

E.1.8.1 (Procedure) International Programs

Responsible Department: District Office of International Programs

Based on Board Policy: [E.1.8](#) - International Programs

Approved: 5-19-09

Last Amended: 2-23-10, 7-28-20

The Office of International Programs (OIP) will deliver programs and conduct activities in the following areas: study abroad, international recruitment and student services, international training and development, international academic and experiential exchanges, international articulated programs, dual degree programs and International Transfer Advising Guides (iTAGs). The OIP engages in these activities as part of the District's Strategic Objectives toward incorporating global citizenship into the culture and curriculum of the Alamo Colleges District.

Definitions

Abroad: Countries outside one's home country. In relation to the Alamo Colleges District, abroad is any country outside of the U.S.

ARO: Alternate Responsible Officer, under the supervision of the Responsible Officer, is responsible for administering the J-1 Exchange Visitor Program in compliance with Department of State guidelines and is responsible for the maintenance and upkeep of all program and participant records.

Contract Sponsored Student: A student whose status with the Alamo Colleges District results from a contract between the District and a sponsoring organization which provides funding for and agrees to the terms of the educational program for the student as a member of a student group.

DHS: Department of Homeland Security, the government agency that is responsible for the security of the U.S.

DSO: Designated School Official, an Alamo Colleges District employee who is responsible for assisting and overseeing individuals enrolled under F and M visas.

Educational Services Agreement (ESA): A written agreement between the Alamo Colleges District and a foreign entity for the execution of short-term training with clearly defined start and end dates.

Exchange Visitor: University students, researchers, and scholars visiting the Alamo Colleges District to participate in study-based exchange under a J-1 visa.

F-1 Visa: A non-immigrant student visa allowing foreign students to pursue academic studies or language training in the U.S.

Gift: A voluntary, irrevocable cash or other donation intended for an Alamo Colleges District faculty or staff member or an international partner or foreign university partner.

Implementing Agreement: A written agreement between the Alamo Colleges District and a foreign entity for a specific academic purpose, including but not limited to student and

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faculty exchanges, international articulated programs, and international training and development.

International Programs: Any activity, event, or exchange, short or long term, in which students, faculty, staff, the community, or international partners participate or engage for the purposes of international education and/or internationalization.

- i. Study Abroad*
- ii. International Exchanges*
- iii. International Recruitment & Student Services*
- iv. International Training and Development*
- v. International Articulated Programs*
- vi. International Transfer Advising Guides*

International Student: All persons seeking admission to college and holding non-immigrant visas.

International Transfer Advising Guides: (iTAGs) A written agreement with an international partner to guide students on the courses they can take before they transfer into an international institution.

J-1 Visa: A non-immigrant visa allowing the Alamo Colleges District to accept university students, researchers, and scholars to participate in study-based exchange for a minimum of three weeks to a maximum of five years depending on the visitor category.

Letter of Intent (LOI): Also referred to as Memorandum of Understanding or MOU. A written statement of understanding between the Alamo Colleges District and a foreign entity expressing a non-binding mutual intention to engage in a cooperative academic relationship.

OIP: Alamo College District Office of International Programs.

PDSO: Principal Designated School Official, equivalent to a DSO and with additional responsibilities related to serving as the primary point of contact for a SEVP-certified school.

RO: Responsible Officer, an Alamo Colleges District employee who is responsible for administering the J-1 Exchange Visitor Program in compliance with Department of State guidelines and is responsible for the maintenance and upkeep of all program and participant records.

Short Term Training: The delivery of skills or knowledge through physical and/or virtual educational instruction for duration of one to eight weeks.

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Third-Party Provider: Independent organizations that facilitate study abroad programs for which Alamo Colleges District does not have a specific offer.

Visiting Scholars: Faculty from foreign university who visit the Alamo Colleges District for a specified period of time to lecture or conduct research.

The Office of International Programs

Agreements

The Alamo Colleges District and foreign colleges, universities, or institutions may enter into Letters of Intent (LOI) or contractual agreements and to enter into strategic partnerships for the purposes of developing and/or executing international programs. Engagement with foreign entities will be guided by the strategic priorities of the Alamo Colleges District. No agreement shall be entered that does not meet the requirements of the Alamo Colleges District Office of Legal Services as relates to agreement forms, the language therein, and the requirement of signatures and stamps. Guidelines for specific agreements include, but are not limited to:

- Memorandum of Understanding (MOU) or Letter of Intent (LOI): An MOU or LOI is a non-binding instrument, drafted by the OIP and need not to be approved by the District Office of Legal Services prior to submission to the Chancellor and the appropriate College senior administrator for signature.
- Implementing Agreement: By definition, an Implementing Agreement entails a commitment of resources by one or both agreeing entities and may include Exchange Agreements, Reciprocal, or Collaborative Agreements. An Implementing Agreement must be approved by the District Office of Legal Services and the appropriate senior administrator(s) prior to execution with the foreign partner.
- International Guaranteed Admissions Agreement (IGAA): An IGAA is drafted by the OIP with four-year universities in order to streamline the admissions process for international students. The Agreement is approved by the District Office of Legal Services and the appropriate senior administrator(s) prior to execution.
- Educational Services Agreement (ESA): An ESA may be negotiated with any foreign partner for services coordinated by the OIP. All ESA agreements yielding revenues above \$10,000 USD must be approved by the District Office of Legal Services, the appropriate executive from the foreign partner, and by the Vice Chancellor for Economic and Workforce Development for the Alamo Colleges District. ESA Agreements representing revenues under \$10,000 USD may be negotiated directly with the foreign partner and submitted directly for signature to

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the Vice Chancellor for Economic and Workforce Development. An agreement proposed by an international partner must be submitted to the District Office of Legal Services for review approval prior to the execution of the instrument by the Vice Chancellor for Economic Workforce Development.

Branding, Marketing, and Promotion

In collaboration with the District Communications Department, the OIP will ensure a global brand image that adheres to Alamo Colleges District brand standards. Items branded for the marketing and promotion of international programs shall include, but not be limited to print and radio advertisements, videos, view books, brochures, catalogs, flyers, social media, and web pages. Marketing and promotion materials will be developed by the OIP with the appropriate internal and external assistance as needed.

Contract and International Grants

Contract and international grant projects may be funded by external public or private organizations for specific purposes. The District may be required to provide real or in-kind matching contributions. All OIP grant awards must be reviewed by the District Grants and Contracts Office as well as the District Office of Legal Services prior to signature.

Faculty Development

The OIP, in collaboration with the Human Resources & Organizational Development Department, will provide and promote opportunities for faculty to participate in development programs for the purpose of establishing or strengthening international partners and services. Participating faculty should obtain the appropriate participation approval from their respective College before participating in any international faculty development program coordinated by the OIP. The OIP will provide support to faculty completing proposals and applications for desired professional international development programs while providing the appropriate pre-departure orientation for the international travel in question.

Gifts and Donations

Cash or non-cash gifts or donations to or from any international partner or partner institution should not exceed the amount of \$75 in value in order to ensure compliance with IRS guidelines and applicable State of Texas Regulations, as mandated by the Texas Comptroller of Public Accounts for charitable contributions regarding substantiation and disclosure of such contributions. Under no circumstance, should an employee or student of the Alamo Colleges District request a gift of any value from an international partner for any reason. Partners or partner institutions desiring to make substantial gifts or donations to the Alamo Colleges District or its employees, will be referred to the appropriate College Department or District Office.

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Homestay Programs

Homestay accommodations may be arranged through the OIP through the internal Alamo Colleges District network of families. Homestay program participants will be vetted through a rigorous application process to include background checks, home site visits, and oral interviews. Homestay applicants must also provide evidence of automobile and homeowner's/renter's insurance which is current throughout the duration of the program. Additional forms will be required for payment processing following acceptance into the program. A pre-arrival orientation is required for all participants as well as participation in follow on meetings during the program. Reasonable efforts will be made to match participants with families according to interests and other information necessary to facilitate safe and enjoyable experiences for participants and families.

Families and participants experiencing conflict shall report such discrepancies to the Executive Director of International Programs immediately for resolution. All efforts shall be put forth to resolve the issue in a timely manner. When appropriate, participants will be reassigned to an alternate host family or to a commercial lodging facility. Reassignment is determinate on circumstances and approved at the discretion of the Executive Director of International Programs. The student and the hosting family participate voluntarily in this program. The OIP will use best efforts to vet the hosting family and the international guest, but in any case, the District cannot be found responsible for any wrongdoing or reckless or negligent actions performed by program participants. All participants will be appropriately informed concerning program guidelines and expectations.

Insurance

All participants attending any international program or training are required to have the appropriate insurance specified for the visa on which the participant is traveling. Insurance should include, but not be limited to, coverage for accidents, injuries, and medical evacuation and repatriation as required by the U.S. Department of State and/or the Department of Homeland Security. For certain international trainings, hosted by the Alamo Colleges, the OIP will acquire the appropriate insurance coverage for the participant(s). This acquisition shall be arranged either with the participant directly or with the institution the participant attends and shall be guided by a legal statement authorizing Alamo Colleges District to make the health and accident insurance application representations on behalf of the participant(s). Participants traveling abroad representing in any way the Alamo Colleges District should hold Alamo Colleges District approved travel insurance.

International Travel

Students, faculty, staff, and affiliates currently associated with the Alamo Colleges District may travel internationally to conduct Alamo Colleges District business. Travel may be coordinated with the OIP or coordinated within the Colleges or other offices. All

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international travel requests require the approval of the Executive Director of International Programs prior to departure.

Any international travel International travel is permitted for students, faculty, staff, and affiliates to countries or regions where the State Department Travel Advisory is:

Level 1 – Exercise Normal Precautions – No restrictions.

Level 2 – Exercise Increased Precautions – Travel to Level 2 areas will be authorized based on specific region, state, or province, as per the appropriate Travel Advisory.

Level 3 – Reconsider Travel. Travel is permitted on a case-by-case basis for faculty, staff and affiliates any faculty or staff traveling to those countries or regions could be required to submit a Risk Management Plan, along with their Travel Authorization, stating that they understand that they are traveling to a level 3 travel advisory country or region and will also indicate which precautions the traveler will be taking while abroad, such as local transportation, lodging accommodations details and other precautions that the traveler plans to implement. Students will not be permitted to travel to Level 3 countries or regions.

Level 4 – Do not Travel. No international travel will be allowed for anyone to countries or regions that have been labeled as Level 4.

See Attachment 1: *International Travel Policies*

Types of International Travel within the Alamo Colleges District:

A. OIP Coordinated Travel

- a. Study Abroad travel: Student and faculty travel occurring as part of an approved Alamo Colleges District Study Abroad program will be coordinated within the OIP in collaboration with faculty and the appropriate College administrators. An agenda is required for travel and will include emergency contact information for the Executive Director of International Programs, the Coordinator of International Programs for Study Abroad, and the staff and/or faculty travelling. An agenda review will take place prior to departure. Study Abroad participants will also attend a mandatory pre-departure orientation which will include general safety information and specific safety concerns as relates to the travel area. Enrollment in the Smart Traveler Enrollment Program (STEP) will also be coordinated through the OIP.

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- b. Other international programs: Faculty, staff, or affiliates traveling for an approved Alamo Colleges District program that is not a Study Abroad program require the following.
 - a. Agenda – An agenda of events and activities related to travel is required for review prior to departure. Any required syllabi or lessons plans associated with the purpose of travel should also be included with the agenda.
 - b. Orientation – A formal pre-departure orientation is required for all persons traveling internationally. The orientation will be coordinated with the appropriate OIP staff and will include, but not be limited to the Office Legal Services, Enterprise Risk Management, and the Alamo Colleges Police Department.
 - c. Logistics – The OIP may coordinate travel logistics as appropriate for all international academic and training programs developed by or with the OIP. Logistics may include, but not be limited to pre-departure and post-travel document preparation, visa processing, and Smart Traveler Enrollment Program (STEP) completion. The obtention of a passport book will be the responsibility of the traveler.
 - d. Employee travel expenses and reimbursements will be subject to Procedure C.2.9.1 established by the Vice Chancellor for Finance and Administration.

B. General International Travel not originated or coordinated by the OIP

Based on safety considerations, individuals traveling internationally to conduct Alamo Colleges District business who are not traveling as part of an approved Study Abroad or other academic or training program associated with the OIP activities, are required to submit for approval of the Executive Director for International Programs a Travel Authorization Form, as defined by the “Employee Travel Procedure” which must include the following information in the actual form or in the attachments to the Travel Authorization:

- a. Name and title of traveler

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- b. Alamo Colleges District location of traveler (i.e. College, department, etc.)
- c. Dates of travel
- d. Travel destination
- e. Name of hosting institution
- f. When available, to provide details of planned accommodations either provided by the host institution or directly booked by the traveler.

The OIP will verify the current travel advisory status indicated by the State Department and will provide safety recommendations to the Alamo Colleges traveler(s) as applicable. See Attachment 2 / *International Travel Procedure*

Participants with Disabilities

Upon receipt of a written request from any program participant, the OIP will make efforts to provide reasonable accommodations for participants with disabilities as described by the Americans with Disabilities Act. The OIP will work with the disability support services office of the appropriate college to ensure requests for reasonable accommodations are met.

Payment Procedures in the Event of Emergencies

At the discretion of the Executive Director of International Programs, in the event of a crisis or an emergency medical situation for which payment for emergency expenses becomes necessary, the OIP will analyze and, if considers necessary, will approve emergency expenses incurred by individuals who are participating in an OIP activity. To authorize these expenses, the Executive Director will balance the degree of seriousness of the emergency situation and the possibility to recover for such expenses. Once authorized, expenses shall be paid from the department revenue account and shall be expedited in order to mitigate further expenses and liabilities. Following payment for emergency expenses, the OIP will seek to promptly recover said costs from the appropriate individual, entity, insurance, or foreign university partner.

Role of Committees

The Office of International Programs will coordinate the sessions of the International Advisory Committee, that shall meet two times a year and will involve the participation of subject matter experts, colleges, faculty and community stakeholders, in addition, some international programs such as the International Students Services and Study Abroad specialized committees. Every committee will produce written minutes regarding resolutions, recommended action items, and pending issues of each meeting. The purpose of the committees will be as follows:

- To provide guidance as a subject matter expert with regard to the program and activities being developed.
- To assist with the development and evaluation of unit policies and procedures.

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- To ensure consistency and collaboration among the five Colleges and the District Support Operations, the San Antonio/Regional community, and the foreign partners.
- To share insight and guidance regarding current trends, best practices, requirements, and needs of the industry or international education subject area.
- To disseminate program information to home Colleges.

Visa Issuance

In order to offer academic and training programs, a visa may be issued to each program participant that is appropriate for their purpose of travel and type of program. The OIP will review the proposed program and, based upon visa guidelines and regulations, could initiate a process that shall adhere to those guidelines. In instances where an F-1 student visa shall be issued, the appropriate College will complete the needed process, and the OIP could assist the College as needed. In instances where a J-1 Exchange Visitor Visa is deemed appropriate, the OIP will issue the paperwork to process the visa in accordance with appropriate guidelines issued by the U.S State Department related to Exchange Visitors and their entrance, participation, and departure of a U.S. sponsored program.

Visiting Scholars and International Guests

Visiting Scholars may be faculty, fellow, lecturer or researchers from foreign university partners with whom the Alamo Colleges District is negotiating a Letter of Intent or any other valid collaborative instrument. Scholars may also be received from institutions within the U.S. whose primary purpose is to facilitate and/or increase awareness, understanding, and mobility with regard to internationalization and international education.

International guests are not classified as visiting scholars but may visit the Alamo Colleges District seeking to establish a relationship for which an agreement can be created. The length of stay for guests will be determined by the purpose toward internationalization and international education for which the guests are traveling.

Prompt notification must be provided to the OIP upon receipt of a request for visitation. Based on the information provided, the OIP will determine the appropriate procedure with which to follow regarding official letters of invitation, potential process for visa obtention, proposed agendas, and other documents required to secure the appropriate visa for the scholar or guest. Invitation letters shall not be sent without prior approval by the Executive Director of International Programs.

Faculty activities will be guided by an Implementing Agreement defining the responsibilities of the partner and host institutions during the exchange. All relevant details and information, including academic and intellectual property rights, should be outlined in the Implementing Agreement.

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Study Abroad

Initiating a Faculty Led Program

All full-time and adjunct faculty with an interest in leading a study abroad program shall submit a proposal to the OIP 18-24 months in advance of the proposed program start date. Proposals will be reviewed by the Education Abroad Committee who will submit recommendations to the OIP for final approval by the Executive Director of International Programs. No Alamo Colleges District study abroad program shall be publicized without prior approval. Proposals for faculty led study abroad programs must be approved at the appropriate College, department, and administrative levels. Late or incomplete proposals will receive reduced priority and may possibly not be considered for review. Official notification of approval or disapproval will be provided by the OIP through email. Programs not receiving approval will not be considered official Alamo Colleges District programs and will not be affiliated with Alamo Colleges District in any way.

Faculty Roles and Responsibilities

At least one full-time faculty leader and one adjunct faculty or one additional Alamo Colleges District designated administrator or staff are required to travel with and share program leader responsibilities throughout the duration of a faculty led program. Services could be contracted or agreed through a vendor or academic partner to offer adequate in-country safety and emergency support. Additional faculty or staff could be added to a program should the ratio of program leaders to students exceed 1:18. Programs may be scheduled during the summer, winter break, spring break, or during the semester.

Faculty approved to lead a study abroad program must have an active teaching appointment for the duration of the program. The appointment should ensure payment of the faculty salary by the college. Faculty salaries will not be paid under the program budget and should be approved by the appropriate college department prior to proposal approval. Airfare, lodging, and in-country travel expenses related to the program will be paid through the program budget. The approved standard Alamo Colleges District per diem rate shall apply. Approved programs require a minimum of ten students in order for program travel to occur. At least one faculty leader or official program representative is required to travel to and from the program destination on the group reservation. Students are not allowed to serve as official program representatives or liaisons during a study abroad program.

Faculty leaders may not share accommodations with any student for any reason. Spouses, dependents, and non-program faculty members may not accompany faculty leaders on a program unless the individual is a registered Alamo Colleges District student for the academic course(s) being taught by the faculty. Only official program personnel,

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registered students, and contracted or formally affiliated personnel may participate in program activities.

Program details will be coordinated by the OIP in collaboration with the appropriate faculty leaders and Study Abroad Committee. Program expenses exceeding the budget amount will be recalculated and revised in an effort toward fiscal responsibility. Revisions and recalculations not approved within the allotted timeframe, and for which OIP, has received no communication from faculty leaders regarding, could result in cancellation of program.

All faculty leaders and official program personnel are required to attend and complete the annual mandatory Risk Management Orientation or Pre-Departure Orientation, offered by the OIP. Alternate sessions may be scheduled for faculty who are unable to attend due to their teaching schedule or department commitments. Additionally, faculty are required to enroll in the Smart Traveler Enrollment Program (STEP) through the Department of State to receive alerts and updates concerning their destination country. Faculty will also instruct program participants to complete enrollment in STEP as well.

At the Executive Director of International Programs discretion, the Study Abroad Staff will be required to register and participate every year in at least one specialized training conference to ensure that the OIP adheres to the best practices of study abroad planning, coordination and emergency response.

Affiliate Programs

Alamo Colleges District students participating in Third Party Provider programs pay a comprehensive fee for participation in the program rather than paying Alamo Colleges District tuition. Comprehensive third-party provider costs may include a program fee or tuition at the host institution, lodging, meals, and transportation. Students participating in Third Party Provider programs may travel alone and are required to pay the study abroad application fee as well as expenses for mandatory insurance.

Courses taken while abroad require course equivalency prior to departure. The OIP will work with the student's home college to approve all academic coursework and complete the necessary evaluation and equivalencies prior to departure.

Study Abroad Participation Requirements:

Study abroad programs and participation in Exchanges (see next section) are open to any Alamo Colleges District student who desires to participate. Any student applying for a study abroad program must:

- Be enrolled in an Alamo Colleges District degree program at the time of the application, unless different collaborative agreement has been formalized with a

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- local higher education partnering institution allowing students from other institutions to participate in the Alamo Colleges Study Abroad Program.
- Have a minimum GPA of 2.0 for faculty led programs or 2.5 for direct exchange or third-Party Provider programs.
 - Meet the academic requirements and prerequisites of the course(s) for which the student plans to enroll while abroad.
 - Have one letter of recommendation from a faculty member for a faculty led program OR three letters of recommendation (two from faculty and one personal for exchange and third-party provider programs).
 - Have a completed and approved disciplinary verification form from the home college.
 - Have completed at least 12 academic credit hours before the intended departure date.
 - Be 18 years old or older by the time of travel.

All application requirements must be met and maintained throughout the application process and prior to departure. Failure to meet or maintain the application requirements may result in an unapproved or rescinded application approval.

Individuals who do not meet the application requirements will not be permitted to participate in a study abroad program. Students who are denied admission to a program may appeal the decision in writing within two weeks of denial notification. Appeals should be submitted directly to the OIP.

Students under 18 years-old who have been admitted to the Alamo Colleges District and would like to study abroad will be approved on a case by case. Each case will be reviewed independently by the Legal Services and Enterprise Risk Management departments.

Student Expectations

The Alamo Colleges District Student Code of Conduct, Policy F.4.2, applies to all students studying abroad prior to and during the execution of a program. Program participants not adhering to the Student Code of Conduct in its entirety are subject to disciplinary action and possible dismissal from the program.

While abroad, students are subject to the laws of the host country regarding minimum drinking age and drug use. Students who violate host country laws will be immediately dismissed from the program. Students who are found in possession of an illegal weapon as defined by the Code of Conduct or by the laws of the host country will be subject to Alamo Colleges District disciplinary statutes and any other applicable law. Upon review of the incident, students in possession of an illegal weapon or illegal or controlled substance may also face possible dismissal from the program.

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Students in possession of, using, manufacturing, producing, selling, exchanging, or distributing drugs illegal under Texas law will face immediate disciplinary action regardless of the violation of the local laws of the host country.

Students who are dismissed from a study abroad program for academic or disciplinary reasons are immediately ineligible to participate in study abroad activities or utilize program provided accommodations. Individuals dismissed during a program will be responsible for all expenses incurred from the time of dismissal forward including, but not limited to, housing, in-country transportation, airfare, and meals. Students dismissed prior to the start of the program are responsible for all unrecoverable expenditures made on their behalf.

Receipt of Program Fees

All study abroad program fees will be submitted to and handled by the OIP in conjunction with the Finance Department. Usage of program fees is restricted to payment for in-country program costs. Study abroad program fees are published online according to the appropriate year's list of programs offered.

Refunds and Withdrawals

Requests for withdrawal from a program must be made in writing to the OIP. The date of receipt by the OIP will be considered the official date of withdrawal from the program. Students withdrawing from a program after acceptance to the program, but prior to start of the program will be refunded the amount of programs fees remaining less the application and any non-refundable fees incurred on the student's behalf.

Students withdrawing from a program after the start of that program will receive no refund of program costs. Individuals withdrawing from a program may not participate in program activities or utilize program-provided housing and will be responsible for expenses resulting from withdrawal as well as for tuition expenses as determined by Alamo Colleges District refund and reimbursement policies. Students are also responsible for any non-recoverable costs or expenditures made on their behalf as a result of their intended participation in the program. Students who are dismissed from a program are not eligible for refund of program fees. Faculty are required to immediately notify The OIP of a student's intention to withdraw from a program during the official program dates.

Exchange Programs

The Alamo Colleges District may enter into partnerships with strategic foreign university partners through the execution of a Letter of Intent or an Implementing Agreement to mutually exchange students or faculty, for credit or to gain experience (experiential). The participation of Alamo Colleges Students into these programs will be subjected to the

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above rules of participation for study abroad programs. The details of the exchanges will be provided in the corresponding implementing agreements. The Alamo Colleges District participates in two types of exchanges:

Academic Exchange

Alamo Colleges District students participating in academic exchange programs will attend classes with students at the hosting institution and will receive Alamo Colleges District course credit for classes which are successfully completed abroad. Students participating in exchange programs pay regular Alamo Colleges District tuition and fees and are also responsible for program application fees, mandatory insurance costs, fees associated with vaccinations required for the visa on which the student is traveling, as well as in-country costs including meals, transportation, and lodging in the host country. The OIP will work with students' home Colleges to complete all necessary procedures prior to departure as well as approve all academic coursework completed during the term abroad.

Students from foreign university partners who wish to apply to an exchange program at one of the Colleges of the Alamo Colleges District must be nominated by their home university and must meet the admissions requirements of the appropriate College. The OIP will work with the appropriate foreign university partner office to obtain the necessary admission documents and facilitate the J-1 Exchange Visitor visa for qualified students.

Experiential Exchange

The Alamo Colleges District may participate in experiential exchanges in which participants do not receive academic credit for courses or training received during the exchange period. These programs may include faculty or student exchanges privately funded or through grants, scholarships, or any other funding program in which the Alamo Colleges District has applied and been awarded or has elected to participate to facilitate the international mobility of students.

Programs eligible for exchange include those for which a current agreement exists with Alamo Colleges District and the respective host institution. Exchange programs may not be established with institutions for which a current agreement does not exist. Programs under consideration for new exchanges require development of an implementing agreement and approval from the Executive Director of International Programs and the appropriate College President. All exchange programs will be governed by the appropriate implementing agreement.

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International Recruitment & Student Services

The OIP will conduct efforts on behalf of the Alamo Colleges to recruit international Students, such efforts and programs shall be agreed and discussed with the ad-hoc committee for international students. Also, the OIP will coordinate events and common services to international students such as orientations, visa compliance and other joint and special events for all the Alamo Colleges International Students.

F-1 and J-1 Student Compliance

The OIP will provide support to the PDSO and DSO at the Colleges with respect to international students and their compliance with regulations regarding securing and maintaining the status of the F-1 visa. Compliance for Exchange Visitors on an Alamo Colleges District or contract sponsored program J-1 visa will be the responsibility of the OIP through the designated Responsible Officer (RO) and Alternate Responsible Officer (ARO).

Use of Third-Party Agents/Agencies for Recruitment

For the purposes of recruitment, the Alamo Colleges District may enter into contractual agreements with agents and third-party organizations vetted by the International Student Services Committee. Agents, agencies and corresponding payments and other contractual clauses will be proposed and negotiated by the OIP and informed and approved by the International Student Services Committee.

Internal Criteria for Processing Agents

Compensation for agents or agencies shall be at a commission rate of no more than 15% of current tuition. Payment to agents or recruitment agencies will occur following the appropriate college census date and verification of the student or students' successful enrollment in a full course of study and completion of payment of international tuition. In no case this compensation shall extend from one year of enrollment of the recruited international student.

Agents and third-party recruitment organizations interested in working with the Alamo Colleges District will complete an application for selection to include character references. The Alamo Colleges District will not enter into an exclusive agreement with any agent or third-party recruitment organization. Upon selection, all agents or agencies will be required to sign a formal agreement for services.

International Training & Development

Short Term Training:

Short term trainings may be offered to companies abroad, or to foreign university partners for individuals or groups. The Office of International Programs will develop a

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Last Amended: 2-23-10, 7-28-20

customized curriculum in collaboration with Continuous Education Division and or the Colleges to offer international training and development programs to international partners at any time during the calendar year. The number of participants per program, program study areas, and program pricing will be governed by an Educational Services Agreement (ESA). An institution may participate in short term training only if an enforceable agreement exists between the Alamo Colleges District and the partner institution. An ESA for short term programs shall act as the Implementing Agreement for all participating institutions with regard to training programs.

Language Training

Individuals participating in short term programs hosted by the Alamo Colleges District will receive English as a Second Language instruction either as a component of a technical program or as an intensive program of study. Language training may be excluded for groups whose focus is industry specific with regard to a technical field. Pre- and post-assessments will be conducted in order to measure the progress of program participants.

Participant Travel During a Program

Individuals participating in a short term or contract sponsored program will be allowed to travel outside of San Antonio during the program period after completing a waiver of responsibility and other required documents. Travel will be allowed for program participants 18 years-old and older only. Participants younger than 18 years-old may travel during the program period with signed permission from their parent(s) or legal guardian(s) and their home institution. A waiver of responsibility is also required in this instance.

Exclusion and termination of Participants

The following is a non-exhaustive list of reasons for which an individual's participation in a short-term program could be excluded or terminated:

- Failure to follow Alamo Colleges District Student Code of Conduct
- Participation in illegal activity
- Severe illness requiring medical attention in participant's home country

Receipt of Program Fees

Program fees for international training programs will be accepted per the terms of the respective international ESA from either an individual participant or a partner institution through wire transfer. The amount of fees shall be stated in the ESA and shall be accompanied by instructions for delivery of funds through wire transfer. A document confirming receipt of funds may be issued to the individual or institution upon request.

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Amendment of Program Fees

An amendment to the original ESA is required in order to adjust fees for any training program. Programs requiring fee adjustment after the initial start date will be reviewed by the Executive Director of International Programs and amended per these policies at the Director's discretion. If an amendment is granted in which fees for a program have increased, payment of fees shall occur via credit card, money order, or certified check. Requests for amendments to program pricing under which the original ESA precludes such adjustment will be reviewed and approved by the Executive Director of International Programs.

International Articulated Programs

In close collaboration with the Colleges of the Alamo Colleges District, the OIP may enter into Agreement with a foreign university partner to establish an international articulated program. Students participating in international articulated programs are subject to the enrollment guidelines of the College to which they are applying. Students participating in an international articulated program may be enrolled as a cohort or as individuals. A \$100 USD application fee will apply for all program participants. The current tuition and fee rate for Non-Texas/International residents will apply unless approved by the appropriate administrative offices through the Executive Director of International Programs.

Processes for international articulated programs will be guided by a Standard Operating Procedure manual that is in alignment with the guidelines of the Colleges of the Alamo Colleges District as vetted by the program Advisory Committee. Program ownership is determined as per the Standard Operating Procedure manual. All academic activities and protocols as relate to international articulated programs shall be under the purview of the College which owns the program. As appropriate, the OIP will provide support to the College to facilitate successful completion of all international articulated programs. As necessary, and as guided by the appropriate College and DSO offices with the required prior approvals and guidelines, a stipend could be provided to faculty who delivery course(s) at a foreign university partner, in association with an international articulated program, who are housed abroad for a period to exceed three weeks.

No international articulated program will be established for which no active LOI or Implementing Agreement exists. An ESA will detail the terms of payment and responsibilities of each party for all programs. The Office of Legal Services will review and stamp, as appropriate, all Implementing and ESA agreements relating to international articulated programs before submission to the foreign university partner, the appropriate College President, and the Chancellor and/or Vice Chancellor of Economic and Workforce Development.

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International Transfer Advising Guides (iTAGs)

Alamo Colleges District students as well as students from foreign university partners may participate in academic degree programs for the purpose of transferring credit to a foreign university. Programs available as International Transfer Advising Guides are established through the Office of the Vice Chancellor for Academic Success. All iTAG participants are considered students of the appropriate College and are subject to the guidelines for admissions and registration common to all Alamo Colleges District students.