

ACHIEVEMENT

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STUDY ABROAD

Introduction to Custom Programs

Achievement Study Abroad can't wait to help you take your classroom abroad! While our focus lies on German-speaking Europe, we also have a network of international educators throughout the world, which enables us to offer a variety of services and assist you in delivering an academically challenging, safe and unique academic experience for your students.

The following is a general overview of what we do. The list is adjusted based on your individual, customized needs:

- pre-departure information
- airport transfer to your on-site accommodations and back to airport at the end of the program
- on-site group leader, if needed
- on-site orientation
- accommodations
- classroom space, if needed
- meals
- excursions and activities
- assistance with academic program design and logistical services

Contact us about your custom program

As far in advance as possible of your custom program start date, contact us by email at custom@achievementstudyabroad.org. In many cases this will happen after you have had an initial conversation with the international office at your institution and you have a general feel for the customized program process there. In your correspondence to Achievement Study Abroad, it's helpful to provide some basic information about your program such as:

- program location
- program dates
- academic discipline or theme of the program
- your contact information

Review of initial request

Achievement Study Abroad will review your initial request and get right back to you. In our initial review we will consider if we are able to facilitate your request based on the program location, availability of on-site staff and other considerations. For programs where we can provide support, we will be in touch to request more information and set up a time to speak with you. Having a google meeting with you early in the planning process enables us to get to know you, better understand your needs and gather the information we'll need to write up a detailed proposal for your program.

Should we determine that we are unable to offer our services for the program you would like to run, we will let you know quickly so that you can explore other options.

Proposal

After our initial exchanges and receiving the information we need to make arrangements for your program, Achievement Study Abroad will forward to you a proposal contract for your review. The contract will outline all the duties, responsibilities, dates, fees and payment timeline.

Signed contract

Once the proposal has been fully negotiated, it should be forwarded to the appropriate person at your institution for the signing of a legally binding contract. Each institution has their own procedures regarding this step. It's a good idea to be in touch early on with your international / study away office to be in the know about the policies and procedures at your institution. Please note that Achievement Study Abroad will only enter a contract agreement when students and faculty have demonstrated proof that they have international health insurance that is valid for the duration of the program; we can purchase a plan to be calculated into program expenses upon request.

Billing

Achievement Study Abroad will invoice your institution for the total cost of the program according to the terms of each contract. The responsibility of billing and collecting the program fees from each student lies with the home institution.

Excursions and entry fees

Most programs include excursions and visits to cultural sites as part of the academic experience. These fees will be factored into the program fee.

Transportation

Each program has in-country transportation costs that are calculated into the overall program fee. For programs that include more on-location travel, the transportation costs can become a significant expense. Achievement Study Abroad does not by default include international flights in the program fee, but can assist upon request.

Accommodation and meals

The types of housing available for students and faculty vary based on the program location(s). Housing options generally include hotels or student dormitories.

A program may also include the cost of meals, especially breakfast if the group is staying in hotels. An advantage to including some meals in the program fee is that it reduces the out-of-pocket expenses for the students.

Achievement Study Abroad administrative fees

These include costs related to customized program support and program planning, pre-departure support and guidance from Achievement, etc. The fees are calculated into the overall program fee.

Health insurance

Achievement Study Abroad requires all participants to have international health insurance for the duration of the program. We can purchase a plan to be calculated into program expenses upon request.

Faculty expenses

The accommodation, transportation, program-related entry fee expenses for the faculty member(s) are included in the program fee. Spouses and other family members are not included in any fees but can be calculated and billed separately.

Pre-departure support

Achievement Study Abroad can hold a pre-departure webinar session with the faculty leader(s) and a member of your Study Abroad Office staff upon request. During this session we can discuss general health and safety topics, the final program itinerary, and answer any questions that you may have. This session will typically include members of the Achievement Study Abroad staff and the Achievement Study Abroad representative that will be the on-site contact for the group. A pre-departure webinar session can also be offered for your students upon request.

A pre-departure guide, tailored to your program, is also created for each program and sent to the faculty leader(s). These can be distributed to students as a helpful pre-departure resource.

On-site orientation and support

Unless the faculty member leading the group foregoes having an on-site Achievement Study Abroad support staff person with the group, the program will begin with an on-site orientation focused on local culture, health and safety, and practical information about things such as money, tipping, communication with home, etc. These orientation sessions are led by the Achievement Study Abroad representative who will then be available to the group for the duration of the program. The level of on-site support varies per program and is decided during the proposal phase. In some cases, an Achievement Study Abroad representative will travel with your group for the duration of the program and will be present for most, if not all, group activities. In other programs, the Achievement Study Abroad representative will meet the group upon arrival, lead the orientation session, and then remain available to contact 24/7 in case of emergencies.

Expenses not included in the program fee by default

- airfare
- compensation for faculty (salary, stipend, etc.)
- home school tuition/transcripts
- passport or visa fees
- immunizations
- personal expenses for students or faculty, including family members joining a faculty member