

OREGON INSTITUTE OF TECHNOLOGY

Faculty Best Practices Guide & Toolkit

Study Abroad Programs | Office of Global Engagement and Study Abroad

Starting Summer 2027 | Questions: global.engagement@oit.edu | 541-851-5941

This guide is designed for all faculty members interested in leading study abroad programs at Oregon Tech — whether you are proposing your first program or have led students abroad before. It is intended to complement the Study Abroad Pre-Approval Form (Stage 1) and the Program Planning and Approval Form (Stage 2), not replace them. Please read this guide before completing your application.

Quick Start Checklist

- ☐ Contact the Office of Global Engagement and Study Abroad (by August 1, ideally earlier)
- ☐ Complete the pre-consultation meeting
- ☐ Submit the Stage 1 Pre-Approval Form and receive pre-approval
- ☐ Submit the Stage 2 Program Planning and Approval Form with all attachments by October 1
- ☐ Receive Global Education Committee and Provost approval
- ☐ Launch recruitment immediately after approval and begin pre-departure steps

1. Your Partner: The Office of Global Engagement and Study Abroad

The Office of Global Engagement and Study Abroad serves as the central coordinator for all faculty-led international programs at Oregon Tech. Our office is here to support you — not to create barriers. We work alongside you to ensure your program is well-planned, financially sound, compliant with institutional and federal requirements, and as rewarding as possible for your students.

Contact us early. The earlier you reach out, the more we can help. We can assist with:

- Assessing program feasibility and destination risk
- Navigating the approval process and timeline
- Coordinating financial arrangements with BAO and the Cashier's Office
- Arranging student travel insurance through PACS
- Connecting you with partner institutions and international contacts
- Supporting students through the pre-departure process
- Troubleshooting issues that arise before or during your program

✓ **Best Practice:** Contact the Office of Global Engagement and Study Abroad by August 1 — ideally earlier — before submitting your application. Early contact gives us time to address feasibility questions before you invest significant planning effort.

Coordinator: Coordinator, Office of Global Engagement and Study Abroad

Email: global.engagement@oit.edu

Phone: 541-851-5941

Office: Boivin Hall 112E, Klamath Falls Campus

2. Program Planning Timeline

Successful study abroad programs require long lead times — much longer than most domestic courses. Students and their families need months to plan financially, obtain passports and visas, and make personal arrangements. The timeline below reflects the annual cycle for programs starting in Summer 2027 and beyond.

■ **Important:** Programs advertised to students before receiving Provost approval risk creating significant institutional and ethical problems if the program is later denied or modified. Do not commit to students, partners, or vendors before formal approval is in hand.

When	What	Who
August 1 (or earlier)	Contact the Office of Global Engagement and Study Abroad to discuss program feasibility, financial planning, travel advisories, and partnership requirements	<i>Faculty Lead</i>
October 1	Submit completed Stage 2 Program Planning and Approval Form with all required attachments to global.engagement@oit.edu	<i>Faculty Lead</i>
Within 5 business days of submission	Coordinator reviews submission and confirms receipt or requests revisions	<i>Coordinator</i>
Within 10 business days	Department Chair and Dean complete rubric review and return to Coordinator	<i>Chair / Dean</i>
November (approximate)	Global Education Committee reviews proposal and issues recommendation	<i>Committee</i>
November–December	Provost issues final approval or denial	<i>Provost's Office</i>
Upon approval	Coordinator notifies BAO, Registrar, PACS, and ITS; program index created	<i>Coordinator</i>
At least 8 weeks before departure	Student roster submitted to PACS for travel insurance binding	<i>Faculty Lead + Coordinator</i>
At least 4 weeks before departure	Mandatory pre-departure briefing held with all participants	<i>Faculty Lead</i>
Departure day	Faculty lead notifies Coordinator of safe departure	<i>Faculty Lead</i>
Upon arrival	Faculty lead notifies Coordinator of safe arrival at destination	<i>Faculty Lead</i>
Throughout program	Coordinator monitors State Dept. advisories; faculty lead maintains regular contact with OIT	<i>Both</i>
Post-trip	Faculty lead submits expense reports; Coordinator collects program evaluation data	<i>Faculty Lead + Coordinator</i>

✓ **Best Practice:** The single most common cause of student withdrawal from study abroad programs is insufficient time for financial planning. Advertising your program as soon as it is approved — ideally by early December for the following summer — gives students and families the maximum time to prepare. If approval comes later than December, coordinate with the Office of Global Engagement and Study Abroad to compress the recruitment timeline.

3. Designing a Strong Program

3.1 Academic Foundation

Every study abroad program at Oregon Tech must be grounded in clear academic purpose. The strongest proposals demonstrate a direct connection between the international experience and specific learning outcomes that students cannot achieve as effectively on campus. When designing your program, ask yourself:

- What will students learn that they cannot learn as well in a classroom?
- How does this experience connect to their degree requirements or general education goals?
- What are 3–5 specific, measurable learning outcomes?
- How will you assess whether students have achieved those outcomes?

✓ **Best Practice:** Faculty who have led the strongest programs at OIT and peer institutions consistently emphasize that the academic rationale — not the destination — is what earns institutional and student trust. A well-designed program in an unfamiliar country is more compelling than a loosely designed program in a popular destination.

3.2 Program Type

Oregon Tech recognizes several types of international programs. Knowing your program type helps us apply the right approval pathway and compliance requirements:

- Faculty-Led Study Abroad Course — you teach OIT curriculum abroad; students earn OIT credit
- Student Exchange Program — students study at a partner institution and transfer credits
- International Externship or Service Learning — community-based, clinical, or professional experience abroad (e.g., Dental Hygiene IEP)
- International Research Program — students participate in faculty-led research at an international site

3.3 Enrollment Planning

Setting realistic enrollment targets protects both students and the program's viability. Consider:

- Minimum viable enrollment — the number below which the program cannot run financially or logistically. Communicate this clearly to students at recruitment so they understand the program may be cancelled if numbers fall short.
- Maximum enrollment — the number your supervision ratio and logistics can accommodate safely.
- Waitlist policy — how will you handle excess interest?

■ **Important:** Students who commit to a program and then face cancellation due to low enrollment experience real financial harm — they may have already purchased equipment, arranged leave from work, or made other commitments. Set your minimum early and stick to it.

3.4 Partner Institutions and Organizations

If your program involves a partner institution, non-profit organization, or travel service provider, document the nature of that relationship carefully. The Global Education Committee will consider the strength and stability of your partnerships in their review. Key questions:

- Is there a formal MOU or agreement in place? If not, is one being developed?
- Who is your on-site contact, and what is their availability during the program? Have they confirmed the role in writing, and do you have their after-hours number and a backup contact?
- Has the partner worked with international student groups before?
- Can the partner provide documentation of their emergency protocols and insurance coverage?

✓ **Best Practice:** If you are working with a non-profit organization (such as Great Shape Inc. for Dental Hygiene programs), confirm early whether students will pay fees directly to the organization or through OIT's Cashier's Office. This affects financial aid eligibility and BAO's ability to manage the index. Coordinate with the Office of Global Engagement and Study Abroad and BAO before communicating any cost information to students.

3.5 Program Sustainability

The strongest study abroad programs at OIT and peer institutions are those designed to run year after year — not as one-off experiences but as recurring offerings that students can plan for and faculty can refine over time. When designing your program, consider:

- Is this program tied to a specific cohort, or can it welcome new students each year?
- Can the program scale up or down in enrollment without losing its academic quality?
- Is the partner institution or organization reliable and committed to a long-term relationship?
- Can the program eventually be marketed to students from multiple departments or majors?
- Are the costs structured in a way that remains affordable for students over multiple years?

✓ **Best Practice:** Programs that run repeatedly build stronger partner relationships, more confident faculty leads, and better student outcomes. When writing your application, describe your long-term vision for the program — not just the first year. The Global Education Committee views program sustainability as a positive indicator of institutional value.

4. Student Recruitment and Equity

Oregon Tech is committed to expanding access to global education for all students — including those from lower-income backgrounds, first-generation college students, and students from underrepresented groups. Study abroad programs that are designed and marketed inclusively serve OIT's mission more effectively and attract broader student interest.

4.1 Recruitment Best Practices

- Begin advertising as soon as the program is approved — ideally by early December for the following summer; if approval comes later, compress the timeline with the Office of Global Engagement and Study Abroad
- Reach beyond your own department — many students from other majors may be eligible and interested
- Hold information sessions in accessible formats — both in-person and online
- Partner with the Office of Global Engagement and Study Abroad, Financial Aid, and student organizations to amplify your outreach
- Use OIT's study abroad webpage and Give A Hoot Day fundraising campaign as recruitment tools
- Be explicit about costs — students and families need complete, accurate information early to plan financially

4.2 Financial Accessibility

Cost is the primary barrier to study abroad participation for OIT students. Faculty can reduce this barrier by:

- Researching and sharing scholarship opportunities — including NAFSA, Gilman, and OIT Foundation awards
- Exploring Give A Hoot Day and Oregon Tech Foundation fundraising for program scholarships
- Working with BAO to ensure student payment methods are financial-aid compatible

- Keeping program costs as low as possible without compromising quality or safety — particularly airfare, which is often the largest expense
- Being transparent about all costs upfront — including potential cost increases — so students can make informed decisions

■ **Important:** Do not advertise a program fee to students until the payment method has been confirmed with BAO and the Office of Global Engagement and Study Abroad. Cost changes after students commit create serious ethical and financial problems and may result in student withdrawal.

5. Health, Safety, and Risk Management

The health and safety of your students is your most important responsibility as a faculty program lead. OIT takes a proactive approach to international risk management — we work with you to anticipate and plan for risks before departure, not after something goes wrong.

5.1 Destination Risk Assessment

Before proposing a program, check the U.S. Department of State travel advisory level for your destination at travel.state.gov. OIT's policy is:

- Level 1 (Exercise Normal Precautions) — standard approval process applies
- Level 2 (Exercise Increased Caution) — enhanced pre-departure briefing required
- Level 3 (Reconsider Travel) — written risk mitigation plan required; additional Provost review
- Level 4 (Do Not Travel) — OIT will not approve programs to these destinations

✓ **Best Practice:** Advisory levels can change without warning. Monitor your destination's advisory level throughout the planning period and during the program itself. If a Level 3 or 4 advisory is issued after your program is approved, contact the Office of Global Engagement and Study Abroad immediately.

5.2 Travel Insurance

All participants in OIT-sponsored international programs — including faculty leads, co-leads, and support staff — must be enrolled in OIT's institutional travel insurance through Gallagher, coordinated by the PACS Procurement and Risk Officer. This insurance covers:

- Emergency medical treatment and hospitalization abroad
- Emergency evacuation and repatriation
- Trip interruption and cancellation
- 24/7 travel assistance services

To enroll participants, submit a complete roster (names, travel dates, passport numbers, emergency contacts) to the Office of Global Engagement and Study Abroad at least 8 weeks before departure. The Coordinator will forward this to PACS for insurance binding.

■ **Important:** No participant may depart on an OIT-sponsored program without confirmed travel insurance enrollment. Do not wait until the last minute — the insurance binding process requires time to complete properly.

5.3 Student Health Preparation

Advise students to take the following steps well before departure:

- Schedule a pre-travel health consultation at least 6 weeks before departure for destination-specific vaccination advice
- Check CDC destination health advisories at [cdc.gov/travel](https://www.cdc.gov/travel)
- Pack sufficient prescription medications for the full program duration plus a 3-day emergency supply, in carry-on luggage
- Research local medical facilities and pharmacies at the destination
- Carry copies of all critical documents — passport, insurance card, visa, medication list, emergency contacts

5.4 Technology Preparation

International travel can disrupt students' access to OIT systems. Before departure, ensure students:

- Visit OIT's ITS office to arrange MFA (multi-factor authentication) override for international travel — OIT email may not be accessible once students have an international SIM card without this override
- Download and test any required course tools (e.g., Respondus LockDown Browser) before leaving
- Know how to contact their instructors for any courses continuing remotely during the program

✓ **Best Practice:** Contact OIT ITS at least 2 weeks before departure to arrange MFA support. This step is easy to overlook but can cause significant problems for students once they are abroad.

5.5 Emergency Response

As the faculty lead, you are the first point of contact in an emergency. Know these steps before you leave:

1. Ensure immediate safety. Call local emergency services (the local equivalent of 911) if needed.
2. Contact the Gallagher travel insurance 24/7 assistance line for medical emergencies.
3. Notify the OIT Office of Global Engagement and Study Abroad immediately: global.engagement@oit.edu / 541-851-5941.
4. Contact the nearest U.S. Embassy or Consulate if needed. Full contact information is available at travel.state.gov.
5. Document all actions taken — dates, times, decisions, and contacts.

Ensure all students are enrolled in the U.S. State Department's Smart Traveler Enrollment Program (STEP) at step.state.gov before departure. STEP provides automatic safety alerts from the nearest U.S. Embassy and helps the U.S. government locate Americans in an emergency.

5.6 Written Crisis Management Plan

Before departure, faculty leads are expected to prepare and submit a brief written crisis management plan to the Office of Global Engagement and Study Abroad. One to two pages is sufficient. It should address:

- The chain of communication if an emergency occurs — student to faculty lead to OIT Coordinator to PACS to Provost's Office
- Who takes responsibility for the group if the faculty lead becomes unavailable
- The protocol for a student who needs to return home early — academically, financially, and logistically
- How you will account for all students during an emergency or evacuation
- Local emergency services contact information for your destination
- Nearest U.S. Embassy or Consulate address and phone number

■ **Important:** Liability coverage through OIT's institutional insurance is contingent on programs being properly registered and documented with the Office of Global Engagement and Study Abroad before departure. Submit your crisis management plan and participant roster to our office at least 4 weeks before departure to ensure coverage is in effect.

✓ **Best Practice:** Your crisis management plan does not need to be a formal document. A clear one-page outline shared with your co-lead and submitted to the Office of Global Engagement and Study Abroad is sufficient. The act of writing it forces you to think through scenarios you hope will never happen — and that preparation makes a real difference if something does go wrong.

6. Financial Planning and Student Payments

Financial planning is one of the most complex aspects of running a study abroad program. OIT has established clear processes to protect both students and the institution. Following these processes from the start will save significant time and prevent problems later.

6.1 Student Payment Methods

OIT currently uses a student deposit method for most study abroad programs, coordinated through the Cashier's Office. This method is preferred by BAO because it reduces risk for students and the institution. The process is:

1. The Office of Global Engagement and Study Abroad coordinates with BAO to create a program-specific index.
2. Students deposit their program fees at the Cashier's Office (Klamath Falls) or at their campus cashier.
3. Funds are collected and held in the program index until payments to partners or vendors are required.
4. Wire transfers or payments to partner institutions are processed through BAO's AP process using an invoice from the partner.

■ **Important:** Course fees are not used as a payment method for study abroad programs. BAO has confirmed the student deposit model applies, after course fees were rejected in prior years due to financial aid and billing complications. Always confirm the payment setup with BAO and the Office of Global Engagement and Study Abroad before advertising costs to students.

6.2 Airfare

Airfare is typically the largest expense in a study abroad program and requires careful early planning. Key guidance:

- Research airfare early — group rates and seat availability are much better 6–12 months before departure
- Use airline group booking contacts (most major airlines have dedicated group desks) to hold seats and negotiate rates before deposits are required
- Check with the Office of Global Engagement and Study Abroad and BAO before booking — OIT has travel booking policies that must be followed
- A P-Card may be used for airfare deposits in some cases — confirm with the Coordinator before calling the airline
- If traveling with a university travel card, request U.S. Bank Access Online before departure so transactions and available balances can be monitored abroad. Submit a Procurement Card Request ticket, choose "Questions - Allowable Purchases and Other," ask for Access Online access, and include the last four digits of the card
- Do not use the university corporate travel agency if it will significantly increase student costs — discuss alternatives with the Coordinator

✓ **Best Practice:** If you have established airline group contacts from previous programs, bring that information to your early meeting with the Office of Global Engagement and Study Abroad. These contacts can save students hundreds of dollars compared to standard booking methods and are a genuine asset to the program.

6.3 In-Country Expense Planning

Faculty leads often encounter incidental expenses during programs not covered by the main program fee. Planning for these in advance prevents awkward situations abroad:

- Discuss with BAO and the Office of Global Engagement and Study Abroad how in-country incidental expenses will be handled before departure
- If using a P-Card for in-country expenses, confirm your single-purchase and monthly limits are sufficient before traveling
- Have a plan for currency exchange — research the best options at your destination (airport rates are typically the worst)
- Understand per diem rates for your destination using GSA rates at gsa.gov/travel/plan-book/per-diem-rates — these apply to meals and incidentals not covered by the program
- Keep all receipts for any program-related expenses paid out of pocket — you will need these for reimbursement
- If a partner or service provider will be paid in-country, confirm the payment method and timeline in writing before departure — wire transfers cannot be initiated on short notice

✓ **Best Practice:** The most common financial headaches for faculty leads happen when in-country payment plans are not discussed in advance. A 30-minute conversation with BAO and the Office of Global Engagement and Study Abroad before departure can prevent most of these issues.

6.4 Budget Transparency

Students and their families make significant financial commitments based on the costs you advertise. Budget transparency is both an ethical obligation and a practical necessity:

- Provide a complete, itemized budget in your application — airfare, housing, meals, insurance, excursions, visa fees, and any other costs
- Include a cost contingency plan — what happens if costs increase after students commit?
- Do not increase advertised costs after students have committed without a clear process for handling the difference
- Financial aid eligibility may depend on how costs are structured — coordinate with Financial Aid (Director of Financial Aid) if students plan to use aid for program fees

7. Faculty Responsibilities During the Program

Leading students in an international environment carries significant responsibility. The guidance below reflects best practices from experienced OIT faculty and peer institutions.

7.1 Supervision and Coverage

You are responsible for the supervision and safety of all students in your program throughout the program dates, including travel days and non-instructional time. Key responsibilities:

- Maintain a clear faculty-to-student supervision ratio appropriate to the program — for programs with 10 or more students, a co-lead or backup supervisor is strongly recommended
- Establish a clear plan for what happens if you become ill or unavailable — who will take responsibility for the group, and how will OIT be notified?
- Know where all students are at all times during mandatory program activities
- Establish check-in protocols for free time periods so you know students are safe

7.2 Student Conduct

OIT's Student Code of Conduct applies to all students throughout the program, regardless of location. As the faculty lead, you are responsible for:

- Briefing students on conduct expectations before departure — including behavior during travel, free time, and any program-related social activities
- Explaining that conduct violations abroad may result in removal from the program, academic consequences, or disciplinary action
- Addressing any conduct issues promptly and documenting actions taken
- Notifying the Office of Global Engagement and Study Abroad if a conduct issue arises that may require institutional involvement

✓ **Best Practice:** Set clear behavioral expectations in writing before departure — in the syllabus, a program handbook, or a participation agreement. Faculty who have the most positive program experiences consistently report that clear expectations established before departure prevent most conduct issues from arising at all.

7.3 Communication with OIT

Maintain regular communication with the Office of Global Engagement and Study Abroad throughout the program:

- Notify the Coordinator upon safe arrival at your destination
- Check in at agreed intervals during the program
- Report any health, safety, or security incidents immediately
- Notify the Coordinator immediately if a student needs to return home early
- Share any changes in group size, location, or itinerary that may affect insurance or safety planning

7.4 Institutional Representation

You and your students represent Oregon Tech in an international context. Prepare students to be respectful, culturally aware ambassadors of the institution:

- Include cultural competency preparation in your pre-departure briefing
- Set expectations for professional behavior, dress, and social media use during the program
- Model the cross-cultural respect and curiosity you want students to develop

8. After the Program

Your responsibilities don't end when the program concludes. The post-program period is important for financial reconciliation, student support, and institutional learning.

8.1 Expense Reporting

Submit all expense reports and receipts to the Office of Global Engagement and Study Abroad promptly after returning. Key points:

- All receipts must be submitted for P-Card reconciliation
- Any costs that differed from the approved budget should be documented and explained
- Coordinate with the Coordinator and BAO on any remaining student deposit balances or refunds

8.2 Student Academic Continuity

For students returning early or experiencing academic disruption during the program:

- Work with the Registrar and relevant faculty to ensure credit transfer or course completion is handled appropriately
- Connect students who experienced difficulties with academic advising and student support services

8.3 Program Evaluation

Your feedback helps OIT improve study abroad programs for future faculty and students. After the program, the Office of Global Engagement and Study Abroad will ask you to:

- Complete a brief program evaluation report
- Share student feedback and program outcomes data
- Note any process improvements for future planning cycles

✓ **Best Practice:** Faculty who document their program outcomes — student learning data, participation numbers, partnership development — have a much stronger case for continued institutional support and future program approval.

Part 2 — Supporting Templates & Checklists

Template 1: Faculty Lead Pre-Departure Checklist

☐	Stage 2 Program Planning and Approval Form submitted and Provost approval received
☐	Revised International Travel Request Form submitted to the Office of Global Engagement and Study Abroad
☐	Complete participant roster submitted to PACS for travel insurance binding (at least 8 weeks before departure)
☐	Travel insurance confirmation received and distributed to all participants
☐	All participants enrolled in U.S. State Dept. STEP program (step.state.gov)
☐	All participants have valid passports (valid for at least 6 months beyond return date)
☐	All participants have obtained required visas and entry documents
☐	ITS notified for MFA/authentication support — all students have visited ITS office
☐	All participants have received and reviewed emergency contact card
☐	Mandatory pre-departure briefing held with all participants
☐	Student Program Participation Agreements signed and collected
☐	BAO confirmed program index is set up and ready to receive student payments
☐	Airfare and housing confirmed and booked
☐	On-site contact at destination confirmed and contact details shared with OIT
☐	Faculty coverage and supervision plan confirmed — backup supervisor identified if applicable
☐	All participants briefed on OIT Student Code of Conduct expectations
☐	CDC and State Dept. advisories checked for destination within 2 weeks of departure

- ☐ Coordinator notified of departure date and expected safe arrival time

Template 2: Emergency Contact Card

Print and distribute to all participants before departure. Students should carry this card at all times.

OREGON TECH — EMERGENCY CONTACT CARD
Program:
Destination Country:
Program Dates:
Faculty Lead Name:
Faculty Lead Cell (abroad):
OIT Office of Global Engagement: global.engagement@oit.edu 541-851-5941
Travel Insurance (Gallagher) 24/7: +1-312-935-9242
U.S. State Dept. Emergency Line: +1 (202) 501-4444
Nearest U.S. Embassy / Consulate:
Local Emergency Services:
Student Name:
Student Emergency Contact:

Template 3: Student Program Participation Agreement

Adapt this template for your specific program. Have all students sign before departure.

OREGON INSTITUTE OF TECHNOLOGY Study Abroad Program Participation Agreement <i>[Program Name] [Destination] [Dates]</i> By signing this agreement, I acknowledge and agree to the following: 1. I have read and understood all program information provided by the faculty lead and the Office of Global Engagement and Study Abroad. 2. I understand the total estimated program cost of \$[AMOUNT] and the payment schedule as communicated by the faculty lead. I understand that this cost may be subject to change due to currency fluctuations or unforeseen circumstances, and that a cost contingency plan has been described to me. 3. I understand that the program requires a minimum enrollment of [NUMBER] students to run, and that the program may be cancelled if this threshold is not met. I acknowledge that I have been informed of the refund policy in the event of cancellation. 4. I agree to comply with Oregon Tech's Student Code of Conduct throughout the program, including during travel days, free time, and any program-related activities. I understand that violations may result in removal from the program at my own expense. 5. I understand that I am responsible for obtaining all required travel documents — including a valid passport, required visas, and any health documentation — by the deadlines communicated by the faculty lead. 6. I have enrolled in the U.S. Department of State's STEP program at step.state.gov. 7. I understand that I am required to attend all mandatory pre-departure briefings and to follow all health, safety, and emergency protocols communicated by the faculty lead.
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8. I understand that Oregon Tech's institutional travel insurance through Gallagher will be provided for the duration of the program, and I will carry my insurance card and the 24/7 assistance number at all times while abroad.
9. I consent to Oregon Tech sharing my emergency contact information with relevant institutional contacts and, in the event of a medical emergency, with local medical providers.

Student Name (print): _____ Student ID: _____

Student Signature: _____ Date: _____

Faculty Lead Signature: _____ Date: _____

Template 4: Budget Planning Guidance

Use the table below as a starting point for building your program budget. Attach a completed version of this worksheet to your Stage 2 Program Planning and Approval Form.

Budget Category	Included? (Y/N)	Estimated Cost (per student)	Notes / Assumptions
Airfare (round trip)			
Airport transfers			
Housing (per night × nights)			
Meals (covered by program)			
Meals (student responsibility)			
Ground transportation			
Excursions / cultural activities			
Partner organization / registration fee			
Travel insurance (Gallagher)			
Visa / entry fees			
Required vaccinations / health prep			
Program materials / supplies			
Contingency reserve (recommend 10%)			
Other (specify)			
TOTAL ESTIMATED COST PER STUDENT			

Budget planning notes:

- Base your airfare estimate on current group rates — check with airline group desks, not consumer booking sites
- Include a contingency reserve of at least 10% to cover currency fluctuations and unforeseen costs
- Confirm with BAO and the Office of Global Engagement and Study Abroad which costs are covered by the program fee and which are the student's individual responsibility
- If financial aid will be used, confirm eligibility of each cost category with the Director of Financial Aid

Key Contacts at OIT

Office / Role	Contact	For Questions About
Coordinator, Office of Global Engagement and Study Abroad	global.engagement@oit.edu 541-851-5941 Boivin 112E	All study abroad coordination, forms, approvals, travel insurance, partnerships
BAO / Business Affairs Office — Victoria Seward	victoria.seward@oit.edu	Travel authorization, wire transfers, AP process, FENXT/Banner
Cashier's Office — Karissa Sultan	karissa.sultan@oit.edu 541-885-1240	Student deposit collection, payment receipt, activity codes
PACS / Procurement and Risk Officer	leticia.hill@oit.edu 541-885-1133	Travel insurance binding, risk management, Gallagher
Director of Financial Aid — Tracey Lehman	tracey.lehman@oit.edu 541-885-1291	Financial aid eligibility for program costs
ITS Help Desk	its@oit.edu	MFA override for international travel, technology support
Portland Metro DSO — Josie Hudspeth	josie.hudspeth@oit.edu	SEVIS/DSO questions, international student compliance

This guide will be updated annually. For the most current version, contact the Office of Global Engagement and Study Abroad or visit OIT's Global Engagement webpage. Effective: Starting Summer 2027.