Global Education Office
Reves Center for International Studies
William & Mary



# Winter Abroad Handbook

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# William & Mary Winter Abroad Programs

This handbook offers guidelines that we hope you will find useful in making your preparations for participating in William & Mary's Winter Abroad programs.

1 Credit Pre-Course

There is a mandatory 1 credit course for participants of each program (times and days TBD) for all on-campus students. Please contact your Program Director for more information about the fall course.

Typically, these courses do not start until after fall break and meet once a week, usually in the evenings. You do not need to register yourself in this course, it will be done for you. Please keep abreast of your emails in the fall semester from the Global Education Office, who will send notice to make sure that you have no holds on your account. If you do have holds, our office will not be able to be register you for the course until the hold is removed. It is your responsibility to get the hold removed and to contact the GEO when this has been done. Courses are not available for audit. All courses must be taken for a letter grade, including the one-credit fall prep course. Students must pass the 1 credit course in order to participate on their study abroad program. Non-degree seeking students are ineligible for study abroad.

*For winter program participants who are currently abroad or away from campus during the fall semester, you should be in touch with the GEO and the Program Director to learn what you will be able to do remotely for the course and how you can receive credit for the course.*

Most courses are listed as INTR 299 Study Abroad in [Your location city].

# Before You Go

**Travel Documents**

- **Passport**
  - You should apply as early as possible before departure to secure your passport through a Passport Agency (found in major cities), a local issuing office, a Federal or State Court House, or a Class I Post Office. You may also need to visit the US State Department's website for guidelines on applying or renewing your passport: https://travel.state.gov/content/passports/en/passports.html
  - Start the process early so that there will be plenty of time to resolve any problems that may arise. **If you will be using your current passport, make sure that it is good for six months after your return to the U.S.** (or longer if your location dictates that). If it is not, you will need to renew it.
  - If you do not have a passport, you will need to complete an application and submit it in person or by registered mail along with two 2" x 2" photographs (passport photos are available through the W&M ID office or at almost any camera shop; inexpensive ones

are also available at CVS/Walgreens), a certified copy of your birth certificate, and two checks, one for the application fee and one for the clerk's fee. (See link above)
    - If you do not have a current passport by the application deadline, then please provide the Global Education Office with the date for which you applied.
    - **Please also note that the GEO requires a copy of your passport before you depart on your program.**
- **Visa**
    - For U.S. citizens, the following William & Mary winter programs do **NOT** require visas: Geneva, Auckland and La Plata. Please refer to your program guide for more specific information; some countries require you to enter as a tourist, rather than as a student. For more information please review the travel resources provided by the US Department of State.
    - For U.S. citizens, the following William & Mary winter programs **DO** require visas: Rwanda. Please refer to your program guide for helpful information on obtaining a visa.
    - Students who are not US citizens should check the embassy website of the program's host country for the visa regulations that apply to them.

**Students with Disabilities**

- Students registered with Student Accessibility Services at William & Mary should meet with the director of Student Accessibility Services (Dean of Students Office) and Director of Global Education (Reves Center) as soon as possible to begin a dialogue about accommodations needed to allow for a successful study abroad experience. Students seeking accommodations for a disability while abroad should register with Student Accessibility Services to avoid unnecessary delays. Visit the Student Accessibility Services website for documentation criteria: http://www.wm.edu/offices/deanofstudents/services/studentaccessibilityservices/

## Pre-Departure Checklist

- ☐ Read through this entire handbook and the one specific to your program to assure that you are fully prepared for your study abroad experience.
- ☐ Make sure that you have completed all applications and questionnaires by their deadlines.
- ☐ Complete online post-acceptance requirements. Check http://studyabroad.wm.edu for details.
- ☐ Apply for a passport, or make sure that your current passport is valid for six months past the date of your anticipated return. If not, renew your current passport.
- ☐ Respond to any emails from the GEO and your Program Director in a timely fashion.

- ☐ Collect any other entry documents you are required to take with you, such as confirmation of finances, immunization records, and so forth.
- ☐ Attend your 1 credit pre-course and turn in all the required assignments.
- ☐ Clear all registration holds and make sure all outstanding balances are paid.
- ☐ Get a physical, dental check, and eye exam, and be sure to receive appropriate inoculations. Please note that the Student Health Center at W&M does offer physicals for students preparing to go abroad. For more information, go to: http://www.wm.edu/offices/healthcenter/
- ☐ If eligible for aid, complete financial aid application materials and submit in a timely fashion, including accepting loans if applicable.
- ☐ Check that you have paid for your program, keeping in mind the deposit and balance-owed deadlines.
- ☐ Make three copies of your passport, visa, and insurance cards. Leave one copy with your family, one in your checked bag, and one in your carry on.
- ☐ Make sure you have the credit cards, bank cards, and telephone cards which you are planning to use abroad. Make two photocopies of each – one set for your carry-on bag, one set to leave with your family.
- ☐ Gather a full supply of all medications and prescriptions to bring with you.
    - Check the "Pre-Departure" considerations in the "Health" section of your program's handbook for additional steps to take.
- ☐ Make sure you and your parents/guardians understand the coverage provided by your CISI health insurance plan, included in the program cost. Once in country, be sure to **carry your CISI information** and emergency contact information with you **at all times**.
- ☐ Arrange with Campus Mail to forward to your home address mail that arrives while abroad.
- ☐ Assure that you have all of the contact information for any William & Mary faculty and staff you might need to contact while abroad.
- ☐ Make your travel arrangements and post your itinerary in your online portal at http://studyabroad.wm.edu and in Blackboard – see your program's handbook for more information.
- ☐ Purchase travel insurance to cover any unforeseen events like flight cancellations or personal events that would delay travel dates. **Please note that this is not covered by W&M**, but can often be purchased in conjunction with your plane tickets.
- ☐ Plan a budget and an emergency fund of at least $300-$500.
- ☐ If possible, arrange with your bank to have $100 USD in your destination's currency to bring with you.

- ☐ Alert your financial institution when and where you are traveling abroad to minimize potential issues withdrawing money from the ATM, and file a travel notification with your credit card provider(s) to prevent your transactions being blocked as suspicious activity while you are abroad.
- ☐ Purchase or download a good travel guide or map of the area you will studying.
- ☐ Bring several extra passport-sized photographs for miscellaneous use.
- ☐ Back up all computer files such as documents, photos, and music, and keep copies separate in case of loss, theft, or malfunction.
- ☐ Know where to go upon arrival, how to get there, and who to contact should a problem arise.
- ☐ Know the time difference between your hometown and your destination
- ☐ Read about the history, economy, and culture of your destination.
- ☐ Learn a few key phrases of the local language if it is unknown to you.
- ☐ Familiarize yourself with current events, both in your home country and in your destination.
- ☐ Begin to try to recognize and articulate your own cultural values, and realize that people you meet may have different cultural values.
- ☐ Begin the mental shift, soon you won't be in Virginia anymore!

## Health Checklist

**Pre-Departure**

- ☐ You should have both dental and physical check-ups before you leave.
- ☐ If you wear glasses or contact lenses, take extras and have your prescription with you. Also take supplies of contact lens solutions, cleaners, and enzymes which are sometimes hard to find abroad.
- ☐ If you know you will require medication while traveling abroad, obtain a full supply before you leave. Take frequently used over-the-counter meds with you and sufficient quantities of any prescription medications you are taking to last through the entire program and any additional time abroad.
- ☐ You should carry up-to-date prescriptions and/or a statement from your doctor, especially if you will be carrying insulin, a syringe or any narcotic drug.
- ☐ Be sure all medicines are clearly labeled to avoid potential problems going through customs. Keep all vital medicines in your carry-on to ensure a constant supply if your luggage is lost or delayed.
- ☐ Check if your destination country restricts usage of any drugs that you can obtain by prescription here in the United States.

- ☐ If you suffer from motion sickness, bring medication with you to avoid problems on bus trips and airplane excursions you might take.

- ☐ Bring documentation from your doctor, translated into your destination's language, of what medicines and foods you are and are not allergic to, in case you need an antibiotic, penicillin shot, and so forth. Please ask your language professor to check this documentation for accuracy.

**Immunization**

You are encouraged to consult the Center for Disease Control to verify which vaccinations are recommended for prolonged stay abroad: http://wwwnc.cdc.gov/travel/destinations/list.htm. Remember to consider any travels you might want to undertake while abroad for the winter session. If you prefer to talk to someone in person about the currently recommended immunizations, you can visit the Student Health Center on campus, or call Travel Health of Williamsburg at (757) 220-9008 (located at 287 McLaws Circle), or consult with a physician in your area who has some expertise concerning immunizations for international travel.

**Insurance**

Included in the program cost is an overseas health insurance plan designed for William & Mary students. You will be covered through Cultural Insurance Services International (CISI). This coverage includes medical, emergency medical reunion, emergency evacuation/repatriation and more. For more information about the plans and claims procedures, please go to the CISI website at www.culturalinsurance.com. You will receive an email from CISI once you are enrolled. The explanation of benefits and claims form is available on your program's blackboard site. Please **carry the insurance information with you at all times** while overseas. Also, it's a great idea to share this info with your family. **Continue any coverage you have currently under a school or family plan.** It is often possible for your parents to add a rider to your family plan in order to provide full coverage for you while you are overseas. Any costs incurred due to health-related issues are solely the responsibility of the student. Be aware that with insurance coverage, you will likely be required to pay for services when they are rendered and apply for reimbursement.

**Medications**

Please remember that, while abroad, it is advisable to consistently follow your doctor's specific medication instructions and continue taking any medications you are prescribed. Any changes to medication levels should only be undertaken in direct consultation with the prescribing doctor. While travel abroad always has the potential to effect changes, good or bad, in your physical and mental health, do not assume that temporary variations in your condition are indicative of longer-lasting changes. If you feel that an alteration in any prescribed medication levels may be warranted, consult a medical professional prior to doing so.

**Sexual Health**

There are different attitudes and expectations concerning dating and sexuality in other countries. Words and actions that mean one thing to you may mean something completely different to another person. It is important to discuss your expectations regarding interpersonal and sexual involvement with your partner so that you can reduce physical, emotional, and other risks. Become aware of the particular attitudes and customs concerning sexuality in your host culture, and make responsible decisions about

sexual relationships while overseas. Not only will your decisions affect you, but also your partner, possibly his/her family, and your host family as well. HIV and other sexually transmitted diseases exist in every country. Cultural factors often determine whether you can negotiate condom use with your partner. Please use good judgment and communication skills with your partner concerning this issue. If you consider sexual activity to be a possibility while you are abroad, please take proper precautions. It is advisable that you purchase condoms prior to your departure overseas, take extra supply of birth control and a prescription (any/all of the prior if appropriate).

**Staying well/Getting sick**

We encourage students to utilize their program specific handbook for further information for tips on what to do in the event that you get sick. Common illnesses abroad include upset stomachs; it is advisable to take Pepto Bismol and any other medicines that you may find useful while overseas.

If you become ill, please alert the Program Director for assistance in finding you medical care. Please remember to pay for any medical care at the time it is received and to keep your receipts to submit to the insurance company when you return to the United States.

Useful information on preparing for medical emergencies before you go abroad is provided at https://travel.state.gov/content/passports/en/go/health.html.

## PACKING TIPS/CHECK LIST

### ALLOWED ITEMS

*Be sure to check the following websites for information on what is (and is not) allowed to be carried on an airplane:*

- http://www.tsa.gov/travelers/airtravel/prohibited/permitted-prohibited-items.shtm

### PACKING TIPS

- **General**
  - Many items you need can be purchased once you've arrived at your destination. For example, bring travel-sized toiletries to keep your bags light, and purchase full-sized items once you've arrived.
  - Do not bring any items of sentimental value that you couldn't bear to lose.
- **Luggage**
  - **Pack only what you can carry by yourself up 2-3 flights of stairs, or walk with for relatively long distances.** A wheeled duffle bag or suitcase plus a generous tote or backpack for weekend travel should suffice. Returning students recommend that your carryon be a backpack rather than a handheld bag if you plan to do any extra traveling.
  - Do not pack valuables in your checked luggage.
  - Put address labels and contact information inside and outside each piece of luggage.
  - Pack medications in your carryon luggage.
  - Pack all sharp objects securely in your checked baggage.
  - Pack all liquids in plastic bags to avoid leakage during travel.

    - Place your camera in your carryon.
    - Put TSA-approved locks on all of your luggage so that it can be opened without the lock or bag being destroyed.
- **Clothes**
    - Bring easy care clothing items that are lightweight, drip dry, and wrinkle-proof such as knits, permanent press and cotton clothes.
    - Dark colors are more practical than light, as they do not show dirt as easily.
    - Pack clothes you can mix and match so as to give your wardrobe as much variety without having to pack as much.
    - Only bring clothes you can imagine wearing often.
    - Bring clothes that you can layer for various temperatures.
    - Do not bring clothes that immediately mark you as 'foreign' – avoid items with obvious phrases in English (if going to a non-English speaking country), or other symbols that will immediately mark your outsider status (sorority or fraternity sweatshirts, for example).
    - Roll clothes instead of folding them; you will fit more in the bag, and have fewer wrinkles upon arrival.

# Traveling to Your Destination

You are responsible for your own travel arrangements to your destination and back.

**Tips for Traveling**

- Do not book your tickets prior to the deposit deadline. Once you are given the 'go ahead' from the Global Education Office or your Program Director, please arrange to purchase your flight, as costs will increase the closer to the date of departure.
- The Global Education Office highly suggests you consider purchasing travel insurance when you book your flights for studying abroad. It will be your responsibility to find alternative flights or accommodations if flights are cancelled or delayed due to weather or natural disasters. W&M does not accept any financial responsibility for such occurrences. Remember that the first date of the program is when you should be arriving. The last day is when you should be departing. **If you arrive or leave outside of those dates, you are responsible for your own expenses, including lodging and meals**.
- Shop around. Some good places to find cheap airfare include (but are not limited to):
    - Student travel services
        - Student Universe www.studentuniverse.com Has a payment plan option.
    - Travel websites
        - Cheap Tickets www.cheaptickets.com
        - Expedia www.expedia.com
        - Fly Cheap www.flycheap.com
        - Orbitz www.orbitz.com
        - Travelocity www.travelocity.com
        - Cheapoair: www/cheapoair.com Has a payment plan option

**At the Airport**

Please check with your winter program specific handbook for more information regarding what to do once you've arrived at your destination. Your Program Director will provide more details in meetings or on Blackboard. If you have any questions, please don't hesitate to contact your Program Director or the GEO.



**Don't forget to call or email home!**

As soon as possible following your arrival, remember to call or email your family to let them know you have arrived safely. This will not only save them from worry, but also help prevent the GEO and your host university from receiving panicked phone calls regarding your whereabouts. Students also have the option to include their families on our winter listserv to receive periodic updates from the GEO and Program Directors while you are abroad.

# Communication & Swem Resources Abroad

**Cell Phones**

The GEO provides local cell phones for all students on William & Mary winter programs with *homestays*. Students that are not participating in a program with a homestay are responsible for researching and arranging their communication plan.

| |
|---|
| **Calling the United States from Abroad:** Dial 001+ phone number. |

**Using Swem Library Resources While Abroad**

*Swem Library resources can be accessed from abroad if you need to do research*

*William and Mary Study Abroad Home*

- All of the library's electronic resources, including databases, library catalog, subject guides, and so on, are available on any computer with an internet connection, no matter where in the world you are. Just go to http://swem.wm.edu, and be sure to have your WM user ID and password.
- Swem owns a substantial collection of e-books, current and older electronic books that can be read in their entirety online. These books can be found and accessed through the library's online catalog.

# Multicultural Students Abroad

Every student will have a different experience abroad. The GEO is devoted to making sure all students have a positive experience abroad. Please explore the resources below to learn more about how your identity may be impacted during your experience abroad.

**For more resources please review our website on Diversity Abroad Section.**

# Safety

**Theft**

Petty theft is always a problem in urban locations around the world, but there are common sense precautions that you can take to minimize your risk of becoming a target.

- **Try to blend in.** Foreigners are favorite targets of pickpockets and the less conspicuous you are, the less attractive they will find you. In particular, t-shirts, baseball caps, shorts,

sneakers and loud English can act as markers that you are a student from the U.S. Even in English-speaking countries, speaking loudly could mark you as an American student.

- **Do not make a habit of carrying extra money and cards with you.** If you aren't planning to use them, leave them at home. The same holds true for your personal documents: IDs, driver's license, passport, and so on. Always have a copy of your passport with you when traveling, but the passport itself should stay safe at your home overseas unless you anticipate needing it-or the laws of the host country require you to carry it at all times.
- **Never keep all your funds together in one place.** Spreading your fund sources – such as cash, credit cards, and bank cards– will assure that if one form is lost or stolen, you still have other options.
- **Carry your valuables inside your clothes.** Particularly when you are in a crowd, purse and camera straps are easily cut, backpacks can be slit and emptied without you even noticing, open or buttoned purses & wallets can be emptied while you are being distracted by accomplices.
- **Do not leave your bags unattended.** When you are seated at outdoor tables, keep purse or pack straps looped around an arm or an ankle to keep them from being an easy grab. If using a restroom at a restaurant, library, or other university building where it will not be watched by a trusted individual, take all belongings with you. This includes places of worship, where some of our students have experienced theft.
- **Be on guard if groups of people act strangely around you.** Thieves often work together and try to confuse or distract their target. Don't be fooled by appearances; some professional thieves look quite respectable, and some are even children.
- **Do not walk around alone late at night.** Always walk with a friend, or take a taxi after dark. Let someone always know where you are, and when you expect to be home.
- **When residing in a hotel, always keep your door locked. When residing in a hostel, keep your valuables under your pillow when sleeping or in secure lockers/safes, if provided.**
- **Don't let your guard down toward the end of your stay.** Try to remember these precautions throughout your time in your host city, as well as while traveling, even after you have learned your way around and feel at home.
- **Be aware that loss of property, whether through negligence or theft, is your own responsibility.** William & Mary and your host university cannot be held accountable for lost or stolen money or goods, nor is our staff authorized to make loans of any size of program money to students.

**Sexual Assault**

Sexual assault can happen to males and females of all ages and backgrounds. Most often, sexual assault is committed by someone a person knows and trusts. While you or someone you know may never experience sexual assault, it is important to know the options and resources available, what steps to take, and where to report an incident if it occurs. It is also important to be aware of the laws pertaining to sexual assault in the country you are visiting. The response from local authorities and the options for reporting assault may be different in another country.

Sexual assault encompasses acts that range from unwanted touching to rape. Sexual assault occurs when a person does not, or is not able to, consent to sexual activity. A person is unable to consent when he or she is forced, threatened, intimidated or is mentally or physically incapacitated.

**Knowing Yourself**

Most people who travel to different countries have the desire to be culturally sensitive. They wish to get along, to be respectful, to fit in, and not to offend the people they meet. However, this never requires that a person submit to behaviors that invade personal boundaries or that feel uncomfortable or unsafe. **No matter where you are, you always have the right to leave if a situation feels inappropriate or makes you uneasy.**

Physical boundaries are the personal spaces around us, physically, emotionally, and sexually, that help protect us, while still allowing us to experience new relationships and situations. Boundaries are defined through our own personal values and desires. Boundaries can be as simple as setting a limit of how much to drink, or as complex as deciding to form an intimate relationship with a new partner. Knowing our boundaries can help us recognize signs that an individual or situation may be unsafe. An example of this is if a situation or person makes us uncomfortable by testing or disregarding our boundaries.

Defining your boundaries for yourself and communicating those boundaries to others is the first step. It is also important for others to respect your boundaries and for you to respect theirs. Never assume that someone has the same understanding or awareness of boundaries as you. The issue of boundaries and personal space is highly influenced by cultural norms and may be very different from what you are accustomed to.

When interacting with others, it may be a good idea to:

- Learn about cultural norms.
- Learn from your local hosts about appropriate social interactions.
- Learn how to communicate effectively using the local language. Communication in a different language might change or alter your meaning and could increase the chances for miscommunication or misinterpretation.
- Trust your instincts: Pay attention to any inner signal about an individual or situation.
- Have an exit strategy: Develop a plan on how to safely leave an uncomfortable situation.
- Use the buddy system at all times. Travel in groups if possible.

**Helping a Friend**

One of the best ways that you can stay safe while abroad is to always use the buddy system. By traveling in pairs or groups, you can help each other by being on the lookout for potentially unsafe situations.

Watch out for other students and step in if a situation seems unsafe or uncomfortable. You can help by making a plan with others before you go out. This plan might include:

- Having a signal code or word that can be used to indicate someone in your group needs help
- Talking with your friends about how they would want you to intervene, should one of you need help
- Deciding beforehand how you will safely leave an unsafe or uncomfortable situation
- Talking to each other about your boundaries

To learn more about how you can intervene to help a friend, visit the "Community of Trust" section of the William & Mary Sexual Assault Resources and Education website: www.wm.edu/sexualassault.

Sometimes helping a friend means supporting someone who has experienced sexual assault. If someone comes to you for help, the most important thing you can do is to believe them. Also be sure to:

- Listen without judgment
- Assure your friend that it is not their fault and they are not to blame for what happened
- Assure them that they are not alone. There are people and resources to assist them, even while abroad.
- Empower your friend to make their own choices about steps they want to take. You can provide resources and options and let them take control from there.
- For more information visit www.wm.edu/sexualassault.

**Low-Risk Drinking**

For many people, traveling to a different country means being able to experience new things and situations. Sometimes, this means being able to legally consume alcohol for the first time. In making decisions about if and when to drink, be sure to **know the local drinking laws and customs**.

Consumption of alcohol impairs our inhibitions as well as our judgment and ability to communicate. In addition, people often have different expectancies about what will happen when drinking. Alcohol can also be used as a method to coerce others into sexual activity, by pressuring someone to drink more or by taking advantage of a person's impairment.

There are many useful strategies for protecting yourself from any unwanted outcomes while drinking. You can:

- Choose not to drink
- Eat before and during drinking
- Drink only with trusted friends or use the buddy system
- Ask a close friend to intervene if they think you've had enough
- Set a limit for yourself and stick to that limit
- Try to maintain a BAC at around 0.05 or lower
- Pace drinks over time (one per hour)
- Avoid drinking games
- Alternate between alcoholic and nonalcoholic drinks
- Always keep track of how much you are drinking
- Use a designated driver who is completely sober

- Always have an exit plan
- Never leave your drink unattended and do not accept drinks from others

**Resources**

If you or someone you know experiences sexual assault while abroad, please remember that you are not alone. Many of the same resources available to assist you while you are at William & Mary are also available to assist you while abroad. You should contact the Program Director or an administrator at your host school before anyone else. You can also contact:

- Assistant Director of Health Promotion and Sexual Assault Prevention Specialist: Eric Garrison +001 (757) 221-7369, email: emgarrison@wm.edu
- W&M Dean of Students: +001 (757) 221-2510
- On-line form to report incident: http://www.wm.edu/offices/wellness/counselingcenter/resources/selfhelpmaterials/sexualassault/index.php
- Campus Police +001 (757) 221-4596

You can also contact the nearest United States Embassy, Consulate, or Consular Agency. If you are not a U.S. Citizen, you can contact your country's embassy. Personnel are available for emergency assistance 24 hours a day, 7 days a week. Remember to request a copy of your police report. If you need to contact the Office of Overseas Citizens Service, call 001 (202) 501-4444.

Consular personnel know the local government agencies and resources in the country. They can help you:

- Obtain medical care
- Address emergency needs that arise as a result of crime
- Obtain general information about local criminal justice process and your case
- Obtain information about local resources who can assist you
- Obtain a list of local English-speaking attorneys

For more information, visit the U.S. Department of State's Students abroad site: http://studentsabroad.state.gov/

# Problems and Emergency Situations

**True emergencies are rare, but it is important to be prepared for any issue, from minor to major.**

There are a variety of academic and personal concerns that can surface and need attention while you are living and studying overseas, but most are relatively minor. Occasionally there are instances of petty theft, minor illnesses, miscommunications with host families, and so forth. Such problems are inconvenient, but usually they are quickly resolved and true emergencies are very rare. Whatever the nature and magnitude of your problem, **the first step you take should be to contact the host institution or your Program Director;** they are in the best position to help you immediately (unless, of course, there is an immediate need to obtain medical or police assistance – in such cases, dial the appropriate emergency number of the country you are in.) The sooner you communicate your concerns, the more easily they can be resolved. It is very important that you contact program staff before you contact your parents in order to avoid worrying them needlessly; they would much rather hear that you have a problem and it is in the Program Director's or the host institution's hands than that you have a problem and nothing is being done about it.

# Conduct

While participating in a study abroad program, you are bound by the same rules of conduct that apply on William & Mary's campus. The current code can be viewed in full on the Dean of Students website, located here:

https://www.wm.edu/offices/deanofstudents/services/communityvalues/

You will also be expected to abide by the rules of conduct at your host institution. As is stated in the behavior agreement which you signed for this program, serious misconduct will result in disciplinary action by the Office of the Dean of Students and possible removal from the program. Any expenses incurred as a result of such expulsion, including return travel expenses, are exclusively your responsibility.

# Refund and Cancellation Policy

William & Mary makes financial commitments on behalf of program participants and faculty well in advance of the start of each study abroad program. The application fee and deposit are non-refundable except when the program is canceled by William & Mary. Exceptions to this policy involving severe illness will be considered on a case by case basis by the Reves Center's Global Education Office, provided supporting documents are submitted for review. Please realize that canceling your participation in a program may impact your financial aid status as well. Contact a GEO Advisor for more information.

William & Mary reserves the right at its discretion to dismiss any participant from the program at any time between the student's acceptance and the final day of the program for reasons of unacceptable behavior, including but not limited to behavior indicating a lack of responsibility or maturity. Such dismissal will be without refund, and may result in the participant's earning no academic credit for the program; any expenses incurred for return transportation will be the responsibility of the student.

Please review our Refund/Cancellation Schedule for W&M Winter Study Abroad Programs on any of the Winter Program Brochure pages under the Budget sheet tab.

Students who wish to withdraw from their program after the deposit deadline need to notify Marina Knapp (mpknapp@wm.edu).

# Contact Information

### GLOBAL EDUCATION OFFICE CONTACTS

You may call the Global Education Office and its advisors at the numbers below between 8am and 5pm (EST), Monday through Friday. In case of an emergency that falls outside of these times, please call William & Mary Campus Police at +001 (757) 221-4596. Campus police will then forward your call to the correct person or office.

**Global Education Office Advisors**:
Molly DeStafney (mldestafney@wm.edu) 001 (757)221-3425
Marina Knapp (mpknapp@wm.edu) 001 (757)221-1627
Laura McDonald (lbmcdonald@wm.edu) 001 (757)221-2003

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*To call the U.S. from abroad: 001+ (Area Code) + phone number

### CONTACTS ABROAD

Please consult your program handbook for more information regarding emergency contacts at your host institution.