucalyptus, picaridin
- Minimize standing water

Landmark College Conditions of Participation

Health and Safety
In a Study Abroad program, as in other settings, participants can have a major impact on their own health and safety through the decisions they make in preparation for and during the program.

Participants should:
- Read and carefully review all materials issued by Landmark College and any partnering institutions that relate to safety, health, legal, environmental, political, cultural, and religious conditions in host countries.
- Consider your health and other personal circumstances when applying for or accepting a place in a program. Note: Some programs may require students to participate in physically demanding activities. If the student feels that s/he is unable to participate due to health concerns, s/he may consult with program leaders to determine an appropriate alternative activity.
- Make available to the Program Director accurate and complete physical and mental health information that may relate to your ability to participate safely in the study abroad program and any other personal data necessary in planning for a safe and healthy study abroad experience, and for responding to an emergency situation. This is in addition to information already provided to the Landmark College Health Office.
- Assume responsibility for all elements necessary for your personal preparation for the program, and participate fully in all orientations.
- Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
- Inform parents/guardians/families and other relevant people about your participation in the Study Abroad program, provide them with emergency contact information, and keep them informed on an ongoing basis.
- Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program, and obey host-country laws.
- Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions.
- Promptly express any health or safety concerns to the Program Directors and/or other appropriate individuals.
- Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.
- Accept responsibility for your decisions and actions.
- Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.
- Follow the program’s policies regarding keeping program staff informed of your whereabouts.
Services
The Landmark College Study Abroad fee covers all scheduled program expenses including international air and most in-country ground transportation, accommodations, tuition, admission fees to scheduled places of interest, and some group meals. Participants are expected to pay for all personal expenses, including some meals, snacks, laundry, passport fees, and other miscellaneous travel expenses. Students may also be required to purchase textbooks and other course supplies depending on their program.

Independent travel
Participants are expected to use the transportation arranged by Landmark College between the points of departure and return. Participants who choose to travel independently during the program during non-course-related times must inform the Country Director in writing of his/her planned itinerary, including a full itinerary with time and date of departure and return, mode of travel, contact information of the places staying at, phone numbers, etc. Students are generally discouraged from changing plans to travel back to the U.S. independently, but if they choose to do so, they must inform the Program Director and the Director of International Education in writing of their plans not to return on their scheduled flight.

Landmark College and its employees assume no responsibility for the individual once s/he has separated him/herself from the program.

It is strongly recommended that all students inform their parents/guardian when making independent travel arrangements.

Non-sanctioned activities
Students choosing to participate in non-sanctioned activities during their free time at any point in the program release the College from all responsibility and liability associated with such activity. Landmark College strongly discourages participation in dangerous activities, and strongly recommends parents/guardians be consulted regarding the advisability of any potentially dangerous activities.

Leaving the program
Landmark College Study Abroad students who leave their scheduled program at any time without informing the Program Director in writing and obtaining his/her approval may be subject to disciplinary action, including immediate suspension or dismissal from the program and direction to return to the United States, as detailed in the Intervention Procedures – see below. Landmark College and its employees have no responsibility for the individual once s/he has separated him/herself from the program. All travel expenses associated with an early departure will be borne entirely by the participant.
**Air transportation**

Landmark College arranges for the ticketing of scheduled international air transportation and program-related in-country air and ground transport for the participant through commercial airlines or travel agents. Participants agree that Landmark assumes no responsibility or liability for death or injury to the participant or for loss of or damage to property (including baggage) resulting from the provision of air transportation and other services. The passenger contract issued by the airlines will constitute the sole contract between the airline and the passenger.

Landmark College reserves the right to change the air transportation dates, times, prices, and itinerary, and to make aircraft substitutions. Any additional costs resulting from such changes will be borne solely by the participant.

Landmark College will designate the times and ports of departure for group transportation during the program and will arrange for assembly at the designated times and places. Each participant is solely responsible for any missed connections due to his/her failure to assemble in a timely manner. Landmark College will not be liable for the cost of alternate transportation arrangements, or for any losses resulting from the participant’s failure to use the designated transportation.

**Travel delays and unexpected layovers**

Students traveling to and from the host country will be responsible for all expenses (meals, hotel, transportation, etc.) associated with unexpected delays in travel, including overnight layovers due to, but not limited to, inclement weather, flight cancellations and airport closures. Due to changes in airport security regulations, students may be required to contact the associated airline to book new reservations following an unexpected layover or flight cancellation. In programs where the entire group is returning to the Landmark College campus together, the Program Director may choose to provide hotel rooms for students at the College’s expense.

If an unexpected layover results in the student’s decision to separate voluntarily from the group, the student will be responsible for making his or her own travel arrangements, and releases the College from any associated potential responsibility.

**Identification**

Prior to departure for the host country, students are required to submit a color photocopy of the first page of their passport. The expiration date should be at least 6 months after the group flight is scheduled to return to the U.S. Upon departure, participants must present a valid passport for international travel and other purposes such as accommodations, in-country travel, and positive ID.

**Lost passports**

Students who lose their passport assume sole responsibility for all action and costs associated with arranging for a replacement passport. If this results in missed travel
connections, the student will consult with the program leaders as to the most appropriate course of action. If it is determined that a program leader must remain with the student to assist in securing a replacement passport, the student will be assessed those costs associated with the delay, including those that may be assessed to the program leader as a result of their staying behind. This includes, but is not limited to, airline penalties, ground transportation, accommodations and meal expenses. In such situations, the College will attempt to contact the student’s parent/guardian to inform them of the situation.

**Fee amounts**

Fees, as quoted in Landmark College’s program materials, have been established based on all known circumstances at the time of calculation, and no changes are expected. However, Landmark College reserves the right to make adjustments in these fees based on fluctuations in travel costs, including the costs associated with unexpected layovers and fluctuations in the valuation of U.S. currency. In the event of a fee increase, the participant will be provided with a reasonable amount of time, not less than ten (10) days from the date of notice, in which to withdraw. In the absence of notice of withdrawal, the participant will be committed to any adjusted program fees.

**Intervention Procedures**

Students participating in a Landmark College Study Abroad Program are bound by the same rules and subject to similar intervention procedures and sanctions as outlined in the most current version of the Landmark College Student Handbook. This section states additional or different rules and procedures Landmark College has determined are appropriate in the context of Study Abroad programs. In the case of conflict between the provisions of this Addendum and the provisions of the Landmark Student Handbook, the provisions of this Addendum will control.

Program Directors, and in their absence, Academic Directors, have the authority to implement these procedures, including imposing sanctions ranging from an informal warning to the immediate dismissal from a Study Abroad program. Disciplinary sanctions imposed during a Study Abroad program are intended for the duration of the Study Abroad program. In some cases students may be summoned for an administrative hearing or conduct board proceeding upon their return to the Landmark College campus for additional disciplinary action, which additional action may have consequences on the student’s general status as a student at the College outside the context of the Study Abroad program. Program Directors have the option of consulting with or deferring judgment to an appropriate Landmark College administrator.

Some Landmark College Study Abroad programs are held in conjunction with, and on the campus of a partnering institution. Students are expected to know and abide by the rules and regulations of those institutions, with the understanding that failure to do so may result in interventions by both Landmark College faculty as well as representatives from the partnering institution.
The following are some examples of behaviors that would likely initiate a disciplinary intervention. The Program Director or Academic Director may initiate an intervention at their own discretion for behavioral or safety-related issues that are not listed here.

- Failure to attend and participate in the required program elements, including classes, trips, course work, etc.
- Failure to comply with reasonable directions of the Program or Academic Director
- Cheating, plagiarism, or any effort to pass in work that is not that of the student enrolled in the program
- The use, possession, or distribution of illegal drugs (by U.S. definition) of any kind
- Use of alcohol to the point where medical or behavioral intervention is necessary
- The misuse or distribution of prescription drugs
- Theft of property, money, etc.
- Assault, including sexual assault as defined by the most current version of the Landmark College Student Handbook
- Harassing behavior, including, but not limited to that of a sexual nature as defined by the most current version of the Landmark College Student Handbook
- Any behavior that puts the group or individual at risk, or that could be determined to be offensive, including drunkenness, vandalism, etc.
- Any violation of Landmark College's Code of Conduct as defined by the most current version of the Landmark College Student Handbook
- Behavior considered potentially detrimental to the health (mental or physical) or safety of the participant or other participants in the program or others in the host country
- Any violation of the rules and policies of cooperating institutions
- Any violation of the host country's laws
- Any other behavior considered inappropriate for a study abroad/cross-cultural program

If a student is suspended from a Study Abroad program, the student will be separated from the program and will need to return to the U.S. Participants are solely responsible for any additional travel costs that may be incurred as a result of suspension or dismissal from the Study Abroad program. No refund of tuition, travel or other related costs will be made, nor will academic credit be issued. The College will attempt to contact the student's parents or guardians to inform them of the situation. Following suspension, Landmark College is released from all obligations to and responsibility for the student. Landmark College, at its discretion, may provide assistance, per the student's request, to attempt to arrange for travel arrangements back home. Landmark College Study Abroad students are solely responsible for understanding and conforming to all the laws of the host country. When you are overseas you are subject to the laws of that country. U.S. or other citizenship gives you no immunity from local jurisdiction. You should make no assumptions about your “rights,” since in many
countries legal procedures are very different from what we may be familiar with at home. Students should further understand that law enforcement and the judicial process, including penalties for breaking the law, are likely to be significantly different than those of the United States.

**Landmark College Safety Statement**

Landmark’s goal is to maintain student safety at all times and in all aspects of our Study Abroad Program.

At Landmark College, we believe study abroad is one of the most rewarding and life-changing experiences students can have during their college years. An emphasis on safety is a critical aspect of ensuring that the programs can be successful in their educational goals. We want to share with you information regarding the preparations we take to make Landmark College’s Study Abroad programs a safe and rewarding experience.

Thoughtful planning, professional leadership, solid preparation, and contingency planning ensure that our study abroad programs are safe, fun, and productive learning experiences. Please be assured we will continue to make safety the top priority in all our Study Abroad programs.

**Insurance**

Each student and leader is provided with an International Student ID Card which provides insurance coverage in a number of areas which includes but is not limited to the following:

- Medical and Dental coverage, including hospital benefits
- Emergency Medical Transportation – including evacuation, and air evacuation if needed
- Travel Document Replacement
- Baggage and Travel Delay
- 24-Hour Emergency Hotline Services – including medical and legal referral, emergency cash transfer, replacement of medication and eyeglasses, embassy and consular services, and interpretation or translation services

A complete description of the coverage, including contact numbers, how to file a claim, and definition of terms, can be found at: [http://www.myisic.com](http://www.myisic.com)

In addition, each student is covered by their Landmark College Student Health Insurance policy (if this was purchased) and/or an individual family policy.

**Staffing**

Each Landmark College Study Abroad program is staffed by experienced leaders. Study Abroad Directors are Landmark College employees with extensive experience working
with students with learning differences. Program Directors, who are primarily responsible for coordinating in-country logistics and activities, typically have experience living or working in the host country. Academic Directors are Landmark faculty with an expertise in their particular academic discipline. Directors are available to provide students with one-on-one support for academic and student-life issues.

Communication
Communication is important for the safety and effectiveness of our programs. Study abroad staff based in Putney, Vermont, remain in contact with Program Directors during each trip. A designated primary contact person working at the Putney campus is responsible for fielding questions, requests for information, and managing any emergency situation. The Program Director provides updates to our staff in Putney including notification of safe arrival at the final Program country destination. Students are also encouraged to contact their parents when they arrive in the Program country, and as needed during the trip. Program Directors are accessible by phone, and when possible by Skype, to communicate with students and Study Abroad Program staff working in Putney.

Important Information
Study Abroad Program staff and faculty check a variety of sources for information pertaining to Program safety, including government and news media websites for current information about health and safety issues. Each student is requested to complete a Study Abroad Health Form in which they are asked information about their personal health history, current health concerns and medications. This information is essential in providing appropriate support to students on Study Abroad.

Students and their families are provided with essential information documents with flight information and itineraries, emergency phone numbers, and contact information for the places they will be staying. This information is also included in the Program Handbook which is available on the program webpage.

We realize that occasionally students make individual and short-term travel plans during a Program. Students are required to leave their itinerary and contact information at any place(s) they intend to visit with the Country Director. We strongly recommend they inform their families of their individual plans to travel separately from the Program itinerary.

Program Handbook
The comprehensive Program Handbook contains both general information about Study Abroad programs, as well as information specific to each program. The handbook contains all the information listed above as well as:
• Lists of things to do to prepare for the trip, what to bring, what not to bring, and what not to bring back to Landmark College.
• Recommended articles, books, and websites for information about the country and region where the Program will take place.
• The syllabus for the course, a program description, and itinerary.
• Guidelines and information about money, housing, meals and other expenses, and means of communication in the Program country.
• How to access help for academic difficulties or other problems.
• Responsibilities and expectations with regard to Health and Safety.
• The Landmark College Conditions of Participation document includes Intervention Procedures in case of violation of existing Student Codes of Conduct, which remain in effect during the Program.

Orientation
During orientation meetings prior to departure, Study Abroad Directors carefully review such topics as Health and Safety requirements, travel tips, local customs, guidelines for appropriate behavior and dress, as well as laws and policies related to alcohol and/or drug use. The Directors also provide participants with specific safety guidelines to follow, including who to contact for special needs or in case of emergency. Orientations, which are mandatory for all students, are considered the start of the academic course.