



**WKU**<sup>®</sup>

A LEADING AMERICAN UNIVERSITY WITH INTERNATIONAL REACH

# **STUDY AWAY STUDENT HANDBOOK**

Current as of  
April 16, 2018



Implemented by  
The Office of Study Away

Jerry Barnaby  
Director, Office of Study Away  
Tate Page Hall 121  
Bowling Green, KY 42101  
270-745-4512- [study.away@wku.edu](mailto:study.away@wku.edu)

## WKU's Study Away

The Office of Study Away extends the classroom beyond the campus borders in partnership with all areas of campus. This document states the guidelines and procedures that WKU students should understand before applying to a Study Away Program. This document includes the guidelines related to Study Away **credit-bearing programs** led by a WKU employee. These guidelines are in force **ONLY** for programs developed through the Study Away office.

Participation in a Study Away program requires the student to complete several steps. First, you complete the Study Away Application via TOPNET with an initial payment. If accepted, the Study Away Office (SAO) will register you for the course, and you will return to the application to pay the balance of the program fee. Prior to departure, you will be asked to provide further documentation and attend an orientation. The Program Leader (PL), a WKU employee leading the program, may also requires other meetings or assignments in preparation for the Study Away program as stated in the syllabus.

Since enrollment is limited, the SAO strongly recommends that students apply early, as many programs will be filled to capacity prior to the deadlines. Applying early does not guarantee acceptance. Also note that some programs have earlier application deadlines. Check the program's web page at [www.wku.edu/studyaway](http://www.wku.edu/studyaway) to determine the deadline of a particular program.

### 1. **Study Away Application and Initial Payment**

**An initial payment** must be paid with credit card with the Application. Once accepted to a program, the student will be responsible for remaining program fee by the deadline for the program. The initial payment will be applied toward the total program fee. Students who are wait-listed because a program is filled to capacity will not be responsible for the balance until the SAO informs you of acceptance in the program. The initial payment will be refunded to wait-listed students who are unable to participate due to program space limitations.

### 2. **Eligibility**

Applicants must also meet all prerequisites and minimum requirements. Acceptance to all programs is based, minimally, on review of an academic transcript and disciplinary records through WKU's Judicial Affairs. Additional eligibility criteria may apply; see [specific program](#) details for additional eligibility requirements. Program leaders may determine stricter eligibility requirements, but at a minimum, all applicants earning credit in a program would meet these requirements:

- Current WKU student eligible to enroll in WKU courses OR students from outside WKU may participate as visiting student.
- Student must be in good academic standing.
- A minimum of 16 years of age at time of departure (parental/legal guardian expressed, written consent required for those under 18 at time of departure).
- Students must be free of active student conduct records as verified by the Office of Student Conduct.
- Complete Study Away application and pay deposit.
- Complete pre-departure program.
- Full payment prior to departure.
- Permission of instructor.

If a student completes a program without full payment prior to the departure, the student should receive an incomplete until the obligation is paid. DELO will inform faculty leaders if a student is in this situation prior to the Study Away term grade deadline.

To remain eligible for a study away course, you must have no active student conduct records. By applying for a Study Away program, you give permission of the staff of the Office of Study Away to access your Student Conduct record to verify eligibility.

By applying, you also acknowledge that the full cost is due before the program departure date, and you are reminded and encouraged to complete the FAFSA even if you have not received financial aid in the past.

3. **Acceptance**

Students will be notified of acceptance status by e-mail. The SAO will register each student for the selected course and SAO will invoice the student's TOPNET account. Students whose approval is denied or revoked will be responsible for any fees incurred in accordance with the information below and the dates listed in the Program Details sheet (Green Sheet).

Contact with students will be mainly through e-mail. All e-mail communication will be sent to the student's WKU e-mail account, so students must have a current and active "wku.edu" e-mail address.

4. **Disability Accommodation**

We encourage all students to participate in the Study Away program and look forward to working with each and every student. It is important that students with a disability or specific needs disclose the information with sufficient advance notice so the SAO can work with our host sites to provide reasonable accommodations. Students requesting accessibility must be registered with WKU's Student Disability Services (<http://www.wku.edu/Dept/Support/AcadAffairs/SDS/sds.htm>).

5. **Orientation**

The Study Away Office requires all participants to attend designated orientation sessions prior to departure usually conducted by their course instructor. The information contained in the orientation session is important to the successful and safe completion of a Study Away program. If a participant fails to attend a session, he/she is required to attend a make-up session as designated by the Study Away Office. Failure to complete the orientation requirement may result in revocation of acceptance to the program (See Refund section). You may be asked to provide a copy of insurance card and drivers license (if rental vehicle planned for program) at the orientation.

6. **Academic Credit**

The student must make himself/herself aware of the credit offered and how that credit applies to his/her academic program. The burden is upon the student to know how or if the credit will apply towards his/her degree. After the program start date, a student may not change the course in which he/she is enrolled unless the faculty leader approves the change in writing to the Office of Study Away.

## **7. WKU Code of Conduct**

While WKU does not desire to act as a policing authority for the activities of the student off of University property, and while it cannot serve as a sentencing authority for a student's violation of federal, state or local law, the University may take appropriate action in situations involving misconduct that violates the [WKU Code of Student Conduct](#). When actions or incidents occur off campus, such conduct may call into question the student's continued membership in the educational community either because the student grossly violated elementary standards of behavior required for the maintenance of the educational community or because the student's continued presence would adversely affect the pursuit of educational goals by others.

Participation may be denied, or participant acceptance may be revoked, if conduct before departure raises doubts as to the student's suitability for program participation (See Refund section).

All on-site WKU representatives share in the responsibility for documenting a situation that may lead to student disciplinary action. The following may be considered:

1. The degree of willfulness or inadvertence;
2. The degree of injury or risk of injury to the accused or to another person, if any;
3. The extent of damage to property, if any;
4. The danger or risk of danger to the University community, if any; and
5. Any other factor or circumstance bearing reasonably upon mitigation or aggravation or the seriousness of the alleged offenses should it be established as a violation.

## **8. Dismissal**

Violations of WKU policies or Study Away guidelines may be just cause for a student's dismissal from the program. WKU's and its representative's responsibility for a dismissed student ends at the point the SAO is informed of the dismissal. A student dismissed from the program will be required to arrange his/her own travel from the time/location of dismissal, and is responsible for all associated costs, with no refund for the program costs.

The WKU Office of Student Conduct and the Dean of Students will be informed of dismissal.

## **9. Financial Aid and Scholarships**

Students may use WKU financial aid to help cover the cost of participating in a Study Away program in most cases. Students should consult the Office of Financial Assistance to determine whether a particular scholarship will apply to the chosen program. More information about financial aid is available at <http://www.wku.edu/studyaway/student/wku-financial-aid.php>.

## **10. Final Payment**

The balance of the program fee (total minus initial payment) must be paid in full prior to departure date. Non-payment may result in (1) the revocation of acceptance in the program as determined by the SAO according to the refund policy (see Refund and Withdrawal sections), (2) withholding a grade for the course until full payment is received, or (3) revocation of course credit.

## 11. Refund

Refunds are normally processed through WKU's Cashier's office. Refunds may be offered in limited circumstances:

- CANCELLATION: If the program is cancelled by WKU prior to departure, the student shall receive a refund of amount paid, less deposits and pre-paid expenses incurred and/or committed on the student's behalf by WKU and its affiliates at the time of cancellation.
- NON-ACCEPTANCE: If a student is not accepted prior to registration, the student shall receive a full refund, which normally includes only the initial payment. Some programs offer a Waitlist option that may fall under the non-acceptance category if the student is not registered for the course.
- REVOCATION OF ACCEPTANCE: If a student's acceptance is revoked for any reason, the student shall be considered as withdrawn and any refund will be calculated with the withdrawal process in the program details.
- POST PROGRAM START: No refunds will be considered after the program start date.

## 12. Withdrawal Process

If, for any reason, a student chooses to withdraw from a program, a Study Away Office withdrawal process (<https://www.wku.edu/studyaway/student/study-away-withdrawal-request.php>) must be completed by the student. No other statements of withdrawal will be considered as notification of withdrawal; therefore, the student will still be considered a program participant until this *official notification is received* by the SAO. Penalties will be based on the date that the Withdrawal request is received by the Study Away office.

**All penalty information will be stated in the program details made available to students.**

- EXTREME CIRCUMSTANCES: In the event of **extreme circumstances**, the Study Away Director will review the situation on a case-by-case basis. At the discretion of the Director and in consultation with your program leader, any funds that are recoverable and uncommitted MAY be refunded, less any withdrawal fee.

---

*Any disputes over refunds after an official withdrawal must be directed to the Chief International Officer (or designee).*

*Revised April 16, 2018*