

# INTERNATIONAL EDUCATION APPROVAL FORM

Per LCTCS Policy #2.017, colleges participating in international education initiatives must secure approval from the System President prior to the purchase of airfare and hotel accommodations. Any colleges engaging in international education initiatives are required to complete this form prior to seeking approval from the System President. Completed forms should be submitted to [amycable@lctcs.edu](mailto:amycable@lctcs.edu).

College:

Primary Trip Organizer:  
Name  
Title  
Contact Info

Date of Departure:

Date of Return:

Destination(s):

Programmatic Focus:

## **Program**

1. Provide a description of the trip:

2. List all student outcomes for the trip:

3. Date by which all post-travel dissemination of faculty, staff, and student experiences will be submitted to the System Office:

## **Participants**

**No persons other than those listed as participants will be allowed to participate either formally or informally.**

4. Summarize the selection / application process for all participants (*faculty, staff, and students*):

5. Are all of the participants currently enrolled students and LCTCS employees?

*Select Answer*

6. Have all participants provided written acknowledgment that they are bound by the college code of conduct for the duration of the trip?

*Select Answer*

*If no, by what day will all participants have provided the written acknowledgment?* Click or tap to enter a date.

7. Have all participants provided written acknowledgement that at no time will they deviate from established approved travel accommodations?

*Select Answer*

*If no, by what day will all participants have provided the written acknowledgment?* Click or tap to enter a date.

8. Have all participants provided written acknowledgement that any variation from the approved program of study of any violation of the college code of conduct will result in immediate removal from the program and college?

*Select Answer*

*If no, by what day will all participants have provided the written acknowledgment?* Click or tap to enter a date.

9. Have all participants provided written acknowledgement that all fees and costs associated with early return will be the responsibly of the participant?

*Select Answer*

*If no, by what day will all participants have provided the written acknowledgment?* Click or tap to enter a date.

## **Partnership**

10. Are you partnering with a reputable international exchange provider for this trip?

*Select Answer*

*If yes, provide the name of the provider:*

11. Are you leveraging a documented college-to-college partnership with a college or institution outside of the U.S. for this trip?

*Select Answer*

*If yes, provide the name of the college / institution:*

## **Safety Considerations**

12. Has the US Embassy at the destination been notified of pending travel plans?

*Select Answer*

*If no, by what day will all the US Embassy be notified?* Click or tap to enter a date.

13. Have all travel participants been briefed regarding cultural considerations, safety considerations, and travel alerts?

*Select Answer*

*If no, by what day will all participants have been briefed?* Click or tap to enter a date.

## **Funding**

14. What is the total costs per traveler?

15. How is the trip being funded and what costs will be paid directly by the travelers?

16. Will this trip, in whole or in part, be funded directly by your college's foundation?

*Select Answer*

17. Will this trip (in whole or in part) be funded by student fees?

*Select Answer*

*If yes, provide details on which student fees are being used and whether all travelers will have the same student fee support:*

18. List all other resources being used to fund the trip:

**Attachments**

19. Attach the following:
- a. The curriculum
  - b. The itinerary
  - c. Contact information for all participants

**Approved by:**

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Chancellor/Executive Director

\_\_\_\_\_

Date