POLICIES AND PROCEDURES MANUAL

<table>
<thead>
<tr>
<th>Policy Name:</th>
<th>Self-Funded International Travel Cancellation Policy</th>
<th>Policy No.:</th>
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<tbody>
<tr>
<td>Effective Date:</td>
<td>Summer 2010</td>
<td>Revised Date:</td>
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<td>Recommended by:</td>
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<td>Approved by: PAC</td>
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POLICY:

Short term faculty-led programs abroad are a valuable part of the Albright College curriculum. These Albright programs are essential to making study abroad accessible to students who may not otherwise have the opportunity to study internationally. Albright would like to support faculty-led programs in any way possible and one of the needs is for students to be assured that if the College must cancel a program due to unforeseen circumstances, such as recent terrorism or civil unrest in the destination of study, they will receive a refund of all money paid for the cancelled trip.

PURPOSE:

To manage situations where the College finds it necessary to cancel a program abroad for any reason.

PROCEDURE:

Beginning with summer session 2010 students will be asked to pay a 3% trip cancellation insurance fee upon registration for a faculty-led program abroad. This fee will be calculated by taking the price of the entire program per student and then adding an additional 3% of that cost to the price of the program. Based on recent trip costs this amount would be in the range of $60-$90 for each student. Faculty will need to calculate this fee into the overall cost of the course before finalizing program costs.

This additional charge will ensure that, should the College find it necessary to cancel a program abroad for any reason, all student fees not recoverable by outside agencies (airlines, tour guides) will be refunded by the College to students regardless of whether or not there are sufficient funds in the account at that time to cover the needed amount for the cancelled trip. Keep in mind this would not cover refunds to individual students who, themselves, decide not to travel after paying.

The account will be set up to roll over year to year, and once a set amount has been reached the excess will be earmarked for student study abroad scholarships.

Monies will be deposited to account no.

Questions about this policy should be directed to Kim Justeson, Director of Experiential Learning and Coordinator of Faculty travel, at extension 6739.