



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.