

BOGOTA, COLOMBIA
INTB 9950: INTERNATIONAL BUSINESS IN COLOMBIA
WALKER GLOBAL HYBRID COURSE
FREQUENTLY ASKED QUESTIONS (FAQ)

INTB 9950 International Business in Colombia	Online Dates: May 29 – July 28, 2017	Travel Dates in Bogota, Colombia: July 17 – 21, 2017
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Eligibility

Who can take this course and travel to Colombia?

This course is available for Webster University Graduate students. Webster University Alumni are also welcome to register. Please confer with your academic advisor if you have questions about how this course can be used in your program. Please contact Denise Harrell at 314-246-8713 or harreldm@webster.edu to register for the course.

Undergraduate students may be able to enroll in this course with the approval of their academic advisor.

This course meets the international travel requirement for the MA in International Business and MBA – Global Track program for students who are not citizens of Colombia.

Can I bring a family member or friend with me?

Non-student participants may travel with the group as an invited guest of an enrolled student with the approval of the faculty leader. A guest program fee will apply.

Only registered students will be allowed to participate in the scheduled corporate visits and activities for the class. Webster University does not assume any liability or responsibility for travel companions, friends or family members accompanying students in the course.

Tuition and Fees

How much is the tuition for this course?

Graduate Course Credit

The tuition will be 3 credits at the Spring 2017 online course rate. See Graduate Catalog for details.
<http://www.webster.edu/catalog/current/graduate-catalog/tuition.html>

How much is the study abroad fee and what is included?

Students pay a study abroad fee of \$175. The fee covers international health insurance, a Lonely Planet guidebook, an International Student Identification Card (ISIC).

When do I have to pay the study abroad fee?

The study abroad fee of \$175 is due by the course registration deadline of April 28, 2017. It is non-refundable after the registration deadline.

How do I pay the Study Abroad fee?

Students may include a check, credit card or wire transfer. Checks should be made out to Webster University and sent in with the Study Abroad application. Please include your student ID # and the course title on the check.

Students should send checks to the Office of Study Abroad along with the course study abroad application:

Attn: Office of Study Abroad

Webster University

470 E. Lockwood Ave.

St. Louis, MO 63119

worldview@webster.edu

Phone: 314-968-6988

Fax: 314-963-6019

Credit card payments can be made by contacting the bursar's office at (800) 981-9803 or (314) 968-7410. Students should ask to pay the \$175 short term study abroad fee by credit card.

Wire transfer instructions are available by request to the Office of Study Abroad or the Bursar's Office.

How much is the deposit and when do I have to pay it?

The deposit is your \$175 Study Abroad Fee. It is due by the course registration deadline of April 28, 2017. The \$175 deposit is not refundable after the deadline.

What is the Program Fee and what does it include?

There is a program fee that covers the in-country costs associated with this course. This includes hotel accommodation, local transportation, some meals, cultural activities and visits. It is \$2000.

How do I pay the program fee?

The program fee will be billed to your student account along with course tuition in accordance with standard spring course billing. See the Office of the Bursar for details and instructions on making payments.

<http://www.webster.edu/finance-and-administration/bursar-and-cashiers/>

What is the Guest Program Fee and what does it include?

Non-student participants, or guests, may travel with the course as an invited guest of an enrolled student with the permission of the course instructor. Guests will stay with the group and participate in all cultural activities organized for the group. They will NOT participate in corporate visit activities. The Guest Program Fee for this course is **\$700**. This cost is paid directly to Worldstrides through the online registration site.

What is the Withdrawal Policy for this course?

Walker Global Hybrid travel courses offer the opportunity for students to study abroad and gain global perspective. These courses are a vital part of the global mission of Webster University. However, due to their unique structure they sometimes fall outside the typical term or semester dates. Given this the following apply to dropping and withdrawing from University global hybrid travel courses:

- A student may not drop or withdraw after travel for the course takes place, regardless of where the travel falls in the timeline of the course.
- Students may drop hybrid travel courses within the first two weeks and receive a refund for their tuition. Refunding of hybrid travel course deposits and fees may not apply.
- Students may withdraw from a hybrid travel course after the second week up until the end of the week prior to travel. Withdrawals will mean a 'W' will appear on the transcript, will not impact the GPA, but the student will be responsible for payment of the course. No refund will be issued.
- A cancellation fee may be applied to students who withdraw from this course after the course registration deadline of April 28, 2017. The cancellation fee will be billed to the student account according to the withdrawal dates listed here. Students must withdraw from the course in writing to the Office of Study Abroad. The cancellation fee will be billed as follows:
 - Withdraw before April 28, 2017 – no cancellation fee
 - Withdraw by May 26, 2017 - \$1000 cancellation fee
 - Withdraw after May 26, 2017 - \$2000 cancellation fee

Regarding employer tuition reimbursement, how will the tuition and program fee look on my student account?

You will see three line items on your student account: Tuition, Program Fee and the Study Abroad Fee. Additional costs such as airfare will be paid directly to the provider or airline. Please retain your receipts to submit to your employer for reimbursement if applicable.

Is Financial Aid Available?

Students should speak with their financial aid counselor to determine what funds are available. The Program Fee is applied directly to your student account in order to facilitate payment.

How much will travel expenses cost for this course?

IN ADDITION TO TUITION, the follow chart outlines an estimate of expenses anticipated for this trip. PLEASE NOTE – Some of these expenses are estimated amounts. Actual costs may vary depending on your travel preferences and purchases in country.

In Addition to Tuition:		
Airfare to Bogota, Colombia *St. Louis used as sample US departure/arrival location. Actual amount may vary based on location and flight availability	Estimate	\$800
Program fee – Includes: 6 nights shared accommodation	Fixed Cost	\$2,000

Most Meals, local transportation, entry fees		
Additional meals/miscellaneous	Estimate	\$150
Study Abroad Fee(insurance, guidebook, ISIC card)	Fixed Cost	\$175
Total cost:		\$3125

Housing/Lodging

Where will I stay while in Colombia?

You will stay with fellow class-members in a hotel that Webster will reserve on your behalf. Prices are based on a shared double room with another student enrolled in the course. You may request a particular roommate when you register with Worldstrides. If you would prefer a single room, there is an additional fee.

Hotel:

Do I have to make my own reservations at the designated hotel?

No, you will stay with fellow class-members in the hotel that Webster will reserve on your behalf. Please do not contact the hotel directly regarding your reservation. If you would like to arrive in advance, or extend your stay, you may work with your Worldstrides account manager to make hotel arrangements.

How will I pay for my accommodation?

The cost of accommodation is included in your program fee referenced above. The charges will be billed to your student account. If you opt for a single room, you will pay the fee directly to Worldstrides, our travel logistics provider upon registration.

What if I want to arrive early or stay after the course scheduled dates?

You are welcome to add additional time to your trip. If you would like to book extra nights at the hotel that has been organized for you, please contact your Worldstrides Account Manager when you register with them. They will assist in confirming your extra nights at the hotel or you are welcome to make your own arrangements elsewhere.

Travel Considerations

What can you tell me about airfares?

You may book your flight through any travel provider that offers the best deal based on your location or frequent flier miles. We recommend statravel.com as a good resource for student travel discounts. Note student tickets typically require an International Student ID Card. (ISIC) You will receive an ISIC card as part of your study abroad package.

Please note that there is an enrollment minimum required for this course to run. Please do not book your airfare until you are 100% sure that you are going to enroll in the course and that it will have enough

students to run. Typically we will not know for sure until the registration deadline. Webster is unable to refund any airfare that is booked by students.

***Please make sure that you arrive on Sunday, July 16, 2017 which means that you will may need to leave the US, Europe or Asia on Saturday, July 15, 2017 in preparation for course session beginning on Monday, July 17, 2017.**

What can you tell me about the airlines?

There are multiple airline options that fly to Colombia. Below is a list of sources that you may wish to consider when making your flight arrangements or for reference.

American Airlines www.aa.com

United Airlines www.united.com

Delta Airlines www.delta.com

STA Travel www.statravel.com

Student Universe www.studentuniverse.com

Momondo www.momondo.com

Expedia www.expedia.com

Travelocity www.travelocity.com

Orbitz www.orbitz.com

Cheap Tickets www.cheaptickets.com

Priceline www.priceline.com

Kayak www.kayak.com

When should I book my flights?

You should wait until after the registration to confirm that the class is viable or not. If there are not enough students to participate we will have to cancel the course. Typically the minimum enrollment is 10 students.

When should I arrive in Colombia?

Please make sure that you arrive in Colombia on Sunday, July 16, 2017. This means that you may need to leave the US, Europe or Asia no later than Saturday, July 15, 2017 in preparation for course session beginning on Monday, July 17, 2017.

When can I depart Colombia?

Students may leave at any time after the on-location study tour concludes on July 21, 2017. Your hotel reservations are provided through the night of Friday, July 21, 2017 assuming most students will depart on Saturday, July 22, 2017. Students may also opt to stay longer or travel at their own expense before returning home.

Can I arrive earlier or extend my visit to Colombia?

Yes, we encourage the opportunity to travel if you are able to do so; however any arrangements to extend the time in Colombia are your responsibility. Additional nights at the arranged hotel may be booked when

you register with Worldstrides. Please contact your instructor with questions or recommendations on where to go and what to do or refer to the guidebook that you will receive from the Office of Study Abroad. Note: all additional travel arrangements are your responsibility.

Which Airport do I need to fly into/from?

Students should fly into and depart from:

El Dorado International Airport (BOG)

How do I get from the Airport to the Hotel?

There are taxi or shuttle services available from the airport to the hotel. The cost of transportation for airport to hotel is around \$30. More detail will be provided during the online course.

Will I need a passport and a visa?

Yes, you will need a valid passport to enter Colombia. Be sure to have blank pages in the visa section of your passport.

You can check visa requirements based on your passport issuing country here:

<https://travel.state.gov/content/passports/en/country/colombia.html>

*Please note that it is ultimately each student's responsibility to ensure compliance with immigration laws and determine if student visas are necessary. Visa regulations change often and without notice. To obtain the most up-to-date information, please visit the website of the embassy that is closest to you.

Course Matters, Application and Registration

What is the Course Title and Course #?

Grad Course: INTB 9950 International Business in Colombia

How do I enroll?

There are three steps to complete your enrollment in this course. Please complete these steps by the registration deadline of April 28, 2017.

1. Complete the Study Abroad Application and submit it to the Office of Study Abroad. You can email copies and send the supporting material separately if it's easier.
2. Email Denise Harrell at harreldm@webster.edu and request registration. Please include your student # in the email.
3. Complete the online registration with Worldstrides at www.worldstridescapstone.org. Select "Register to Travel" on the right hand side of the page. You will need to enter a Trip ID which will be provided after the registration deadline date.

When can I register and apply?

You can sign up for this course now. To register for this course, submit the study abroad application and email a registration request to Denise Harrell at harreldm@webster.edu. Space is limited to 20 students and we will register students first come first serve.

What can you tell me about the registration deadlines?

Students are asked to complete the 3 registration steps: email a registration request to Denise Harrell, submit the study abroad application and complete the online Worldstrides registration by **April 28, 2017**. At that point, the \$175 study abroad fee is nonrefundable.

Late applications will be considered on a space-available basis.

Once I send the application and deposit to the Office of Study Abroad in St. Louis, how does the application process work? Should I go ahead and register and consider myself "signed up," or should I wait for confirmation from you?

Students will receive confirmation emails upon receipt of the Study Abroad Application and course registration. There are a minimum number of students required for the course to be offered. Students should not book tickets or make final plans until it is confirmed that the course will go. This usually happens in the week after the course registration deadline.

Students should send the Study Abroad Student Application forms and all the additional materials including passport sized photos, passport photocopy and program deposit, to the Office of Study Abroad for the travel portion of the course.

Attn: Office of Study Abroad
Webster University
470 E. Lockwood Ave.
Saint Louis, Missouri 63119
Phone: 314-968-6988
Fax: 314-963-6019

Course registration is a separate step and must be done by contacting Denise Harrell at harreldm@webster.edu. Please include your student # in the email. You may also have your advisor register you for the course but please notify Denise when you do this.

After the registration deadline, Webster University will begin processing your travel information and determine that there are sufficient enrollments in order for the course to "Go." You should ensure the course appears on your student schedule to verify enrollment.

Can I register through an extended campus or should I do it all online?

You may have your advisor register you for the course but please contact Denise Harrell at harreldm@webster.edu and let her know that you are registered. Please include your student # in the email.

Denise can also register you. You will still be enrolled as a student at your local campus but we will register you and send you a confirmation email.

Where do I get my textbook for the class?

If a textbook is required it may be ordered through the Webster University authorized textbook provider through this link: <http://www.webster.edu/olc/students/textbooks.html>. This is typically available a few weeks before the course start date.

How do I enter the online portion of the course?

You will be able to log into your course by accessing your Connections account at <http://connections.webster.edu>. Once logged in, click the Student tab, then look for the WorldClassRoom Log In button on the left of the page. You must log into the online course and begin working on online activities by the first day of class.

I have never used WorldClassRoom before, how do I learn about WorldClassRoom for this online course?

All students new to online courses will receive emails ahead of the start of the term (which may be earlier than the start of the course) regarding getting started in your online course. Please be sure to check your Webster University email account, accessible in Connections. You will be invited to participate in a webinar, be invited to a sample training course for practice, and have access to a variety of on-demand resources. For more information about getting started in online courses, please [review this FAQ](#) and be sure to [watch our online course tour video](#).

How many students will travel to Colombia?

Maximum enrollment is 20 students. A minimum of 10 is required. Please do not book your flights before the course enrollment is confirmed. You will be notified by email when the course is officially confirmed.

If I have questions about the course, how do I contact the instructor?

You can contact the instructor by telephone or via email.

Adriana Arango-Arterburn

314-968-7685

arangoad@webster.edu

About Colombia

Where can I find basic information about Colombia?

www.colombia.travel/en

<https://www.lonelyplanet.com/colombia>

www.colombia.travel/en/where-to-go/andean/bogota

<https://www.lonelyplanet.com/colombia/bogota>

Health & Safety

What hospitals should I use in Colombia?

All students attending this course will be insured under HTH international health insurance, and will receive an insurance card and logon instructions prior to departure. In visiting and logging on to the HTH website, you can find a comprehensive listing of all hospitals recommended by HTH in and around Bogota.

While travelling on this course, you will be with your cohort of students and Webster faculty. For assistance in finding a hospital, or if you are feeling sick, you will first need to notify your fellow students and faculty leader.

Generally, it is recommended to visit local clinics only for minor injuries. More information will be provided with your Study Abroad information packet.

What does my Travel Insurance Cover if I'm sick or injured on the trip?

The HTH Travel Insurance covers up to \$150,000 for accidents and emergency treatments. While mostly any medical and injury expenses are covered, it is important to know that this insurance does not cover costs for general maintenance (e.g. your annual checkup) nor does it cover most expenses for pre-existing conditions.

Additionally, the HTH insurance policy includes personal coverage for evacuation, when possible in the event of natural disaster or political emergencies.

You will receive more detailed information in your pre-departure travel packets from the Office of Study Abroad. Also you can visit <http://www.hthstudents.com/>

Do I need any Vaccinations?

Vaccinations are a personal choice and travelers may consider getting vaccinated, but it is not required to participate in this program. We do recommend that all standard vaccinations are up to date. Most recent information from CDC is available at:

<http://wwwnc.cdc.gov/travel/destinations/traveler/none/colombia>

<http://wwwn.cdc.gov/travel/contentVaccinations.aspx>

Miscellaneous

Does the Hotel have Internet Access?

Yes, the hotels we will reserve have internet access.

What's the currency in Colombia?

The official currency of Colombia is the Colombian Peso (COP). Approximate exchange rate: 1 COP = 0.00033 USD. Credit and debit cards are widely accepted and you can exchange U.S. dollars and Euros at banks throughout the country or in the airports. Students can access ATM machines at the airport or near major hotels.

You can review exchange rates at:

<http://www.xe.com/ucc/full/>

<http://www.oanda.com/>

Language Requirements

Classes are taught in English and students do not need to know the foreign language to enroll in these classes. The official language of Colombia is Spanish and it is always recommended that students learn a few key phrases prior to travel.

What's the weather like in Colombia in July?

The average temperature in July is 65°F or 18°C. Be prepared mostly for sunny and fairly warm weather. The chances of rain or cooler temperatures are not high.

What should I pack?

Packing should include clothing appropriate for temperatures in the mid 60's. Business casual dress is appropriate for corporate visits and lectures. You should also bring casual clothing for evenings and fun visits. Don't forget comfortable shoes as you will be doing quite a bit of walking.

Contact Information

For general questions regarding the Global Hybrid Courses or Travel Logistics, please contact:

Denise Harrell

Phone: 314-246-8713 OR 866-342-4447

Email: harreldm@webster.edu

For academic matters, please contact the instructor.

You may contact the instructor by telephone or via email.

Adriana Arango-Arterburn

314-968-7685

arangoad@webster.edu

For questions about the study abroad Application, the Student Treatment and Release Form, the deposit and other travel logistics, please contact the Office of Study Abroad.

You may contact the study abroad coordinator by telephone or via email.

314-968-6988 or worldview@webster.edu

Program Changes

The information provided in this document is a general guideline for the course. Details may be adjusted or modified as the plans are finalized. Any changes will be communicated in a timely manner to all registered students by email or through your online course in WorldClassRoom.