

## WVU Faculty-led Program Provider Policy

WVU Faculty seeking to offer a faculty-led education abroad experience should work with an approved full-service program provider for logistical arrangements and on-ground support. This allows WVU Faculty to focus on the delivery of the academic content and support of WVU students through the stressors of international travel, culture shock, and academic requirements.

The list of full-service program providers below has been reviewed and approved by the Office of Global Affairs and International Risk Management. They have provided support on successful WVU programming in the past and are recommended for your use. These providers maintain an active vendor status with WVU and the State of WV for ease of payment for all program activities.

In addition to the list below, faculty may work with international partners that have the capacity to serve as host institutions to WVU groups. To discuss this possibility, please contact: [educationabroad@mail.wvu.edu](mailto:educationabroad@mail.wvu.edu)

To request the review of a new program provider, please provide the following information to [educationabroad@mail.wvu.edu](mailto:educationabroad@mail.wvu.edu):

Name of provider, website, and contact information.

Written justification for the new provider, including unique services/opportunities that cannot be met by current providers.

**Note:** New provider requests should be sent at least 12 months before the anticipated group travel.

### List of Approved Providers

[AIFS Abroad](#) (Customized programming, Global reach)

[Amizade/All People Be Happy](#) (Service Learning)

[The Asia Institute](#) (Asia Only)

[Astral Group](#) (Customized programming, Global reach)

[CampusB](#) (Brazil Only)

[CEPA Abroad](#) (Europe, Costa Rica, & Guatemala Only)

[CIEE](#) (Customized programming, Global reach)

[EF Study Abroad](#) (Plug & Play itineraries)

[EDU Africa](#) (Africa Only)

[EUSA International Office](#) (Sevilla, Spain Only)

[Loop Abroad](#) (Customized programming, Belize and pre-vet specialties)

[Worldstrides](#) (Customized programming, Global reach)

[UNIC Global Semesters](#) (Cyprus Only)

**Note:** Program providers approved for specific program use may not be listed. If you are offering a recurring program and have questions about the status of your program provider, please contact: [educationabroad@mail.wvu.edu](mailto:educationabroad@mail.wvu.edu)

## **Program Provider Policy FAQ's**

### **What arrangements need to be made by the program provider?**

The program provider must provide:

- On-ground support available 24/7
- Lodging
- Local transportation where public transport is unavailable or unreliable
- Classroom space, when needed
- Entrance to major tourist destinations or activities available to the public
- Adventure activities requiring special gear, guides, certifications or licenses
- Group meals, when included

They may provide, but are not required to arrange:

- Academic experiences
- Business Visits
- Embassy Visits
- Tour Guides

Whenever possible, services should be billed through the program provider invoice to expedite prompt payment through the State of WV.

### **Can the faculty use their professional contacts for unique experiences?**

Yes! Faculty can work with professional contacts abroad to arrange academic and professional experiences such as university or business visits, joint classroom experiences, or lectures. In these instances, the program provider will provide transportation for the visit with a block of time allocated for "WVU Arranged Activities". It is the faculty leader's responsibility to ensure these activities are arranged and communicated to OGA and the program provider when developing the final itinerary.

### **Do we need to have tour guides for every excursion?**

No, WVU does not require tour guides where the faculty can provide the academic content or context for the visit. **Note:** Some museums or sites may require a tour guide for group bookings.

### **Can groups utilize public transportation?**

Yes, groups can utilize public transportation unless it is identified as unsafe or unreliable. This can be based on location or during major events, seasonality, or anticipated strikes.

### **Can faculty leaders use rental cars abroad?**

No, generally, faculty leaders and chaperones are not permitted to drive student groups in rental cars abroad. For unique experiences, a proposal can be submitted which will be reviewed by the International Travel Advisory Committee. This is generally discouraged and will not be approved only for cost savings. Approval may be granted for locations or programs where alternative transportation is not available or effective.

Faculty leaders and chaperones may drive rental cars abroad for long-term programs or to transport supplies, if needed. Students are not permitted as passengers. This is typical for longer-term programs (more than 3 weeks).

### **Can a new provider be reviewed and approved?**

Yes, new providers can be reviewed with a minimum of 6 months' advance notice prior to beginning program planning. We recommend contacting [educationabroad@mail.wvu.edu](mailto:educationabroad@mail.wvu.edu) before July 1 for providers to be used the upcoming academic year.

### **What changes can be made to the program after proposal approval?**

Only minor changes can be made after the proposal is approved.

Acceptable changes include:

- Order in which published activities take place to accommodate availability and schedules abroad
- Meals on specific days can be shifted but overall total meals cannot change
  - Student Financial Services is given an estimate of out-of-pocket meal expenses for participants which is calculated into their Cost of Attendance impacting their eligibility for Financial Aid.
- Replacement of similar activities when original arrangement is unavailable
- Changes related to scaling due to final enrollment, including chaperones
- All changes post-approval must remain within the agreed upon program package price with the provider.

Changes which require new approval from Chair, Dean, and OGA

- Changes to the program course including term, subject, number, title, or number of credit hours
- Changes which impact the program budget
- Significant content changes related to academic topic and contact hours
- Location changes – city, country, or region
- Change of faculty leadership

All changes should be made in collaboration with the Faculty-led Program Manager within OGA.