

STUDY ABROAD HANDBOOK



Introduction / Director's Welcome

Webster Students,

The Office of Study Abroad would like to congratulate you on your acceptance into our study abroad program. You are headed for the experience of a lifetime. As you move forward in your study abroad planning and participation, our office wanted to provide you with a comprehensive overview of important study abroad resources and policies in this study abroad handbook.

Webster supports study abroad as an essential part of its mission to develop global citizens for the 21st century. You will learn a lot about yourself as you venture to a new country and encounter a range of new challenges and opportunities. We truly hope that study abroad is a life-changing experience that is academically and personally enriching for you. We look forward to working with you throughout all phases of your time at Webster.

If you have any questions about the items in the study abroad handbook, please do not hesitate to contact our office for assistance. We are always happy to provide further details and direct you to additional resources as needed.

Kelly Heath

Director of Study Abroad
Office of Study Abroad
Webster University, St. Louis

Table of Contents

Webster St. Louis Office of Study Abroad Staff and Contact Information	3
Student Eligibility and Requirements	4 – 5
Degree-seeking Undergraduate Students	
Degree-seeking Graduate Students	
Five Term Rule	
Non-affiliated Programs	
Academic Overview and Policies	6 – 8
Academic Credit	
Course Approval and Credit Transfer	
Enrollment Abroad at Webster International Campuses	
Enrollment for Non-Webster Campuses	
Transcripts	
Grade Appeals	
Academic Resource Center (ARC)	
Passport and General Visa Details	9
Emergency Procedures and Travel Warning Policy	10 – 11
Emergency Contact Information	
Emergencies	
Notification Procedures	
Political and Natural Disaster Emergencies	
State Department Travel Warning Policy and STEP Program Requirement	
Health & Insurance	12 – 13
Insurance	
Immunizations	
Pre-Departure Health Care	
Health Form	
Financial Information	14 – 17
Program Costs	
Financial Aid and Scholarships	
Billing	
Housing	
WWTP/WINS Travel Award	
Required Orientations	18
Policies	19 – 21
30/36 Residency Rule	
Program Extension	
Program Withdrawal	

Webster St. Louis Office of Study Abroad Staff and Contact Information

Kelly Heath

Director of Study Abroad
kellyheath89@webster.edu
Telephone: 314.246.7881

Tyler Worlund

Study Abroad Coordinator
tylerworlund@webster.edu
Telephone: 314.246.7625

Seth Huntington

Study Abroad Advisor
sethhuntington@webster.edu
Telephone: 314.246.7603

Office of Study Abroad Hours & Location

Monday – Friday 8:30-4:30
Webster University
Sverdrup 207
470 E. Lockwood Ave.
St. Louis, MO 63119-3141
worldview@webster.edu
314.246.6988

Student Eligibility and Requirements

All Webster University students enrolled at a United States campus must contact the Office of Study Abroad in St. Louis for study abroad advising, planning, and information on how to apply. No Webster student may participate in a Webster University program that involves studying at an international location without approval from the Office of Study Abroad.

Degree-seeking undergraduate students at Webster University in the United States who wish to study abroad at a Webster University sponsored study abroad program should make sure that they have met the following approval criteria for study abroad:

1. Be enrolled at a Webster University campus in the United States.
2. Have earned at least 15 undergraduate credit hours at Webster University.
3. Be prepared to register for at least 6 credit hours per eight-week term (at least 12 credit hours per full-semester term) at the international location, maintaining full-time status.
4. Be in good academic standing (2.5 cumulative GPA at a Webster campus; partner institutions may require a higher GPA). Students with a GPA between a 2.2 and 2.5 who have extenuating circumstances, or who can demonstrate a pattern of improvement, may be given consideration and should speak with a study abroad advisor if interested in applying.
5. Have good financial standing and be current on all accounts with the Business Office.
6. Be compliant with Webster University's student conduct policy.

Degree-seeking graduate students at Webster University in the United States who wish to study abroad at a Webster University sponsored study abroad program should make sure they have met the following approval criteria to study abroad:

1. Be enrolled at a Webster University campus in the United States (including students residing in the US pursuing their Webster degree online).
2. Have earned at least 9 graduate credit hours at Webster University.
3. Be prepared to register for at least 6 credit hours per semester at the international location, maintaining full-time status.
4. Be in good academic standing (3.0 cumulative GPA at a Webster campus).
5. Have good financial standing and be current on all accounts with the Business Office.
6. Be compliant with Webster University's student conduct policy.

Five Term Rule

1. Webster University undergraduate students can study abroad for a maximum of **FIVE** academic terms before they can no longer study abroad with Webster. A single term is equal to a summer or a half-semester. A full academic year abroad (fall, spring, and summer) would equal 5 terms.
2. Webster University graduate students can spend a maximum of 2 terms, or one semester abroad before they can no longer study abroad with Webster.
3. Short-term, faculty-led programs such as the Walker Business Hybrid programs or spring break study abroad programs do not count against the total amount of terms a student can spend abroad. Students who have studied abroad for their full-term maximum can still participate in

short-term, faculty-led programs.

Non-Affiliated Programs

- Students who decide to study abroad with a program that is not sponsored by Webster University must have their chosen study abroad program approved by the Study Abroad Director prior to applying for the program.
- Student must complete the non-affiliated program approval process, which entails:
 1. Meeting with the Director of Study Abroad
 2. Submitting a Self-Identified Study Abroad Program Petition Form and supporting materials.
 - a. This process should be completed no later than 1 semester prior to the start of the program and in accordance with Webster's study abroad deadlines <https://www.webster.edu/study-abroad/application.php>
- Non-affiliated study abroad programs do **NOT** fall within Webster's 30/36 rule for graduation.
 1. 30/36 rule: 30 of the final 36 credits taken for any degree must be taken at Webster University. Webster online courses and courses taken at Webster University global campuses or international partners count as Webster University courses for the purposes of this rule.

Academic Overview and Policies

Studying abroad is a once in a lifetime opportunity for personal, professional, and academic development. Prior to departure, it is important to determine how courses taken abroad will enhance your overall academic plan and enrich your academic experience. Make sure you understand which academic policies apply to you while you are abroad. All students must also abide by the academic policies of the *Webster Student Handbook* which is accessible through the following link: <http://www.webster.edu/student-handbook/>.

Degree-seeking students at Webster University who wish to study abroad must meet with their study abroad advisor and with their academic advisor to register for study abroad coursework.

It is important that students understand how participating in study abroad will affect their academic plan and progress. It is highly encouraged that all students meet with their academic advisor and study abroad advisor early and often so that they can be confident that their study abroad program will help them move forward with their academic goals and will not hinder or delay their ability to graduate on time.

Academic Credit

1. All students are required to register for full-time status while abroad as defined locally by Webster University. For study at an international campus, this means full-time course registration at the respective campus. Independent study courses and online courses do not count towards the minimum number of credit hours.

To be eligible to study abroad, you must enroll in at least the following amount of credit hours:

<i>Length of Program</i>	<i>Minimum Credits</i>
One 8-week term	6 credit hours
One Semester	12 credit hours

2. Undergraduate students studying abroad for a single term within the fall or spring semesters will need to be enrolled for a minimum of **13** credits for the semester, 6 of which must be taken on-site at the international location.

Course Approval and Credit Transfer

There is no credit evaluation or course approval necessary for courses taken at Webster University International Campuses. Courses are coded identically to their equivalents offered in the United States, and there is no course transfer necessary as credit is applied directly to the student’s Webster transcript.

Webster University students who study abroad at international partner or exchange locations will receive academic credit at Webster University for all courses. Depending on the type of program and the student’s major, specific course equivalencies may vary and are subject to review by individual departments.

Course Evaluation

Although Webster students are welcome to take any course at an international partner or exchange location, several courses have already been evaluated for equivalency here at Webster. Check the

program page for the location you are interested in for specific course information and be sure to meet with your study abroad advisor to discuss specific academic needs.

The Office of Study Abroad has created a course evaluation form for courses that students would like to take at an international partner that do not already have an equivalency. This form is for evaluating courses for specific major or minor core requirements only. For GCP evaluations, students should speak with their study abroad advisor.

Credit Transfer

Credits earned for a course at an international partner or exchange location may transfer as a different amount when translated to US credits. For example, a student studying abroad in the UK for a semester will take 60 UK credits, which is equal to 15 US credits. The Office of Study Abroad works with students and their academic departments to help them understand exactly how credit transfer and course evaluation works for classes taken at international partner campus locations.

Enrollment Abroad at Webster International Campuses

Students will be responsible for working with their academic advisor to sign up for classes at the Webster international campus. Students are provided a paper registration form that they will need to complete and upload into the study abroad application system. The international campus staff will acquire the registration form from the student's application and register them for courses once registration opens for the given semester. Students will not be able to be registered for courses if they have a hold on their Webster University student account and are responsible for informing the OSA and international campus staff when the hold is lifted so that they can then be registered.

Students enrolled at a Webster University international campus are subject to the same academic policies that would apply to them at the home campus. Students who wish to add, drop, or withdraw from any specific course should work with their academic advisor to determine the best course of action. Full policy details for course additions, drops and withdrawals can be found at http://www.webster.edu/faculty/faculty_resource_guide/course-administration/add-drop-withdraw.html

Enrollment for Non-Webster campuses

Registration for courses at international partner locations takes place as part of the direct application process or onsite during orientation, depending on the partner and program. Academic advisors here at Webster cannot register a student for courses at the partner institution. Depending on the individual student's major, the credits from an international partner or exchange will apply differently at Webster University. It is important that students maintain contact with their home-campus advisor regarding this.

Students who study abroad at a non-Webster campus will be placed in a study abroad placeholder course (STAB 1000). The purpose of this placeholder is to ensure that the student will continue to qualify for and receive their full-time financial aid while abroad at the non-Webster campus. Students must still register for courses at the non-Webster campus as instructed by the OSA.

Transcripts

1. **International Campuses and Faculty Led Programs** – Grades for courses taken at Webster University international campuses and on faculty-led programs are applied the same way as grades for classes taken in the US. Grades are applied directly to the student's Webster transcript and are accessible in Connections immediately upon being entered.

2. **International Partners and Exchanges** – Grades for courses taken at a non-Webster campus cannot be applied to the student’s Webster degree until the transcript is received from the host university. This typically occurs 3 months after the end of the host institution’s applicable academic term.
3. **WINS** – All grades and credits earned on a Webster University study abroad program will be reported on an official academic transcript from Webster. In most cases, students can transfer credits from Webster back to their home institution. Contact your academic advisor or registrar at your home institution to find out how this is completed at your school.

One official transcript will be issued directly to your home campus’s registrar’s office free of charge. This process can take up to 4-6 weeks after the end of your program. Additional official transcripts are available upon written request and payment to Webster University’s Office of the Registrar. There is a \$10 fee per transcript request, which covers the cost of one transcript.

<http://www.webster.edu/academics/transcripts.html>

Grade Appeals

Students who would like to appeal the grade for a study abroad course should contact the Office of Study Abroad as soon as program grades are issued. The Office of Study Abroad will direct students to the corresponding program contact who handles grade appeals. You may need to submit a written statement and provide supporting documentation as part of your appeal.

Academic Resource Center (ARC)

ADA Accommodations: Webster University encourages all students to study abroad including those individuals who have disabilities or accessibility challenges. With the proper planning, studying abroad can be a wonderful experience for all students. Individuals who have academic accommodations and are planning to study abroad should contact the Academic ADA Coordinator in the ARC to discuss their study abroad plans and request accommodation letters. This should ideally happen at least 1 month prior to departure if not earlier. The ARC will email the student’s accommodation letter to the academic director of the study abroad program and will email a copy of the accommodation letter to the student for the student to take with them to their study abroad location.

It is the student’s responsibility to reach out to the academic director and instructors at their program site to make sure the program site received the letter and to discuss their accommodation requirements.

Passport and General Visa Details

1. A passport is an official government document proving your citizenship. You must have a passport to travel abroad and to apply for a visa. Please verify that your passport is up to date and will be valid for 6 months past the end date of your program. If you are a U.S. citizen and do not already have a passport, you should apply for one immediately. **Most students need to have their passports 3-6 months prior to departure to apply for their student visa.**

Instructions on how and where to apply for or renew a passport can be found on the U.S. Department of State's travel website: <http://travel.state.gov/passport>.

2. A visa gives legal permission to enter a country for a stated purpose and specific period. It is granted by the government of the host country. Requirements and procedures for student visas vary by country, but the U.S. Department of State maintains a site with up-to-date information on these requirements: usvisas.state.gov.

If you plan to study abroad in a country that requires a student visa, you will be guided through the application process by the Office of Study Abroad staff. While the OSA will assist participants about procedures and requirements, **securing a visa is an individual responsibility**, and not one that OSA or Webster University can or will assume. Webster University is not legally able to give any immigration advice on applying for a visa.

Procedures and requirements vary according to individual circumstance, citizenship, legal status, and travel plans. They may also vary between a nation's consulates abroad. **Visa requirements are subject to change, and although the OSA staff endeavors to keep up with regulations there are instances where procedures, fees, or deadlines will change with short or even no notice.**

Emergency Procedures and Travel Warning Policy

Emergency Contact Information

1. **Office of Study Abroad** – Please call the OSA main line 314-968-6988
2. **On-Site Study Abroad Staff** – See your program guide
3. **Webster University Public Safety** – For after-hours emergencies, 314-968-7430 or 314-968-6911
4. **GeoBlue Health Insurance** – Call collect at 1-610-254-8771. Call toll free inside the US at 1-800- 257-4823
5. **U.S. Department of State** – Office of Overseas Citizen Services, 888-407-4747, or from outside the US 1-202-501-4444
6. **CDC International Traveler Hotline** – 1-800-232-4636

Emergencies

Please contact your on-site study abroad coordinator and the Office of Study Abroad for any situation or condition that jeopardizes an individual's physical or mental health, safety, well-being, or program participation and/or requires the intervention of program staff. Such events or occurrences may include, but are not limited to civil disturbance, natural disaster, severe or prolonged illness or injury requiring hospitalization, disciplinary action, emotional or behavioral disorders, illegal actions (i.e. drug use), absence from program site, academic probation, etc.

1. **A medical emergency** is any medical condition that threatens the health and well-being of Webster students, faculty, or staff. This situation typically requires swift and immediate attention.
2. **Safety-related emergencies** can take on a range of forms but could be related to sexual misconduct, theft, an incidence of violence, etc.
3. **Legal or conduct emergencies** may have to do with incidents where students have violated a program policy, a local law or are in dispute with another individual.

Notification Procedures

In the case of an emergency, students are instructed to contact appropriate on-site staff immediately. The on-site contact knows the local environment and is best equipped to help students access resources quickly. If on-site contact cannot be reached, students should then contact the Office of Study Abroad in St. Louis. If it is after hours, then students should call Webster St. Louis Public Safety.

Political and Natural Disaster Emergencies

In the event of a political, social, or natural emergency, the Office of Study Abroad will be in close contact with the on-site staff. The on-site staff will in turn seek advice from the local authorities and the US consulate or embassy nearest the program location. Assistance will be managed in coordination with the US consulate or embassy and GeoBlue.

Parents, friends, and family are asked to communicate with the Office of Study Abroad staff to allow on-site staff to focus on working with students and local officials.

1. **Political emergency** is defined as an attempted or actual uprising against an existing government, significant acts of violence towards Americans, severe rioting, civil unrest, war or any crisis or local condition that may have an adverse impact on the safety or security of Webster students, faculty, or staff.
2. **Natural disaster** is defined as an earthquake, typhoon, flood, hurricane, or other similar event

that may cause significant damage or danger or may have an adverse impact on the safety or security of Webster students, faculty, or staff.

State Department Travel Warning Policy and STEP Program Requirement

The U.S. Department of State has a travel advisory system for countries around the world. Each country has an advisory level of 1-4 (1- Exercise Normal Precautions, 2- Exercise Increased Caution, 3- Reconsider Travel, 4- Do Not Travel), as well as an information page on the U.S. State Department's [website](#) that describes safety and security in the destination.

Webster University's travel warnings and alerts policy for Webster faculty, staff, and students traveling internationally allows individuals to travel to Level 1 and Level 2 countries without prior approval. Travelers interested in going to Level 3 and Level 4 countries would need to have their case considered by the university's international travel advisory committee.

The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals travelling abroad to enroll their trip with the nearest U.S. embassy or consulate. All Webster study abroad participants are required to enroll in STEP prior to departure. STEP makes it possible for you to be contacted in case of an emergency in the U.S. or your host country. Registration allows you to receive important information from the embassy about safety conditions in your destination country and helps family and friends reach you in an emergency. To register, visit step.state.gov/step.

Health & Insurance

Insurance

GeoBlue coverage:

Webster University provides comprehensive accident and sickness insurance to all study abroad participants. The coverage is arranged through GeoBlue and is mandatory for all study abroad participants. The policy provides comprehensive sickness and accident insurance and emergency travel medical insurance. For more information about the features and benefits of this policy, please see the GeoBlue brochure provided during pre-departure orientation or online. You should familiarize yourself with the policy prior to departure. **GeoBlue is to be used along with your current insurance policy. Do not cancel your existing policies in lieu of this coverage.**

- Website and app: After you receive your card, you should activate your account at <http://www.geobluestudents.com> using your card number and your Webster email address. Once you are registered, you can start using GeoBlue’s databases, which give you convenient access online to:
 - a. Profiles of more than 4,200 carefully selected, contracted English-speaking physicians in more than 180 countries outside of the U.S.
 - b. Translations of thousands of medical terms and hundreds of brand name drugs
 - c. Notable hospitals, clinics, and pharmacy practices in more than 600 destinations outside of the U.S.
 - d. Daily health and security email alerts customized by destination
 - e. The option to submit claims and print off additional insurance cards
- 4. GeoBlue App: With the GeoBlue mobile app, world travelers have convenient access to the best local doctors, hospitals, and resources anywhere in the world. To get started, simply download the app and login using your username and password from geobluestudents.com or register as a new user through the app using information from your ID card.

Immunizations

1. **Required:**
Japan – MR/MMR, Chickenpox
2. **Recommended:** Unless indicated above, Webster University does not require any immunizations or vaccinations to participate on other study abroad programs. It is your responsibility to make sure you are up to date on routine immunizations such as tetanus and hepatitis A and B and should consult your physician and the Center for Disease Control and Prevention (www.cdc.gov) for the most current updates. Only a health care professional can advise certain immunizations or precautions for you. Talk to your doctor about your destination as well as places where you are likely to travel.

Pre-Departure Health Care

Check-ups

Before departure, we strongly recommend that you have a general physical and other medical examinations (vision, dental, etc.), especially if you are taking prescription medication or are in regular treatment for a pre-existing condition. Remember to schedule these appointments at least four weeks prior to your departure in case there is a need for follow-ups.

Medications

You should bring enough of any medication (prescription or over the counter) to last throughout your stay abroad. Talk to your doctor ahead of time to ensure you can secure enough medication to last the entirety of your trip abroad. It may be necessary to visit a doctor in your host country to get a new prescription written (foreign countries cannot honor American doctors' prescriptions) and this may be facilitated with information from your regular doctor.

1. **Prescriptions:** It is recommended to carry your prescriptions with you in your carry-on luggage. All medication should be stored in the original container with the identification/prescription label attached and clearly visible. Do not take any medication out of its original container or combine multiple types of medication into one container as this may appear suspicious to security and customs officials.
 - a. For some medications, you may need to carry a letter from your physician stating that you are required to take the medication or a photocopy of the written prescription.
 - b. If the medicine is a controlled substance or considered illegal in other countries, you may need to notify officials at the U.S. embassy in the host country as well as the consulate officials of your host country. Students enrolled in GeoBlue can do this by assessing an online database of drug information once they have registered on the website. You will receive this information and instructions at orientation.
2. **Over the Counter Medications:** You should learn or make note of the generic name of any over-the-counter medication you bring, should you want to replenish your supply while abroad. Often, brand names are not international (for example, Tylenol is known as acetaminophen outside of the U.S.). This information can typically be accessed through a doctor or pharmacist.

Health Form

All Webster study abroad students are required to complete a Student Health Form prior to departure. The health form is reviewed by Webster health services staff. Any students with health conditions that are deemed serious or chronic will be contacted to make sure the necessary supports are in place at the study abroad destination. This may involve further consultations with US treating physicians or conversations with GeoBlue.

Financial Information

Program costs

1. Tuition: Degree-seeking students at Webster University who meet the approval criteria for study abroad will pay their home campus' tuition rates to study at an international campus and some international partner programs: per credit tuition during the summer term and flat fee tuition if attending fall and/or spring term(s). These tuition options are limited to study abroad for a maximum of five terms (one full academic year).

Students who plan to study abroad for more than five terms must notify the Director of Study Abroad to discuss the changes that will occur with their tuition charges, scholarships, and financial aid eligibility beginning with their sixth term of study.

2. Study Abroad Fee: All students who study abroad will pay the corresponding study abroad fee, which provides them with mandatory international health insurance for the duration of their time abroad, pre-departure materials, pre-departure and on- site orientations.
3. Housing: All students who study abroad are required to live in campus-provided housing. Exceptions will only be provided for students who have immediate family in their study abroad destination. All housing exemptions must be approved by the Office of Study Abroad at the time of application.

Financial Aid and Scholarships

Webster students retain their federal, state, and Webster funding while studying abroad through a Webster program, including tuition remission and exchange. The one exception to this is Federal Work Study, as students are not able to work while abroad.

- **Note:** Institutional and state aid is available for fall/spring semester only. Summer study abroad students may be eligible for federal aid such as Pell Grants and/or Federal Direct Loans.
- Students receiving Webster scholarships must be registered for at least 12 credit hours per semester to maintain financial aid and scholarships while abroad. However, please confirm with your financial aid counselor that your grants or scholarships don't require a higher number of credit hours to be completed during your semester abroad.
- Make sure you understand options such as parent loans and alternative loans. Different types of loans will have different interest rates and conditions. Webster students should keep in mind that loan disbursements will not post on your student account until the second week of class and refunds are not processed until after the add/drop period.
- If you study abroad during the spring semester, it is your responsibility to file for the next academic year financial aid, either while you are studying abroad or prior to leaving the US. As a reminder, priority deadline for **completing** your financial aid file is March 1.
- Military students: If you receive VA educational benefits, please contact [Jason Blakemore](#), Vet Success on Campus Counselor, or the Office of Financial Aid regarding how these benefits apply to you while studying abroad.
- If you have any questions regarding your aid for a study abroad program, please contact your financial aid counselor for additional information.

Webster University Study Abroad Scholarships

Webster University provides a variety of scholarships specifically for study abroad students. To be considered for any study abroad scholarship, students must complete an online application by the given deadline. Incomplete applications will not be considered.

- If a student is awarded a scholarship and withdraws from the study abroad program at any time, the Office of Study Abroad must be notified and the award will be removed from their account.

Billing

1. Invoices are sent from the Webster-St. Louis Business Office after course registration has taken place. Students will be able to view their bill in Connections on or after the following dates:
 - May 20th for summer programs
 - July 20th for fall programs
 - December 20th for spring programs
2. Invoices from the St. Louis Bursar's Office will have the following fees:
 - Study abroad fee
 - Tuition (flat fee for undergraduates and per-credit for graduates)
 - Accommodations
 - Program Fee (if applicable)
3. Unless otherwise noted, meals, personal living expenses, lab fees, and travel costs are not included in the program costs and will be paid by the student, locally.

Housing

1. Required on-site housing
 1. All students participating in a Webster University study abroad program are required to live in campus-provided housing. Students who wish to live with immediate family in their host country can apply for an independent housing request.
2. Independent housing request
 1. Students who wish to secure their own housing outside of what is provided by the campus must submit an Independent Housing Request application directly to the Director of Study Abroad. Requests should include where the student will be studying abroad, the address where they would like to stay, the contact information for anyone they would be staying with, and their reason for securing independent housing. Requests are evaluated on an individual basis.
3. How to cancel WEBG housing for term/semester abroad
 1. Webster students who live on-campus and wish to cancel their housing for the duration of their study abroad experience should refer to the cancellation policies set by Housing & Residential Life. Cancellation policies can be found at <http://www.webster.edu/housing/cancellation/>.

WWTP/WINS Travel Award

The Webster World Traveler Program (WWTP) is an award offered to degree-seeking Webster

students. Students that meet all eligibility requirements and award conditions will receive the WWTP award, which covers up to \$1,000 (6+ credits) or up to \$500 (3+ credits).

- **WWTP Eligibility** - While students should meet the minimum eligibility requirements, this does not guarantee the award.
 1. Acceptance into a Webster University-sponsored study abroad program at an international location.
 2. If an undergraduate student, successful completion of a minimum of 15 credit hours at Webster University at time of travel.
 3. If a graduate student, successful completion of a minimum of 9 credit hours at Webster University at time of travel.
 4. If an English as a Second Language student, release from the ESL program and completion of one semester after such release.
 5. Good academic and social standing.
 6. Good financial standing.
 7. Students may not have previously received this award.
 8. Students must not currently receive tuition remission or tuition exchange benefits.

- **WWTP Guidelines**
 1. Successfully complete all coursework for a program that is at least 6 credit hours (\$1000 award)
 2. Successfully complete all coursework for a program that is at least 3 credit hours (\$500 award)
 3. Remain enrolled as a full-time student in good standing while abroad.
 4. Successfully fulfill the service obligation to be determined in consultation with the OSA and/or Student Services.
 5. Noncompliance with the conditions of the award may result in revocation of the award. If a student withdraws early or does not successfully complete the term abroad with Webster University, the cost of the airline ticket will be posted to his/her account.
 6. If the student decides to change the ticket once it has been booked, the student is financially responsible for any change fee and re-booking. Students will be booked on flights with other study abroad students to ensure timely arrival and travel support from the local campus. Special travel requests may be considered but are not guaranteed.
 7. The award will be reflected on the student's account as a business office charge and a financial aid credit and could be considered taxable.

WINS Travel Award is an award offered to degree-seeking students from a Webster International Network of Schools (WINS) member institution. Students that meet all eligibility requirements and award conditions will receive the WINS Travel Award, which covers up to \$1,000 toward a semester

round-trip coach airline ticket and up to \$500 in the summer. The award can be used for summer, fall or spring terms.

- To be eligible to receive the WINS Travel Award, students must:
 1. Be a degree-seeking student from a WINS institution
 2. Be accepted into a Webster University study abroad program
 3. Be in good academic, social, and financial standing
 4. Not receive tuition remission or tuition exchange benefits from Webster University

- To meet the conditions of the WINS Travel Award, students must:
 1. Obtain their round-trip ticket through TravelPlex, Webster's travel agency.
 2. Pay for any amount over \$500 in the summer and over \$1,000 for the semester directly to the travel agency.
 3. Maintain good academic, social and financial standing throughout the study abroad experience
 4. Successfully complete a minimum of one term (earn at least six credit hours) abroad as a full-time equivalent student.

Non-compliance with these conditions may result in revocation of the award. If a student withdraws early or does not successfully complete the term abroad then the amount of the WINS Travel Award may be charged to the student's account.

The student is responsible for any change fee and/or re-booking which may be made to the airline ticket.

Required Orientations

St. Louis – Program Acceptance and Pre-Departure Orientations

All Webster University students participating in a full-term study abroad program are required to attend an **acceptance meeting** as part of the acceptance process. Acceptance meetings are held within the two weeks after the application deadline. Acceptance Meetings are designed to go over program-specific policies, immigration procedures, and next steps in the application process, including course registration and applying for accommodations abroad.

- Students who fail to attend an acceptance meeting and do not schedule a make-up meeting with their advisor will be withdrawn from the program and will forfeit their study abroad application deposit.

All Webster students participating in a study abroad program are required to attend **pre-departure orientation**. Pre-departure orientation is conducted by the Office of Study Abroad staff and reviews general study abroad policies, emergency procedures and contact information abroad, insurance information and claims procedure, health and wellness abroad, student conduct, and other important items that students need to know before departing for their study abroad destination.

- Pre-departure orientation is mandatory and make-up orientations are not permitted unless the absence is due to extenuating circumstances. Students who do not attend will be withdrawn from their respective study abroad program and will be charged any applicable fees associated with their withdrawal.

On-site Orientations

All students participating in a Webster University study abroad program are required to arrive on-campus in time for on-site orientation. Students should not plan for any extended travel during orientation dates as attendance is mandatory.

Policies

University Policies

As a student studying abroad with Webster University, you are a representative of our institution and are therefore expected to adhere to the policies and regulations in Webster's *Student Handbook* while abroad. Ignorance of a policy or regulation will not be considered an excuse for failure to observe it. Please be sure to review all Webster University policies via the online *Student Handbook* at <http://www.webster.edu/student-handbook>.

30/36 Residency Rule

Students pursuing a degree from Webster University must complete 30 of their final 36 credit hours in residence at Webster University. All courses taken as part of a Webster University-sponsored study abroad program, including those taken at international partner locations, are considered "in residence" regarding this rule and will allow a student to graduate as though they had taken their courses onsite in St. Louis.

Program Extension:

If you decide to extend your study abroad experience, you must contact the Office of Study Abroad in St. Louis before registering for classes for the next semester. Here are the steps to take to extend your study abroad experience:

- Inform the Office of Study Abroad and the local Student Services Office via email.
- Extend visa, if applicable.
- Register for courses for the next semester through local Academic Advisor.
- If you've received the travel award and would like to make any changes to your original itinerary, you can contact Amber Oliver at TravelPlex at amber@travelplex.com. This must be done **before** your original departure date. Students are responsible for any change fees.

Program Withdrawal

Students who decide to withdraw from their study abroad program must notify the Office of Study Abroad in St. Louis immediately. Below are the steps to take to withdraw as well as some important financial considerations:

1. Inform the Webster Office of Study Abroad **IN WRITING** as soon as you have made your decision. **Please email** your [study abroad advisor](#) or worldview@webster.edu.
 - a. If you **DO NOT** inform the office in writing of your withdrawal, it is assumed that you **WILL** participate in the program. If you fail to notify the office of your withdrawal, you will be responsible for any funds paid out by the university on your behalf.
2. Students who withdraw from the program **after the application deadline** forfeit the \$100 security deposit (if applicable). The only exception to this is if a program does not run due to low enrollment.
3. Students who withdraw late will be responsible for the study abroad fee and may be responsible for housing deposits, fees, and/or unused accommodations reserved on their behalf by Webster University.
4. If a student has already been awarded the Webster World Traveler Program (WWTP) or Webster International Network School (WINS) Travel Award, they are responsible for the cancellation fee for the plane ticket and/or the ticket in its entirety.

Term/semester students who withdraw after the following deadlines will be responsible for the study abroad fee and could be responsible for housing deposits, fees, and accommodations reserved on their behalf by Webster University. Students on international partner or exchange programs may also have cancellation fees that are charged by their host institution. Students will adhere to the calendar below regarding the amount of the program cost they are financially responsible to pay based on the date of withdrawal:

- **Summer Term**
 - After February 28 – Application deposit and applicable international partner cancellation fees
 - After March 25 – Application deposit, study abroad fee, housing cancellation fees, and applicable international partner cancellation fees
 - After Program Start Date – Application deposit, study abroad fee, full cost of housing, international partner program fees, and tuition based on Webster University [undergraduate](#) or [graduate](#) tuition refund schedule
- **Fall Semester** (Including Fall 1 and Fall 2)
 - After March 31 – Application deposit and applicable international partner cancellation fees
 - After April 25 – Application deposit, study abroad fee, housing cancellation fees, and applicable international partner cancellation fees
 - After Program Start Date – Application deposit, study abroad fee, full cost of housing, international partner program fees, and tuition based on Webster University [undergraduate](#) or [graduate](#) tuition refund schedule
- **Spring Semester** (Including Spring 1 and Spring 2)
 - After September 30 – Application deposit and applicable international partner cancellation fees
 - After October 25 – Application deposit, study abroad fee, housing cancellation fees, and applicable international partner cancellation fees
 - After Program Start Date – Application deposit, study abroad fee, full cost of housing, international partner program fees, and tuition based on Webster University [undergraduate](#) or [graduate](#) tuition refund schedule

Short-term faculty-led program students will adhere to the calendar below regarding the amount of the program cost they are financially responsible to pay based on the date of withdrawal:

Short-term, faculty-led program students will adhere to the calendar below regarding the amount of the program cost they are financially responsible to pay based on the date of withdrawal:

- Summer
 - After program deadline: application deposit
 - Two weeks or more after deadline: application deposit and study abroad fee
 - After April 1: application deposit, study abroad fee, program fee, and tuition based on Webster University [tuition refund schedule](#)

Spring 2/Summer Hybrid

- After program deadline: application deposit
- Two weeks or more after deadline: application deposit and study abroad fee
- After March 1: application deposit, study abroad fee, program fee, and tuition based on Webster University [tuition refund schedule](#)

Fall Break

- After program deadline: application deposit
- Two weeks or more after deadline: application deposit and study abroad fee
- After May 1: application deposit, study abroad fee, program fee, and tuition based on Webster University [tuition refund schedule](#)

Spring Break

- After program deadline: application deposit
- Two weeks or more after deadline: application deposit and study abroad fee
- After December 1: application deposit, study abroad fee, program fee, and tuition based on Webster University [tuition refund schedule](#)

WINS students will adhere to the timeline detailed below regarding the amount of the program cost they are financially responsible to pay based on the date of withdrawal.

Summer

- After March 25: \$500 Housing Cancellation Fee
- After April 25: Study Abroad Fee, Full Cost of Housing
- After Program Start Date:, Study Abroad Fee, Full Cost of Housing, Tuition based on Webster University [tuition refund schedule](#)

Fall Semester (Including Fall 1 and Fall 2)

- After April 25: \$500 Housing Cancellation Fee
- After July 25: Study Abroad Fee, Full Cost of Housing
- After Program Start Date: Study Abroad Fee, Full Cost of Housing, Tuition based on Webster University [tuition refund schedule](#)

Spring Semester (Including Spring 1 and Spring 2)

- After October 25: \$500 Housing Cancellation Fee
- After November 25: Study Abroad Fee, Full Cost of Housing
- After Program Start Date: Study Abroad Fee, Full Cost of Housing, Tuition based on Webster University [tuition refund schedule](#).

Housing Cancellation Fees

Housing cancellation fees for Webster University students are set by the host campus. Students who withdraw from a program after the housing cancellation deadline will be required to pay the appropriate housing cancellation fee set by the host campus, which may include the total cost of housing.