

Spring Break 2025 Faculty-led Program Guide & Timeline

Travel Dates: March 15 – 23, 2025

September 1, 2024 – Final Proposal Deadline

October 4, 2024 – Final Deadline for Dean Approval

October 9, 2024 – 10am – 4pm – **Education Abroad Fair, Mountainlair Ballrooms**

November 1, 2024 – Final student application deadline

November 11 – 15, 2024 – Course Registration

November 15, 2024 – January 15, 2025 - Apply for their university credit cards.

February 2025 - Pre-departure budget and student meetings

March 15 – 23, 2025 – Travel

March 24 – April 2025 – Post-trip debrief and reconciliation.

Proposal – Now through September 1, 2024

September 1, 2024 – Final Proposal Deadline

- Early proposals accepted and encouraged!
- New faculty leaders must **meet with OGA** before submitting a proposal.
- Experienced faculty leaders are encouraged to **meet with OGA** before proposing new programming.
- New proposals must be submitted by faculty leader annually.
- All programs must have 2 WVU faculty or chaperones per program, no more than 12 students per WVU faculty/chaperone. Chaperones are encouraged to participate in the [Education Abroad Chaperone Training program](#).
- Faculty/chaperone roles need to be determined at the proposal phase including proration of salary for co-taught courses.
 - [Faculty leader responsibilities](#)
 - [Chaperone responsibilities](#)
 - [Faculty-led Program Salary Policy](#)
- Minimum of 10 students per program;

October 1, 2024 – Final Deadline for Dean Approval

Student Recruitment – Start once proposal is approved through November 1*

*Provider contracts may limit this recruitment window. WVU cannot incur non-refundable financial obligations until a full student roster is finalized.

Meeting with OGA: Faculty leader will meet with Education Abroad staff to review program website and application components including collected materials, timeline, and requirements for participation before applications go live.

October 4, 2024 – 10am – 4pm – **Education Abroad Fair, Mountainlair Ballrooms**

Faculty with approved proposals are invited to promote their program.

November 1, 2024 – Final student application deadline

Pre-Decision

- All students must have a 2.5 GPA and acceptable student conduct record. OGA will review and determine student conduct concerns with the Student Conduct Office.
- Requires students to complete pre-decision application materials, \$500 deposit, and submit their application.
- Upon ‘acceptance’ into the program, students have the choice to ‘commit’ to their place on the program or ‘decline’ without penalty. **This is the final opportunity to decline without penalty.**
- Students who are not accepted or decline without committing will have their deposits refunded through their WVU student account.

Post-Decision

- Once committed to the program, students will have additional application materials to complete including course selection (when applicable), confidential health disclosure, roommate preferences, color copy of their passport, online pre-departure recording and assessment.
- Any documents required for the program provider or partner institution can be delivered through the WVU Abroad online platform. Please notify the Education Abroad staff of these needs in advance.
- **Deadline:** Before course registration is provided – extensions for passports in progress can be provided with student communication to: educationabroad@mail.wvu.edu

Course Registration – November 11 – 15

November 11, 2024 – OGA will provide course registration to all committed students.

- Students will not be able to register before this date. OGA will set up the course CRNS, provides Department Approval in Banner, and emails instructions to all committed students.
- They will have a deadline of November 15th to register.
- **Any student that does not register for the required coursework will be administratively withdrawn on Monday, November 18** and held to the withdraw policy – forfeiture of \$500 deposit + any WVU purchased airfare (90+ days before departure).

Program Billing and Payment

- All Spring Break programs are billed as Spring 2025 tuition and fees.
- Payments are due according to the Spring semester payment schedule.
- Payment plans available: <https://studentaccounts.wvu.edu/payment/tuition-payment-plan>
- Deposits will be released to WVU student accounts as a payment towards their program balance.

- OGA Scholarships will be processed to the WVU student account to offset the program balance.
- Any department funds should be processed directly to the students' account using a [Departmental Request for Student Awards Form](#).

Scholarships

- Study abroad scholarship information is collected here: <https://educationabroad.wvu.edu/scholarships>
- Pell eligible students are encouraged to apply for the Gilman Scholarship **before the March 2024 deadline** for Spring Break 2025. They will be notified of their awards in May 2024. Students can apply for the October 2024 deadline but they will not be notified until December 2024 which could impact their ability to participate.
 - [The Aspire Office](#) can assist all students with Gilman applications.
 - **If a student's participation in the program is dependent on receipt of the Gilman Scholarship, they should not commit to the program. They should contact: educationabroad@mail.wvu.edu and their application will be handled on a case-by-case basis.**
- Global Affairs Scholarship Program: [University Break Travel Awards](#)
 - **Deadline:** October 16, 2024
 - \$500 per student, funds are limited.

WVU Procurement Cards

All faculty leaders and chaperones will need university credit cards before program departure. OGA will assist with major purchases, however, these cards will be used in-country for items that cannot be arranged or paid in advance.

November 15, 2024 – January 15, 2025

Faculty and chaperones need to **apply for their university credits cards** through Mountaineer Marketplace. Detailed instructions [found here](#).

It is important to complete the applications and training with this timeframe to ensure your cards are received before program departure.

Pre-departure Program Arrangements

Non-refundable arrangements cannot be made until the student roster is finalized. Once the student roster is completed, faculty can immediately begin working with their Faculty-led program specialist to make arrangements, deposits, and/or prepayments.

February 2025

Meet with OGA: Every program is required to have a pre-departure budget meeting with OGA which includes all faculty and chaperones. This meeting will cover the program budget,

purchasing/receipting requirements, student health concerns, WVU emergency policies, and any program specific concerns. All parties should plan to attend this meeting in-person.

Meet with Student Participants: All groups are required to meet at least once before departure. OGA will provide general travel health and safety information that the faculty and chaperone need to cover adding program and location specific details. Education Abroad staff are available to attend upon request.

Travel Registration

All WVU faculty, staff, and chaperones are required to register international travel in advance for review for Export Control regulations. <https://international.wvu.edu/travel/registration>

Note: Students are automatically registered through the WVU Abroad application process.

While Abroad

March 15 – 23, 2025

Health & Safety Emergencies – Contact ISOS

Phone: +1 215 942 8478

Membership #: 11BCAS589741

Behavior or Emergency Logistical Concerns

WVU 24/7 Emergency Line: +1 304 293 9456

Credit card issues must be addressed directly with the bank by calling the customer service line located on the card.

Non-Emergency Questions – Contact your Faculty-led Program Specialist by email.

Post-Travel Debrief and Reconciliation

March 23 – April 2025

Meet with OGA: All faculty and chaperones will meet with OGA to debrief the program and reconcile their program expenses. Faculty and chaperones will need to bring all receipts to this meeting. Digital receipts can be emailed in advance. OGA will assist with reconciliation and reimbursements through MyExpenses.