



Policy Title	Policy on Dependents and Companions on University Programs and Excursions
Policy Category	Employment, Benefits, and Workplace Policies
Policy Approval Date	
Policies Superseded	
Responsible Office	Office of the Provost
Related Policies	International Travel Policy
Frequency of Review	3 Years
Date of Revision	

I. SCOPE

This Policy on Dependents and Companions on University Programs and Excursions (“Policy”) applies to any Student Participant or individual serving as a Program Leader or Responsible Individual who wishes to bring Dependents or Companions to Education Abroad Programs or Domestic Excursions administered by or in collaboration with Arcadia University. Please see section IV below for the definitions of capitalized terms contained in this Policy.

II. POLICY STATEMENT

The purpose of this Policy is to provide guidelines for the inclusion of a Program Leader or Responsible Individual’s Dependents or Companions on Education Abroad Programs or Domestic Excursions administered by or in collaboration with the University to ensure the fulfillment of the primary purpose of Education Abroad Programs or Domestic Excursions: the creation of meaningful teaching and learning opportunities for the Student Participants.

III. POLICY

A. Student Participants Prohibited from Bringing Dependents or Companions

Student Participants may not bring Dependents or Companions who are not also fully enrolled Student Participants on any Education Abroad Program or Domestic Excursion.

B. Program Leaders and Responsible Individuals Prohibited from Bringing Dependents or Companions Except with Prior Approval

Program Leaders and Responsible Individuals have the primary responsibility for the quality, safety, and success of Student Participants on Education Abroad Programs and Domestic Excursions and must be attentive and committed to the discharge of this responsibility. As a result of this important responsibility, Program Leaders and Responsible Individuals should not bring Dependents or Companions who are not

fully enrolled as Student Participants in the Education Abroad Program or Domestic Excursion unless they have received prior approval from the University and met all other requirements of this Policy. In addition, to ensure equity and access in such instances, such Dependents or Companions may not participate in the educational or co-curricular activities of the Education Abroad Program or Domestic Excursion except with prior approval and pursuant to the other requirements of this Policy.

C. Approval Process

Requests for Dependents and Companions must be disclosed/confirmed in advance according to the approving unit's deadlines.

Depending on the nature of the Program or Excursion, requests for Dependents and Companions to participate in any manner, as participants or guests, must be approved by the Division of Civic and Global Engagement, academic departments, Student Affairs, or The College of Global Studies, as appropriate. Additional approvals are required if the Dependent or Companion is not an Arcadia University faculty member, staff member, student, independent contractor, or volunteer. Approving units may have their own additional requirements or procedures.

D. Conditions of Inclusion

Dependents or Companions cannot, in any way, impair the operations and administration of group activities or otherwise infringe on the experience of Student Participants. The presence of a Dependent or Companion must not disrupt or alter the experience of Student Participants in the Education Abroad Program or Domestic Excursion, including in co-curricular activities.

Dependents or Companions cannot, in any way, impair the ability of Arcadia staff to execute their core responsibilities adequately or impair the ability of Arcadia University, Division of Civic and Global Engagement or The College of Global Studies to effectively and safely deliver the necessary non-academic support and services for Student Participants on the Excursion.

Dependents or Companions will have no responsibility on behalf of the University or in the administration of the Education Abroad Program or Domestic Excursion, e.g., monitoring tests, managing program finances, arranging logistics, teaching, grading, etc. Dependents or Companions may not lead the group, make decisions for the group, rent and/or drive a vehicle to transport Student Participants, or represent or bind the University in any capacity.

Dependents or Companions who are under the age of eighteen (18) must be accompanied by a responsible adult other than the Program Leader or Responsible Individual who will maintain supervision of the minor at all times. Student Participants may not be involved in the care or supervision of minors in any way, even if a Student Participant consents to doing so.

In all cases, Program Leaders and Responsible Individuals are responsible for the conduct of accompanying Dependents and Companions. Dependents or Companions may need to comply with background check requirements if minors are present in the Education Abroad Program or Domestic Excursions.

If the participation of a Dependent or Companion results in the Program Leader or Responsible Individual needing accommodations other than those already arranged, the Program leader may need to book their

own housing. The Program Leader will be responsible for any additional costs associated with the booking of separate accommodations.

The University is not responsible or liable in any way for a Dependent or Companion, including for their own injury, illness, loss or death, and including any injuries, illnesses, damages, death or losses to other people caused by them. Dependents or Companions, or the parent or guardian of a Dependent or Companion who is a minor under the age of eighteen (18), must sign the University's Waiver in order to accompany the Program Leader or Responsible Individual.

Program costs associated with the inclusion of a Dependent or Companion will be outlined in either the TCGS Program Agreement or Arcadia Procedure, and are dependent on whether the Dependent or Companion is attending the program as a participant or as a guest, as determined during the Approval Process. Dependents and Companions are responsible for all additional personal expenses they incur.

A. Dependent or Companion as a Participant

Dependents or Companions who attend Education Abroad Programs as full program participants will be enrolled in the University's international travel medical insurance and assistance program. Dependents and Companions treated as full program participants will sign enrollment forms, as determined applicable in the sole discretion of the University. Such Dependents or Companions will be charged as other Student Participants.

Dependents or Companions traveling as full program participants may reside in program-arranged housing and participate in all program-related events, including both educational activities and co-curricular activities.

The University's general preference is for Dependents or Companions to participate as full program participants. In some circumstances, the University may determine that Dependents or Companions may *only* participate as full program participants.

B. Dependent or Companion as a Guest

Dependents or Companions who are treated as guests *must* maintain personal health insurance valid for international travel and are not covered by the University's insurance plan(s).

As a guest, the accompanying individual(s) may reside in program-arranged housing and travel to the program site with the Program Leader or Responsible Individual. Unless otherwise authorized, Guests are *not* permitted to participate or attend any program-related events, including both educational activities and co-curricular activities, even at their own cost.

IV. DEFINITIONS

A **Companion** is any other adult accompanying the Program Leader or Responsible Individual.

A **Dependent** is defined to be the legal dependent of the Program Leader or Responsible Individual.

An **Excursion** is defined as an Arcadia-sponsored trip off campus or away from the main instructional location for educational purposes, whether as part of an academic course or as a program-wide activity involving, or open to, program participants.

A **Guest** is a Dependent or Companion who accompanies the program who is not an enrolled participant in the program including both Arcadia students, faculty and staff as well as non-Arcadia individuals.

A **Program Agreement** is the document which establishes and outlines the scope, activity, financials and legal considerations of activity and curricula offered by The College of Global Studies at one of its Centers.

An **Education Abroad Program** is defined as any of a number of arrangements by which students complete part of their degree program through educational activities outside the United States.

A **Waiver** is a document which once signed by a companion, intentionally relinquishes or abandons the known rights, claims, or privileges delineated in the document.

A **Program Leader** is any individual responsible for organization and administration of the Education Abroad Program or Domestic Excursion along with the Responsible Individual.

A **Responsible Individual** is any other individual responsible for administration of the Education Abroad Program or Domestic Excursion along with the Program Leader.

A **Student Participant** is any individual enrolled at Arcadia University who is taking part in a Domestic Excursion or Education Abroad Program.

University refers to Arcadia University, its colleges, schools, affiliates, divisions and subsidiaries.

V. EFFECTIVE DATE

This Policy is effective on the date that it is signed by the President.

VI. SIGNATURE, TITLE AND DATE OF APPROVAL

By: 
Ajay Nair, President
4/14/2022
Date: _____