



Office of International Programs

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**SAP Faculty
Family/Friends Disclosure Form**

All SAP faculty must complete and sign this form as part of the SAP proposal process. SAP faculty means each faculty leader, other staff teaching on the program, and all other assistants traveling on an approved FAU Study Abroad Program (SAP). No SAP can proceed without this form being submitted and cleared by the Office of International Programs (OIP). OIP will discuss the specifics of any given situation, as may be needed, with the SAP faculty to help plan for a successful program abroad.

Name: _____

SAP: _____

Dates of the SAP: _____

1. Do you plan on bringing any additional persons (aside from students) with you (e.g., spouse, partner, relative, friend, child)? If yes, please indicate below who the person(s) are, and what is that person's relationship to you? Please note if any are minors (under the age of 18).

2. Where will that person(s) reside during the trip?

3. How will you provide for childcare for any minor children accompanying you?

Please note the following FAU policies regarding family and friends:

Person(s) accompanying a SAP faculty must sign appropriate waiver and consent forms provided by OIP and provide/pay for their own health and/or travel insurance. Waivers and consents on behalf of minors must be signed by the appropriate parent or legal guardian.

▪Person(s) accompanying a SAP faculty are personally responsible for all costs associated with their travel, lodging and meals. Minor children are the financial responsibility of the SAP faculty. At no time shall student fees paid for the SAP or other FAU funds be used to cover the costs of SAP faculty, family or friends.

▪Person(s) (including children) accompanying SAP faculty may not participate in SAP program excursions or SAP group activities; nor are they permitted to act as a guide or guardian of the enrolled students.

▪FAU general rules on children in the workplace apply to any SAP taking place abroad as they do in the U.S. at any FAU location. Children in the workplace policies prohibit minor children in the classroom or workplace during class hours or while on duty. The policies also prohibit bringing children to work or class as a substitute for making arrangements for regular child care while at work or in class. See the full statement of the children in the workplace policies (Office of the President, University Policy, 4.1.3) at http://www.fau.edu/policies/4.1.3_Children_in_the_Workplace.pdf.

▪Any childcare is solely the responsibility of the SAP faculty. Students enrolled for the SAP should not be approached to care or babysit for underage children.

I have read the foregoing policies, as well as the FAU policies regarding family in the workplace, and I understand them and agree to abide by these policies while in the SAP.

Signature

Date

Name (Print)

OIP review of form completed by _____

Date _____