

Education Abroad

Contract of Agreement for Summer 2010 Study Abroad Programs

I _____ agree as the program director for _____ to fulfill my obligations to the students and the Office of International Education as outlined in this contract.

- _____ Submit the budget by October 2, 2009
- _____ Submit program details and photos by November 2, 2009
- _____ Finalize courses before program promotion begins and coordinate with my department to update course maintenance information
- _____ Attend Program Directors meetings; if unable to attend meetings a separate appointment will be made to discuss missed information
- _____ Be an active participant in promoting my program
- _____ Select candidates according to clearly identified criteria
- _____ Return applications marked "Accepted" or "Denied" within a week of receipt
- _____ Post itinerary and travel arrangements on the blackboard site arranged for my program.
- _____ Hold at least one pre-departure orientation meeting
- _____ Complete travel authorization one month prior to departure
- _____ Inform Education Abroad of emergency travel arrangements and contact information including international cell phone
- _____ Remit organized receipts within one week of the end of the program
- _____ Submit grade reports in a timely manner upon return from the program

Faculty director's signature

Date

Education Abroad agrees to fulfill its obligations as outlined in this contract below.

- _____ Provide program directors with guidance to assist with the development process from program idea to day Of departure
- _____ Produce marketing and publicity materials and create VCU Summer programs website
- _____ Organize and manage the study abroad registration process
- _____ Register students for the courses and process all paperwork for student registration
- _____ Provide students with financial aid information
- _____ Administer Education Abroad scholarship competition
- _____ Assist program directors by providing management for all financial transactions including vendor payment and travel reimbursements
- _____ Provide all study abroad students with pre-departure information and an International Student ID

VCU Education Abroad director's signature

Date