

EDUCATION ABROAD PROGRAMS – DEPENDENTS & COMPANIONS TRAVELLING ON

POLICY NUMBER: AAPC-EDABRD-DEPNDDTRAVEL

POLICY TYPE: ACADEMIC

RESPONSIBLE OFFICIAL TITLE: PROVOST & EXEC. VICE PRESIDENT FOR ACADEMIC AFFAIRS

RESPONSIBLE OFFICE: SENIOR INTERNATIONAL OFFICER-OFFICE OF EDUCATION ABROAD

MOST RECENT REVIEW DATE: – APRIL 22, 2021

NEXT REVIEW DATE: LAST REVIEW DATE PLUS FOUR (4) YEARS – APRIL 22, 2025

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

Northern Kentucky University (NKU) Education Abroad programs are, first and foremost, academic programs and, like their counterparts on campus, these classes, field trips, and cultural excursions should never be designed to cater to the needs of ancillary individuals who are not part of the academic experience. Like campus-based courses, these programs are intended to support the learning outcomes of NKU students. Dependents and companions are permitted to participate in an NKU-sponsored program when circumstances allow it, but they shall not detract from the academic content of the program, nor interfere with the function and running of the Education Abroad program in any way.

- 1) The inclusion of dependents and companions on all or part of an Education Abroad program must be disclosed to the NKU Office of Education Abroad. Depending on circumstances, the latter or the sponsoring academic unit reserves the right to deny such inclusion.
- 2) Under no circumstances will participating NKU students be responsible for supporting any expenses incurred by participating dependents and companions.
- 3) All dependents and companions participating in an NKU Education Abroad program must enroll in the NKU-provided international health insurance plan at their expense.
- 4) Program leaders' children and legal dependents under the age of 18 may accompany the program with the approval of the Office of Education Abroad and the sponsoring academic unit, but they must not interfere with the program leaders' responsibilities and duties toward student participants. Participating students are not allowed to serve in any caregiving capacity. The faculty/staff leader shall not serve as both primary caretaker of accompanying children or legal dependents and program director. Other faculty or staff members involved with or participating in the program are not permitted to serve as a caretaker either. The faculty/staff leader will personally, assume financial responsibility for all travel and program-related expenses on behalf of the child(ren).
- 5) In cases where a program leader requires a logistical arrangement for a dependent or companion that costs more than the price paid by a student, the program leader is responsible for the cost

difference (e.g., if paying for a double room instead of a single room in a hotel, the program leader would pay the difference between the single and the double to accommodate an accompanying dependent or companion).

- 6) There are no discounts available to dependents and companions participating in faculty-led programs. Dependents and companions will be charged the same amount as students.
- 7) Dependents and companions must abide by the same rules as all other program participants and adhere to the same itinerary at all times. Dependents and companions are also required to attend pre-departure orientation meetings.

II. ENTITIES AFFECTED

Students, Faculty, and Staff

III. DEFINITIONS

DEPENDENT

A “dependent” is defined as a spouse or partner, and/or child.

COMPANION

A “companion” is defined as another adult accompanying a program leader on an education abroad program.

IV. RESPONSIBILITIES

Department chair/school director or unit head of faculty or staff member seeking to be accompanied by dependent or companion on an Education Abroad program: Review and approval.

Assistant Director of Education Abroad, Office of Education Abroad: Review and approval.

Senior International Officer, Center for Global Engagement and International Affairs: Review and approval.

V. TRAINING

Dependents and companions approved to participate an Education Abroad program must attend the mandatory pre-departure orientation.

RELATED POLICIES

[Education Abroad](#)

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Review/Editorial Revisions	April 22, 2021
New Policy	November 3, 2016

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PRESIDENTIAL APPROVAL

PRESIDENT

Signature *Ashish K. Vaidya* Date 4/22/2021

Ashish K. Vaidya

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.
Date of Board of Regents meeting at which this policy was reported: 5 / 12 / 21.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
- The Board of Regents approved this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
- The Board of Regents rejected this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

VICE PRESIDENT & CHIEF STRATEGY OFFICER

Signature *Bonita Brown* Date 05/18/21

Bonita J. Brown