Resources

Student Travel Policy 1.10.2 (link)

Forms:

- Student Travel Group Budget Form (link)
  Used for any group traveling and receiving academic credit. Information used by Student Financial Aid Staff to adjust students’ financial aid packages where applicable.
- E160 Account/Contract Setup Form
- Student Travel Group Authorization & Contact Form (link)
  Completed by Travel Monitor. Serves as authorization for travel and must include itinerary and roster with emergency contact information.
- Financial Aid Consortium Agreement (link)
- Financial Aid Contractual Agreement with Foreign Schools Ineligible to Award or Accept Title IV Funds (link)

Tools:

- Student Travel Decision Matrix (link)
  Helps faculty and staff determine when the Student Travel Policy applies and defines procedures for compliance and travel planning.
- Emergency Contact Card Template (link)
  Customizable template to provide travelers with contact information unique to their itinerary
- Student Code of Conduct
- Student Related Critical Incidents Response Policy
- Travel Monitor Guide

Related Links:

- UC International
FAQ

Q: Some students may arrive at a program location earlier or later than actual program times. When completing the Student Travel Group Authorization & Contact Form, is it appropriate to include the actual program itinerary, or each students’ entire trip information?

A: The form should be completed using the actual program itinerary.

(more to be added)