



## **Guidelines for non-student participants in SFA Study Abroad Programs**

The following guidelines describe the limits or conditions that apply to all non-student individuals accompanying study abroad groups sponsored by the Office of International Programs (OIP).

Non-student participants must add new and diverse perspectives and/or enhance/support the student experience. Non-student participants should not be merely fellow travelers. Student participants will be notified of the presence and role of any accompanying adults.

1. Non-student participants (adults) may accompany the group if they:
  - a. neither displace any degree-seeking student nor increase the program cost for any degree-seeking students.
  - b. represent no more than 10% of the group.
  - c. are professionals in a field related to the academic field of study associated with the program, and/or experts in the program destination.
  - d. agree to adhere to the same behavioral and procedural guidelines as the students enrolled in the course.
  - e. apply to the program by the program application deadlines.
  - f. have no known medical condition that would risk their health or safety by participating in the program.
  - g. agree to attend all mandatory group meetings before departure.
  - h. agree to participate in all required group activities while abroad.
  
2. Non-student participant role: All accompanying individuals become representatives of Stephen F. Austin State University and its educational mission. It is important they recognize this and that it is reflected in their behavior. The role of the person(s) must be agreed upon in advance, in writing (Participation Agreement), between the individual, the faculty leader and the OIP Director as well as the Dean/Chair/Director of sponsoring units. It is anticipated that accompanying individuals will agree to provide limited but regular duties (e.g., counting students at activities, general chaperoning, etc.). In most cases these individual(s) will also provide emergency assistance to the program as needed and will be asked to attend safety and well-being orientations and to familiarize themselves with materials and related protocols before the beginning of the program.

3. **Remuneration and Budget Preparation:** Depending on the role played by accompanying individuals, appropriate remuneration could be provided. This can include in-kind support (e.g., meals at group events, room and board) or monetary payments. In all cases such support must be included in program budgets and outlined in the Participation Agreement. If the individual is a university employee, duties on the study abroad program might fall under the individual's regularly contracted duties. Additional benefits to employees (e.g., transportation, room and board, etc.) should be specified.
4. **Application:** Non-student participants must complete all application materials as identified by the Office of International Programs. This may include, but is not limited to, submitting personal and emergency contact information, passport copies, background check and other documentation.
5. **Accommodations:** Non-student participants shall not share accommodations with students. They require single accommodations, any additional costs for the deviation from student housing will be at their personal expense.
6. **Participation Fee:** Non-student participants will pay a participation charge that shall be approximately 1/3 the minimum cost of tuition for the program. This will be used to off-set expenses of the faculty leader(s) in the same way as student program fees. Academic units may choose to pay all or a portion of this fee on behalf of the participant. Any arrangements must be discussed with OIP.
7. **Travel expenses:** Non-student participants are responsible for all travel expenses and for following program payment schedule (any other arrangements must be outlined in the Participation Agreement). Upgrades in accommodation, airfare, etc. may not be possible to arrange.
8. **Insurance:** All individuals accompanying study abroad groups must be enrolled in an international health, medical evacuation, and repatriation insurance for the duration of the program and comparable to the university insurance. Non-student participants are not protected by the SFA liability insurance for any actions taken abroad and are urged to discuss applicable liability protection with an insurance agent to ensure that adequate coverage is in place for activities abroad.
9. **Waivers:** All accompanying adults who are not regular university employees will sign a waiver similar to those signed by students.
10. **Accompanying Children:** Non-student participants are not permitted accompanying dependents.