



GONZAGA UNIVERSITY
Center for Global Engagement

Study Abroad Companion Policy

11 September 2014

This policy establishes the procedure under which a faculty-led study abroad [FLSA] Program Employee may request approval for someone not affiliated with an FLSA program to accompany the FLSA Program Employee to or at any FLSA location for all or any part of the duration of an FLSA program. The following definitions apply to this policy.

1. An "FLSA Program Employee" is a director, teacher or staff associated with an FLSA Program.
2. A person who is "not affiliated with an FLSA program" means anyone other than FLSA Program Employees and students participating in the program.
3. An "accompanying party" is anyone who wishes to accompany an FLSA Program Employee to or at any FLSA location for all or any part of the duration of the program, but is someone who is not affiliated with the program. An accompanying party includes family members and friends of the FLSA Program Employee, among others who are not affiliated with the program.

Accompanying parties can implicate institutional liability issues, as well as create competition for an FLSA Program Employees' attention, and in some cases, may impact the program experience of participating students.

FLSA Program Employees must apply to the Director of the Study Abroad office to secure approval for an accompanying party from the Assistant Academic Vice-President of the Center for Global Engagement and the Academic Vice President. The FLSA Program Employee must submit the application no less than 12 full weeks before commencement of the program. The application must include:

1. Names of all accompanying parties;
2. Relationships to the FLSA Program Employee;
3. Age, or ages, if the application applies to one or more children 18 years of age or younger;
4. Dates of planned visit(s);
5. A plan to address the supervision needs of minors, or other accompanying

- parties not capable of independent foreign travel; and
6. A statement signed by the applying FLSA Program Employee that:
 - a) Each accompanying party will have evacuation insurance, with premiums paid by the FLSA Program Employee;
 - b) The accompanying party or parties are medically capable of travel to and within the FLSA location(s); and
 - c) The accompanying party or parties will not interfere with the FLSA Program Employee's program responsibilities, including the FLSA Program Employee's ability to respond to student-related emergencies at all hours, if such response is within the FLSA Program Employee's responsibilities.

 7. A Statement from other FLSA Program Employees traveling from Spokane for the same program, if any, acknowledging that they are aware of the request for an accompanying party or parties to join the FLSA.

If both the Assistant Academic Vice-President of the Center for Global Engagement and the Academic Vice President approve the application for the accompanying party or parties, the following rules apply.

1. No expenses for the accompanying party or parties will be charged to the program budget without making provisions for reimbursement with the Study Abroad Office at least 8 full weeks prior to the commencement of the program.
2. The accompanying party or parties may not attend program-sponsored events or class activities.