Travelearn Program Proposal Packet

DESCRIPTION OF PACKET CONTENTS AND INSTRUCTIONS

Travelearn (TL) programs are short-term faculty-led programs that enhance on-campus classroom learning through overseas academic activities and travel. By integrating experiential learning abroad into courses at Kean, faculty deliver content that is rich in both intellectual learning and cultural enrichment. However, Travelearn programs by their nature are complex and require many months of planning. This packet is designed to assist faculty in the creation and approval of Travelearn Program Proposals.

Although only the Travelearn Proposal Approval Cover Sheet and associated documents are required to be submitted, included in this guide are a number of resources useful in preparation of a program proposal:

- Academic and Travel Policies
- Program Approval Policy
- Proposal Approval Cover Sheet
- Preliminary Budget Worksheet for Travelearn Programs
- Timeline
- Pre-Departure Program Responsibilities
- Participant Policies and Procedures
- Participant Responsibilities
- Faculty Tips for Successful Travelearn Programs

Travelearn Academic & Travel Policies

Faculty and Academic Policies

- TL coordinators and faculty participants must be current full time Kean faculty
- TL programs must be linked to at least 1 academic credit (2-3 recommended). Course requirements and details are outlined below.
- TL programs are extensions of the class and academic in nature; therefore, at least 75% of the activities must be academic (lectures, seminars, etc.) and 75% of site visits must fit within the academic and learning outcomes.
- A complete syllabus with bibliography, as well as a course outline must be attached to the application. Syllabus must include Learning Objectives and Student Learning Outcomes.
- Detailed description of the day-to-day activities and their link to academic learning must also be included.
- Class Capacities will determine the minimum viability of TL participants; however general guidelines suggest 3 credit courses are 15 and 1-2 credit courses are 8.
- Priority must be given to Kean students and staff.
- Programs can be advertised outside of the Kean community, but these advertising expenses are not covered by Kean.
- Non-Kean applicants must adhere to application standard and regulations and must enroll in credit course as non-matriculated students.
- Destination and primary aim of the travel must correlate directly with the course being offered; example, TL to Costa Rica must have a course like 'biodiversity in rainforest.'
- Students must be enrolled in the correlated TL course at Kean in order to participate in the travel portion of the class.

Travel Policies

- Travel is prohibited to any country on the U.S. State Department Travel Warning list for Kean-sponsored Travelearn programs; countries on Public Announcement list will be monitored frequently for any changes that might impact a given Travelearn program.

- Faculty coordinators must meet deadlines described in the Faculty Guide and submit all required forms in order for Travelearn trip to be approved and allowed to continue.

- Faculty coordinator travel expenses must be factored into Program Cost for participants. Kean University will not provide reimbursement beyond amount budgeted for faculty coordinator travel expenses. Faculty coordinator is required to follow procedures for travel approval and reimbursement as described in procedures above.

- If a vendor requires a nonrefundable deposit prior to payments having been collected from participants, faculty coordinator is responsible for obtaining funds from his or her academic program, school, or college. If funds are not granted by department, it is the faculty coordinator's responsibility to establish participants' payment schedule so that all nonrefundable deposits required by vendors are collected prior to vendor deadline dates. CIS can only provide funds for deposit payments if the trip has run previously and its budget contains a sufficient amount to cover the deposit.

- If a vendor's **"free place"** ratio is such that a Travelearn program's roster results in multiple complimentary travel accommodations, the primary faculty coordinator may designate other Kean faculty or staff members to

travel with the group and assist in supervising the participants.

- All communication regarding international travel must be conducted via official Kean print or electronic resources.

Travelearn Program Approval Policy

Definition

Travelearn (TL) programs are Kean branded short-term faculty-led academic travel intricately tied to courses at the University. Hallmarks of strong TL programs include integration into existing courses and curricula, faculty and departmental commitment, and well-planned experiential travel to locales that are integral to the content of the course being offered. TL programs consist of both academic and administrative components in equal parts and attention to both is required to ensure a well-managed and successful program. Most TL programs occur during semester breaks in the winter and spring or throughout the summer. When offered during the winter and spring terms programs typically range from 8 to 14 days. Summer programs may be longer. All TL programs have accompanying academic credit bearing courses and faculty are expected to maintain the same teaching standards and curricular demands as any course taught on campus. An essential component of the Travelearn course is pre- and post-travel classroom sessions taught by the faculty member on campus.

Approval

Approval of TL programs is based on appropriateness of content and location, complement to current program offerings, and thoroughness of non-academic programming that supports the learning objectives of the academic course. All TL proposals must be submitted to the Center for International Studies on or before the first of day of the 8th month prior to the program start date (e.g. May 1 for programs departing in December; June 1 for programs departing in March; etc.). Final approval for the TL Program rests with the Provost/VPAA. All TL program proposals require:

- Course approval and designation (T-coded) through appropriate channels as necessary (Program Department/School, College, University Senate)
- Completed TL Proposal Packet including Program Narrative, Preliminary Budget Worksheet, Travelearn Coordinator Disclosure Form, travel information, course syllabus, copy of the approved Course Transmittal Form, confirmation of course listing and activation with Registrar; description of day-to-day activities
- Review by Center for International Studies

Course Compensation

At the discretion of the Provost/Vice President for Academic Affairs and the College Dean, the faculty coordinator will be compensated on a prorated basis (as in the case of an Independent Study) for Travelearn programs where the number of students registered for the corresponding academic course falls below the approved course minimum. Faculty coordinator receives no compensation beyond complimentary travel for participants not enrolled in the academic course.

KEAN UNIVERSITY TRAVELEARN PROPOSAL APPROVAL COVER SHEET

Faculty Coordinator Contact Information

Name:

Department:

Campus Address: Campus Phone:

Home Address:

Home Phone: Cell Phone:

Fax: Email:

Travelearn Information

Title of Travelearn Program (not course title):

Destination(s):

Is any country listed above on the U.S. Department of State's "Travel Warning List" as of the date of application?
    Yes   No
[NB: Kean University-sponsored travel to any country on the U.S. Department of State "Travel Warnings" list is prohibited. Refer to the Travelearn Policies and Procedures for more information.]

Departure Date: Return Date:

Please attach a narrative description of program objective and itinerary (1-2 pages. Include: rationale for program; how the overseas travel component of the program enhances the course objectives; and possible connections with overseas institutions; relevance to Kean's continuing internationalization).

Participant Payment Information

Estimated Per Person Cost:
[Faculty coordinator and CIS will jointly determine final per person cost after program approval and vendor selection.]

Items included in Per Person Cost: Flight   Housing   Meals   Local travel

Have Faculty Coordinator's travel expenses been included in calculation of participants' total estimated cost?
Yes   No

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Will Faculty Coordinator be compensated for the travel in any way by a third party or vendor (i.e., transportation or accommodation costs waived)?   Yes   No

Complete Travel Authorization form and Disclosure form and submit to CIS for approval and processing. Kean University will not provide reimbursement beyond amount budgeted for Faculty coordinator travel expenses.

Course Information

Has course been approved as a Travelearn course program by Department/School/ College Curriculum Committees and College Dean as per Kean University's Curriculum Procedures Manual?   Yes   No

Can course be taken for graduate and undergraduate academic credit?
        Yes, both
        No, undergraduate only
        No, graduate only

Course Title: _____

Number of Credits: _____   Course Number: _____ (Must be T-1 section)

Are there prerequisites for this course?   Yes   No
If yes, describe: _____

Academic Semester Fall   Spring (includes winter break)   Summer I   Summer II
Grades must be provided to Registrar within 30 days of completion of travel.

Attachments:

   Travelearn Program Narrative

   Preliminary Budget Worksheet

   Travelearn Coordinator Disclosure Form

   Travel Information – vendor quotes, itinerary, etc. if available. If unavailable at the time of submission, the faculty coordinator must work with CIS to find an appropriate vendor after approval of the program.

   Faculty coordinator's syllabus for the course

   Copy of the Course Transmittal Form or appropriate paperwork designating the course as T-coded.

   Confirmation that the corresponding course(s) are transmitted to the Office of the Registrar and listed in the Course Bulletin

The TL Approval Packet will be reviewed for completeness by CIS and forwarded to the VPAA/Provost office for final approval.

Attest

I, the undersigned Faculty Coordinator for this Travelearn Program, have completed this form to the best of my knowledge. I also agree to follow the Travelearn Policies and Procedures provided by the Center for International Studies (CIS) and will adhere to any policies set therein.

Faculty Coordinator	Date

School/College Approvals

1. School Executive Director	Date

2. College Dean	Date

Received and Reviewed

CIS	Date

Reviewed by Office of General Counsel

Office of General Counsel	Date

Final Approval

Provost / VPAA	Date

Preliminary Budget Worksheet for Travelearn Programs			
Program Name			
Students Expected:			
Credits Offered:			
Current exchange rate:		Local currency per USD	
Approximate per student cost:			
		Local Currency (Per Student)	**Dollars (Per Student)**
Per Student Costs			
Admin Fee			150
Books/Supplies			
Entrances to sites			
Excursions (per student)			
Food Gatherings (per student)			
Household Supplies			
Insurance (if included in program)			
Meals/Food - if supplied			
Student Housing			
Summer Session Fees			
Travel (Airfare - if included)			
Travel (in country)			
		Local Currency	**Dollar**
Shared Costs			
Classroom rental			
Faculty Accommodations			
Faculty Airfare			
Faculty Entrance fees			
Faculty Transportation (in country)			
Gratuities			

	Honoraria			
	Phone, Postage etc.			
	Supplies (group)			
	Travel Group (Busses etc.)			
	Tuition at host location			

Travelearn Coordinator Disclosure Form

Name: _____   Department:_____

Title: _____   Telephone #: _____

Travelearn Program: _____

Program Destination: _____

Program Dates: _____

Program Coordinator's Estimated Total for Travelearn Program Costs: $ _____

Meals	Yes _____	No _____	If yes, estimated amount: $ _____
Accommodations	Yes _____	No _____	If yes, estimated amount: $ _____
Travel	Yes _____	No _____	If yes, estimated amount: $ _____
Program Fees	Yes _____	No _____	If yes, estimated amount: $ _____
Entertainment	Yes _____	No _____	If yes, estimated amount: $ _____
Honorarium fee	Yes _____	No _____	If yes, estimated amount: $ _____

Payment of Costs

Kean University to Pay Costs?   Yes _____   No _____
Sponsor to Pay Costs?   Yes _____   No _____
Is the Sponsor an "interested party"?*   Yes _____   No _____   (*See Definitions on page two)
  • If yes, is the Sponsor a nonprofit organization?   Yes _____   No _____
                                                                        Public _____   Private _____
  • If yes, are you a dues-paying member to this non-profit organization?   Yes _____   No _____
          Are these dues reimbursed by Kean University   Yes _____   No _____
          Is the sponsor a "lobbyist" or "legislative agent"?*   Yes _____   No _____

Is the Employee to Pay Costs?   Yes _____   No _____

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Another Party to pay Costs?   Yes _____   No _____ If yes, identify the Paying Party:
_____

If Sharing of Costs, please explain:
_____

Affiliation with Third Parties involved in the Travelearn Program

Are you employed by any third party (individual or entity) that is directly or indirectly involved with the Travelearn Program?   Yes _____   No _____
  • If yes, identify the individual or entity: _____
  • If yes, provide address of individual or entity: _____
  • If yes, please describe the type of business: _____
  • If yes, please describe your job title/position: _____
  • If yes, please describe: Days per week: _____ Hours per day: _____ Hours per week: _____
  • Do you believe that this outside employment constitutes a conflict of interest? Yes _____ No _____

Do you currently hold or plan to hold in the next twelve (12) months any outside volunteer position(s) with any organization or entity that is directly or indirectly involved with the Travelearn Program?
        Yes _____ No _____
  • If yes, identify the organization or entity: _____
  • Do you believe that this volunteer position constitutes a conflict of interest?   Yes _____   No _____

Are you an officer in any organization or entity that is directly or indirectly involved with the Travelearn Program?
Yes _____   No _____
  • If yes, identify the organization or entity: _____
  • If yes, identify your position in the organization or entity: _____
  • Do you believe holding this office constitutes a conflict of interest?   Yes _____   No _____

I certify that this disclosure form is true and complete and contains no willful misstatement of fact or omission of material fact.

_____   _____
Signature of Employee/Travelearn Coordinator   Date

****
DEFINITIONS:

"Interested party" as defined in N.J.A.C. 19:61-6.2 means:

        1. Any person, or employee, representative or agent thereof, who is or may reasonably be anticipated to be
        subject to the regulatory, licensing or supervisory authority of the State official's agency;
        2. Any supplier, or employee, representative or agent thereof;

3. Any organization that advocates or represents the positions of its members of the State official's agency; or

4. Any organization a majority of whose members are described in paragraphs 1 through 3 above.

"Lobbyist" or "Legislative Agent" as defined in <u>N.J.S.A.</u> 52:13C-18 means any person or group who seeks to influence the content, introduction, passage or defeat of any legislation; or seeks to influence the content, introduction, passage or defeat of a proposal, adoption, adoption, amendment, or repeal of rules and regulations; or seeks to advance or protect any interest through such activity.

Travelearn Timeline

1. Establish desired course timing and content – **12 months in advance of program start date.**

    a. Winter Break and Spring Break Travelearn programs are considered spring semester programs. Summer Programs can run in either Summer Session I or Summer Session II

    b. Course content should be location specific. That is, the best TL courses are those that use the location in which they are being taught in a significant way. A course on art that visits museums in Paris can be significantly enhanced if that course instead visits artists' studios, collectors, and other venues unique to Paris in addition to the museums. While seeing art in in person is better than with slides work to enhance the program by including experiences that cannot be substituted outside of the location.

2. Create a TL designated course – **Approximately 10 months prior start of program.**

    It is recommended the faculty coordinators make arrangements for approval of the TL course at least 10 months prior to the program start date to ensure the course is approved prior to the start of the program. Courses must be coded as a **T** section and require a petition to register.

    a. If initiating a new Travelearn course the faculty coordinator creates course outline and seeks approval as per Curriculum Procedures Manual.

    b. If adapting an existing non-Travelearn course, faculty coordinator creates course outline and seeks approval as per Curriculum Procedures Manual.

3. Create the TL experiential component – **10 months in advance of program start date.**

    Creating a significant international experience is a complex process that involves many parts and people. Often faculty members avail themselves of the services of external organizations, the expertise of the Center for International Studies, or the assistance of co-faculty. Determining which method to use early on is helpful.

    a. External organizations: CIS works with several outside organizations and travel agencies to assist faculty in creating programs overseas. Many of these organizations specialize in various geographic regions or academic disciplines. CIS can help you identify the best organizations for your needs.

    b. CIS: At times, TL courses are run through the CIS itself with partner schools and organizations around the world. In these cases, CIS will act as the program provider and will assist in the planning and execution of the program. In general, this method requires significant effort on the part of the faculty in addition to CIS.

    c. Self run or designed with other faculty: Some TL courses are designed with other faculty or departmental assistance to help carry the administrative burden. These programs often allow for lower cost programs but require extraordinary efforts by faulty as they must plan, lead, and manage all

aspects of the program including travel, housing, excursions, etc.

4. Submit Travelearn Approval Packet – **8 months in advance of program state date.**
   a. Travelearn Approval Packets are available online at: www.keaninternational.com
   b. All paperwork should be completed before submission of the packet. The Center for International Studies is available to assist in the creation of the program and completion of the packet.

5. Create marketing materials – **6 months in advance of program start date (if approved).**
   a. The Center for International Studies will assist in the design of marketing materials for Travelearn programs.
   b. All brochures should be shared with CIS prior to release to ensure consistency with University policies regarding Travelearn programs (fees, dates, etc.).

6. Market and enroll students – **6 months in advance of program start date.**
   a. Attend the CIS Study Abroad and Travelearn Fairs in the fall and spring.
   b. Market through flyers, mailings, and classes to enroll students.
   c. Ensure that there is adequate time for students to enroll in the TL course attached to the program.

7. Complete enrollment and ensure viability – **3 months prior to program start date.**

   All students should be enrolled in the program and paid deposits at least 90 days prior to the start date. If the program must be cancelled due to low enrollment this decision must be made 90 days prior to the program start date and refunds granted for any student payments. If the program is viable additional students may continue to enroll beyond this date (i.e. closer to the program start date) if there is additional room on the program and the addition will not interfere with the smooth operation of the program.

8. Continue preparations for program – **2 months prior to program start date.**

   Beginning 60 days prior to the program start date, the lead faculty should be in regular communication with CIS to ensure that all participants are completing the necessary paperwork, have registered for the course (when necessary), have paid deposits or made full payment, and are preparing to go. Faculty members should also be communicating and meeting with the participants for pre-departure preparations and to begin the academic lectures as part of the program. Some important dates during this period are:
   a. **At least 4 weeks prior** to vendor payment deadlines, faculty coordinators:
      i. Submit original (non-faxed) invoices and W-9 forms for airfare, hotel, ground transportation, meals, services charges, entrance fees, etc.
      ii. Submit a Travel Authorization Form, signed by respective College or School Dean and Provost/VPAA, for own travel expenses to be drawn from Travelearn cost center (e.g. travel insurance) as budgeted into program cost for participants.
   b. **At least 4 weeks prior** to travel, faculty coordinator holds pre-trip meetings:
      i. Class sessions for students registered for academic course as per course outline and/or general meetings for all participants to provide required documentation (e.g. Travel Waiver). CIS must be informed of pre-trip meeting(s) date, time, and location a minimum of 1 week in advance.

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9. Complete final check – **2 weeks prior to program start date.**

   In the final two weeks before the program departs, faculty members must check in with CIS to compare departure lists and ensure that all required documentation (e.g., copy of passports, copy of travel insurance policy, Travel Waiver, etc.) has been submitted by all participants. CIS provides faculty coordinator with emergency contact information and Incident Report Form.

10. Program Administration **while abroad**
    a. The faculty coordinator is responsible for carrying out academic instruction as per course outline and ensuring the safety and well-being of participants. All participants are subject to the University's Code of Conduct and terms of the Travel Waiver.
    b. The faculty coordinator completes an Incident Report Form if necessary and contacts CIS if any policies are violated or reportable incidents occur.

11. Post-program report – **Within 14-30 days of the end of the program.**

    All faculty members must complete a post-program narrative. Narratives should include a summary of the program highlights and describe any major incidents that occurred while on the program. In addition, they should include a brief assessment of the tour operator (3rd party, travel agent, etc.). Narratives might also include any notable issues with the planning, preparation, or delivery of the program. An assessment of the academic portion of the program must be included. More specifically:
    a. No later than **2 weeks** after trip, faculty coordinator provides receipts for approved incidental or emergency expenses.
    b. Within **30 days**, faculty coordinator completes and submits Travel Voucher for own reimbursement as budgeted in Program Cost for participants.
    c. Faculty coordinator must enter grades for students who register for the Travelearn-related academic course no later than **30 days** following travel. If an incomplete grade is assigned, faculty coordinator must follow policy and timeline for "I" grades, NO "NR"s may be assigned.
    d. Within 30 days, faculty coordinator completes post-program summary and evaluation and submits to CIS.

Travelearn Pre-Departure Program Responsibilities

Travelearn programs often require substantial planning and the coordination of many offices and people to ensure a successful program. The following document describes many of the major responsibilities and the principal offices involved.

Program Design and creation: Following the approval of the TL Program, CIS will work with the faculty to determine the final program cost, dates, and other details such as final registration dates and deposit deadlines.

Advertising the program: CIS and the faculty coordinator will jointly publicize the program. Preferred means of advertising include:
1. Announcements in campus publication (The Tower, Kean News, Cougar's Byte, *etc.)* and/or email blasts
2. CIS website and events
3. Department-only publicity
4. External advertising (*Programs can be advertised outside of the Kean community, but these advertising expenses are not covered by Kean.)
5. Flyers and mailers
6. Recruiting from classes, department, College or School

Responding to inquiries: The faculty coordinator and CIS jointly share responsibility for responding to student inquiries about the program. In general however, all questions regarding the corresponding academic course(s) will be referred to the faculty coordinator. The faculty coordinator also assists students in registering for the corresponding course(s) by providing "special permission" petitions as necessary.

Student Applications: Students apply for the TL through CIS. All students are given the application (see appendix) that is due by the deadline established for the program.

Participant Registration: CIS is responsible for maintaining the registration lists of all participants.
1. CIS will maintain all applications and an accepted participant list for the program. All participants in the program also pay a $150 administration fee.
2. Students are responsible for registering for the corresponding course(s) with the appropriate faculty approvals.

Payments: There are a variety of methods through which payments can be made. The faculty coordinator and CIS will determine the appropriate method for any given program:
1. Payments can be made through student accounting
2. Payments can be made through the travel agency
3. Payments can be made through an outside organization
4. Deposits can be collected on campus with final payments made to outside vendors

Travelearn Participant Policies and Procedures

- Kean University tuition and fees for the corresponding academic course are not included in the Program Cost.
- Participants who register for academic year (fall or spring semester) Travelearn-related courses and maintain full-time student status (12-19 credits for undergraduate students, 9 or more credits for graduate students) will be charged as per the full-time schedule of tuition and fees.
- Participants who register for summer semester Travelearn-related courses will be charged as per the part-time schedule of tuition and fees.
- Participants who register for Travelearn-related courses will be charged on the basis of their student status.
- All participants (Kean students, faculty, staff and external participants) must register with the Center for International Studies by completing a Travelearn Participant Application Form and pay a nonrefundable $150.00 administrative fee in addition to Program Cost. Participants in enhanced tours (e.g., iStory Tours) may be assessed an additional nonrefundable $50.00 administrative fee, as determined by CIS.
- Matriculated students who seek Financial Aid for Travelearn programs must:
  - Confirm filing of FAFSA for the respective academic year and verify eligibility with Office of Financial Aid.
  - Complete a Payment Authorization and Financial Aid Contract and, if applicable, a Summer Financial Aid application.
  - Register for a Full-time course of study that includes the Travelearn-related course for academic year programs.
  - Register for a minimum of 6 credits, which must include the Travelearn–related course, for summer programs.
  - Adhere to the conditions stated in the Payment Authorization and Financial Aid contract.

External/Non-Kean participants Requirements

1.   Participants must be pre-approved by the CIS office by completing the TL Application and pay a nonrefundable $150.00 administrative fee in addition to Program Cost. Participants in enhanced tours (e.g., iStory Tours) may be assessed an additional nonrefundable $50.00 administrative fee, as determined by CIS.
2.   Full payment must be submitted prior to departure TL program.

Travelearn Participant Responsibilities

All participants are expected to conduct themselves in accordance with the rules and regulations established for the group at all times when on the program. In addition, all participants are expected to:

- Provide payments by the deadlines.
- Provide completed forms, such as the Travelearn Participant Application, Travel Waiver, and/ or Financial Aid contract.
- Purchase comprehensive travel health insurance or show proof of acceptable insurance as determined by CIS. Travel protection insurance is recommended.
- Obtain passports and visas. Participants who are non-U.S. citizens are responsible for determining if they have the requisite approval for entry into the destination country or countries, as well as departure from and re-entry to the United States.
- Consult with their personal physician to determine if they have pre-existing conditions that may impact their travel experience. Participants are also responsible for familiarizing themselves with required immunizations or other health precautions related to a given destination, as per the Center for Disease Control and/or the U.S. Department of State.
- Make direct inquiries to the travel agent, airline, or Transportation Security Administration to determine policies related to baggage and travel.
- Adhere to the Kean University Student Code of Conduct.
- If registering for the academic course, participants must confirm eligibility with his or her academic advisor and the faculty coordinator.

NB: Minors may participate in a Travelearn program at the discretion of the faculty coordinator and CIS. A parent/guardian must accompany the minor at all times.

Faculty Tips for Successful Travelearn Programs

Get started ASAP
- Find out when your curriculum committee meets in order to ensure course approval
- Although the formal deadline for the Course Bulletin will generally fall in August, starting to recruit in September puts things "under the gun" for January and March programs – start early and recruit from mid-spring through summer
- Catch students during the spring advisement period as they make registration decisions and plan for financial aid.

You are your best recruiter
- Consider itineraries that can attract a broad base
- Keep program cost under $3,000
- Faculty have the most direct access to students who would be interested in your program; highlight programs in your classes and work with your colleagues to promote the program
- Let students know that Financial Aid can apply
- Let students know that the tuition and fees for courses connected to semester programs (January and March) are charged as part of FT course load

Be aware of policies and procedures
- Review all materials provided by CIS to familiarize yourself with the "ins and outs"
- Understand that university procedures impact the ways in which Travelearn programs are conducted; for example, all vendor payments now require original invoices and W-9 forms before a P.O. will be generated

Items of caution
- Travel will not be permitted to countries on the U.S. Department of State Travel Warning list
- Issues such as visas, status in the U.S., health, travel insurance, and baggage regulations can be problematic for participants; CIS will provide resources but the responsibility for these types of issues must rest solely on the individual participant

Consider working with an educational program provider to realize the many benefits.
- Dramatically cuts down on time spent on administrative tasks
- Payments can be made directly to the vendor from participants
- Flexible late-registration policy
- Useful pre-built websites
- Low faculty to student ratio