

# Memorandum



Date: April 21, 2008  
To: Les Steele, Vice President for Academic Affairs  
Fr: Jordana Ross, Risk Management and Insurance Specialist  
Re: Waiver Request Form

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Per your request for any forms from our office related to Study Abroad, I have the trip coordinator fill out and submit a waiver request form, which I have attached. [Waiver Request Form.pdf](#)

I request that they submit all contracts to my office per University policy. I also request that copies of all marketing material be turned in for documentation recording purposes.

Before departure, I ask that they submit the following information to me for the **Emergency Information Packet**:

1. **List of Travelers** – Names, Passport Numbers, and Country of Issue, i.e.:

<b>NAME (Last, First Middle)</b>	<b>Passport #</b>	<b>Country</b>
Public, John Quincy	99999999	USA

2. **Travel Itinerary** –  
Flight information for all travelers,  
Trip schedule including dates of travel and location destinations
3. **Housing** information – Location and contact information, including dates at location
4. **Emergency Communication** – Primary and Secondary methods of contacting your group while abroad (phone or email)

This is what I request from the Faculty. After the waiver request comes back, I issue a customized waiver for the trip and all students are required to turn it in before departure. I also hand out the emergency travel insurance information and contact cards for all travelers to carry. I also try to forward the following message to leaders and students concerning the emergency coverage and needed health coverage:

“I want to make it clear that International SOS is a service for emergencies and for pre-trip planning. **This is not health insurance.** It is very important for the student and his family to understand this. I encourage them and all of your students to go to the website to find out more about the program and the benefits that we are providing access to. If they call the alarm center’s phone number, toll free: (215)942-8226, with our membership number #11BSGC000015, they can speak directly to a medical

professional about recommended vaccinations and any medical concerns that are occurring in the region or country that the student is visiting.

**If any of your students plan to take medication while abroad** they should definitely call the center to find out what restrictions are in place for China **AND** any country they have a layover in (i.e. Japan) that could cause problems. Many countries have bans on medication we don't have. Many countries also do not have access to all medication we do and would not be able to provide refills in case of an emergency.

The student and family need to call their current health insurance provider and ask if they extend coverage to China and to let them know that their son or daughter will be there and when. If coverage does not extend under their personal plan, there are short term plans that they can purchase to cover him while in China. I highly encourage all travelers to verify their medical insurance coverage before traveling.”

*[Excerpted from email to Doug Downing re: SBE China.]*

I request that faculty inform me of any non-student travelers including spouses and children. In these cases we usually need to have signed releases for them to travel with our group.

We have not encountered a trip since I have been here with a student who was under the age of 18. In that case, I would be more closely involved with identifying, documenting and screening who was involved and the locations and companies that are to be used. In all the literature that I have studied on Travel Risk Management, the policies and procedures for underage students changes to be more strict and regimented in supervision and institutional approval for a study tour.