



FLORIDA ATLANTIC UNIVERSITY

Education Abroad
Center for Global Engagement

STUDY ABROAD FACULTY-LED PROGRAM FAMILY & FRIENDS DISCLOSURE FORM

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

Your Name: _____

Faculty-led Study Abroad Program Name: _____

Study Abroad Program Dates (in-country arrival through departure): _____

1. Do you plan on bringing any additional persons (aside from students) with you (e.g., spouse, partner, relative, friend, and child)? _____ Yes _____ No

- a. 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).

- b. If yes, where will that person(s) reside during the trip?

- c. If yes, 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 study abroad program faculty must sign appropriate waiver and consent forms provided by Education Abroad 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 study abroad program faculty are personally responsible for all costs associated with their travel, lodging and meals. Minor children are the financial responsibility of the study abroad program faculty. At no time shall student fees paid for the study abroad program or other FAU funds be used to cover the costs of study abroad program faculty, family or friends.
- Person(s) (including children) accompanying study abroad program faculty may not participate in study abroad program excursions or study abroad program 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 study abroad program 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/>.
- Any childcare is solely the responsibility of the study abroad program faculty. Students enrolled for the study abroad program 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 on the Faculty-led Study Abroad Program.

Name (Print)

Email

Signature

Date