

# global education

## INTERNATIONAL AND DOMESTIC TRAVEL HANDBOOK



**MID-STATE**  
TECHNICAL COLLEGE

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*Revised May 26, 2021*

# GLOBAL EDUCATION AT MID-STATE

## GLOBAL EDUCATION MISSION

To support Mid-State's mission of transforming lives through educational travel and cultural experiences that prepare participants to excel in an increasingly connected, worldwide community.

## HANDBOOK PURPOSE

The purpose of this handbook is to provide those interested in participating in Mid-State's Global Education travel programs with information to assist with planning and traveling. It will accompany more specific trip information that will be addressed during trip registration as well as during attendance at trip-specific class meetings. This handbook is for informational purposes, and does not create any type of contract, guaranteed rights, or obligations.

## EQUAL OPPORTUNITY, HARASSMENT, AND AFFIRMATIVE ACTION

Mid-State Technical College is committed to complying with state and federal equal opportunity laws and regulations and does not discriminate in its services, employment programs, and/or its educational programs and activities. Discrimination and harassment by supervisors, co-workers, students, non-employees on the basis of race, sex, national origin, sexual orientation, age, religion, disability, or other protected class is prohibited by the College. This policy is intended to comply with all applicable state and federal laws, as well as express the College's commitment to the principles of equal opportunity for all.

## DISABILITY ACCOMMODATION

It is the policy of Mid-State to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Individuals with disabilities are provided with reasonable and effective accommodations, when requested, to afford equal access to educational opportunity at Mid-State. Services are provided to prospective and enrolled students who are otherwise qualified with or without accommodations for admission and participation in postsecondary education.

## CONTACT US

Have questions? Need more information? Please contact the Global Education representative for help!

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# TRIP AND CLASS REGISTRATION

With the exception of the short-term exchange to Germany, each Global Education trip requires a trip registration and payment that is separate and in addition to a required class registration and payment.

## TRIP REGISTRATION AND PAYMENT

Trip registration and payment are made by appointment with the trip leader. Requirements include:

- All participants must be at least 18 years of age.
- Trips are open to existing students as well non-students who enroll as a Mid-State student and register for the required, coinciding class.
- All trip payments *must be made in full* at the time of registration. No deposit or payment system is used. For this reason, you are encouraged to plan ahead and register as soon as possible after the trip registration period begins.
- Trip registration *is on a first-come, first-served basis*. Space cannot be held without payment.
- For the safety and enjoyment of all participants, as well as to provide for the most effective learning environment, each trip has a maximum number of permitted registrations that varies by destination. See trip-specific terms and conditions for further details.
- The price of the trip, as well as what is and is not included in this price, varies by trip. See trip-specific terms and conditions for further details.
- Unless a trip is a requirement for graduation, additional financial aid is not available to cover the trip cost. However, many students use excess financial aid to assist with this payment.

## CLASS REGISTRATION AND PAYMENT

Trip registration and payment are made by appointment with the trip leader. Requirements include:

- All participants are required to enroll in the academic class established to coincide with each trip. See trip-specific terms and conditions for further details.
- Classes used for Global Education may or may not apply towards individual graduation requirements. Please speak with your advisor to confirm how the class impacts you.
- Unless a class is a requirement for graduation or would be used toward an elective requirement, additional financial aid is not available to cover the class tuition and fees. However, many students use excess financial aid to assist with this payment. Please speak with financial aid if you have any questions.
- A trip leader will manually register each student for the class at the time of trip registration. It is not possible to register for the required class prior to trip registration. A spot in the class is guaranteed for all participants.
- Class payment is made as follows:
  - **Existing Student:** Tuition and fees will be due as part of your tuition payment in the semester in which the class takes place.
  - **New Student:** Tuition and fees will be due immediately upon registration.

# INTERNATIONAL TRAVEL

The information that follows is not intended to be all encompassing, but is provided to help you focus on some of the main considerations to best plan and prepare for your experience. More specific information will be provided during your trip-specific class and/or orientation.

## PREPARING TO LEAVE

- Review this travel handbook and ask any questions that you may have.
- Complete, sign, and submit all required forms and documentation.
- Make sure you have a valid passport displaying your legal name as it will be on your airline tickets and while traveling:
  - **If you do not currently have a passport**, application instructions and current pricing can be found at <https://travel.state.gov/content/travel/en/passports.html> *Be sure to allow at LEAST 8 weeks and perhaps more for errors, omissions or processing delays.*
  - **If you have a passport, but it is expired or will expire within 6 months of your trip's return date to the United States**, you must renew it. Renewal instructions and current pricing can be found at the link above.
- While a passport is an absolute requirement, having a valid driver's license or state-issued ID is also recommended. You will be unable to travel with this alone, however.
- It is recommended that you individually enroll in the U.S. State Department's Smart Traveler Enrollment Program (STEP) found at <https://step.state.gov/step/> This informs the State Department of your travel plans in the event of an emergency while abroad.

## PACKING

- Once your flight information is established, check with the airline you are traveling with regarding their specific limitations on luggage (weight, size, number of pieces) as these are set by the individual airlines.
- Mid-State will establish a luggage policy for each trip which will inform you of the amount of luggage that is included in your trip price. Any luggage brought in excess of this amount will incur additional expenses that will be the responsibility of each traveler.
- Many destinations and itineraries require that you pack light and carry limited luggage. Packing details and a suggested checklist will be provided during the trip-specific class and/or orientation.

## SAFETY AND EMERGENCIES

- Prior to travel departure, it is vital that you familiarize yourself with the local emergency contact information of your destination.
- In the event of an emergency, seek immediate assistance by contacting the primary emergency number of the country you are located in (e.g., 9-1-1) and notify a Mid-State trip leader as soon as possible.
- Keep contact numbers for your ATM cards and credit cards with you and in a safe place if needed due to loss or theft.
- Always be aware of your surroundings, keep a low profile, and avoid unnecessary attention. This is the easiest and most effective way to avoid becoming a victim of crime while traveling.

- It is expected that all students and staff stay together during the group portions of the itinerary. When free time is available, it is strongly recommended that you travel with at least one other person.
- It is recommended that you leave jewelry and other valuables at home. Mid-State is not liable for personal property that is lost, stolen or damaged while traveling.
- If carrying valuables, it is suggested that you place them in secure locations within your clothing or in closable bags that are close to your body.
- In the event of any crisis considered by the Mid-State trip leader to be a threat to your welfare, you will be expected to follow the specific instructions they provide.
- Further site-specific information and suggestions will be provided during the trip-specific class and/or orientation.

## **HEALTH AND TRAVEL INSURANCE**

### ***Healthcare and Medical Concerns***

- You are responsible for your own medical care, all costs related to your own medical care, and for fulfilling all insurance claim requirements.
- If you currently have health insurance, you should verify that your coverage extends to your travel destination and understand any limitations that may exist.
- Some insurance policies are not valid when traveling. You should check any special claims procedures and remember to take documentation of your policy with you. In many cases, should you need medical care, treatment fees must be first paid by the patient and then be reimbursed by the responsible insurance company. For this reason, you should obtain detailed receipts which can be submitted for reimbursement.
- If you have an existing medical condition, it is advisable that you bring a copy of any prescriptions you are using to verify the drug's purpose and to assist with replacement.
- Plan for the amount of medication you will need while traveling, adding extra for any possible delays. All medications should be in their original labeled container and kept safe at all times. They should never be transported in checked luggage.
- Some destinations may suggest or require that you obtain vaccinations, immunizations, or medicines prior to entering your destination. These are the responsibility of each individual to obtain. For specific region and country information refer to <https://wwwnc.cdc.gov/travel/destinations/list>.
- Certain countries outside of the United States have implemented medical information privacy laws that in some circumstances operate similarly to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). To the extent you would like certain individuals to be able to have access to your medical information should medical treatment be necessary while you are abroad, you are encouraged to familiarize yourself with local privacy laws and, if necessary, take steps to carry appropriate documents describing your consent and/or intent.

### ***Travel Insurance***

- Travel insurance will be purchased on your behalf. However, be aware that while you will have this coverage, it is not directly provided by Mid-State (i.e., Mid-State is not insuring you) and it is

secondary in claims payment to any existing medical insurance you already have. Additionally, the claim amount limitations may be significantly less than a traditional medical plan.

- In addition to secondary medical coverage, your travel insurance provides coverage for specific, non-medical occurrences related to travel which may include limited reimbursement of non-refundable expenses due to an inability to travel, expenses incurred due to loss of luggage and personal property, and accidental injury or death while traveling.
- Travelers should take documentation of their travel insurance policy with them.
- Making insurance claims is the responsibility of each traveler. Mid-State is unable to represent travelers in the claim process.

## **FINANCES**

You should anticipate and plan for additional expenses that are not included in your trip fees. These are your responsibility and may include: passport and visa fees, required vaccinations, meals, excess baggage fees, and discretionary personal expenses (e.g., souvenirs, entertainment, etc.).

### ***Currency and Exchange***

- It is each traveler's responsibility to exchange currency prior to and/or during the trip.
- Current information on currency and exchange rates can be found at <https://www.xe.com/currencyconverter/>.
- If you plan to exchange money prior to departure, it is important to contact your bank well in advance regarding fees and the timeline necessary for processing.
- Please be aware that exchanging money at the airport may result in poor exchange rates.

### ***Accessing Cash with an ATM or Debit Card***

- ATMs are the recommended way of accessing cash as they often have the best exchange rates and keep unneeded cash safe.
- All travelers should alert their financial institutions and credit card companies of their travel plans to avoid having holds placed on accounts for suspected fraudulent activity.
- Not all ATM or debit cards work outside of the United States. It is expected that you confirm if your cards will work by contacting your financial institutions.
- A savings account may not be accessible via the international ATM network. Therefore, it is suggested that you transfer enough money into your checking account.
- It is suggested to not rely solely on ATM machines during travel, as they may not always accept your card, your card may become damaged, or the machine may not discharge your card. Please consider bringing an alternate means for accessing cash (e.g., an additional card).

### ***Exchanging & Accessing Money with Cash***

- Carrying large amounts of cash is not recommended.
- If exchanging cash is necessary, it is recommended that you use crisp, clean banknotes. Those that are ripped, written upon, or otherwise damaged and worn may be rejected for exchange.

### ***Credit and Debit Cards***

- It is recommended that you bring a credit/debit card as an alternate form of accessing money

for needed expenses. Visa or MasterCard are the most widely accepted during international travel.

- American Express and Discover Card are not recommended. Pre-paid cards are an option, but it can be difficult to manage the balance and they often incur higher fees.

### ***Home Banking Fees***

It is advised that you understand the fees your bank will charge you when using your ATM, debit, or creditcards while traveling. This can help you to avoid any expensive surprises when you return home.

## **LEGALITIES**

The laws of your destination may vary greatly from the laws you are used to in the United States. It is your responsibility to be aware of the laws at your destination and understand that you are expected to abide by those laws. Other than assisting with connecting U.S. citizens with English-speaking legal counsel at the traveler's expense, there is very little the embassy staff can do should you find yourself in legal problems.

### ***Customs & Import Duties***

- Countries impose duties (import taxes) on items purchased abroad which exceed a certain value or are restricted in quantity permitted (e.g., tobacco and alcohol). In some cases, items are considered illegal to be brought into other countries. Items that you bring with you into the host country will be subject to these limitations.
- You may be given a customs declaration form during your flight (or upon arrival) on which you will state your compliance with customs law and voluntarily declare any items that exceed customs limits. You are expected to complete this form fully and accurately.
- Note that duty-free stores are found in most international airports and on-board international flights. Such stores allow you to purchase certain items without paying a country's consumer tax. However, these items are still subject to customs limits and applicable import duties.
- If you are denied entrance into a destination or your travel is impacted in any way due to medication or materials you have, your trip leader should be notified immediately. Please be aware that immigration approval occurs on a traveler-by-traveler basis. It is highly unlikely that a trip leader could influence an immigration decision.

### ***Medication & Prescription Drugs***

- Laws governing prescription drugs vary by location. The import, purchase, sale, or use of illegal drugs is a criminal violation and are prohibited.
- If you use a prescription drug, you should bring along copies of prescriptions and the medications in the original container.
- Find out whether your prescriptions are considered illegal narcotics in the country you're visiting.
- While a doctor's letter explaining the purpose of the drug may help, some prescriptions may not be allowed into the country. For this reason, it's very important that you understand how the drug laws of a particular country may impact your ability to travel there.



## DOMESTIC TRAVEL

The information that follows is not intended to be all encompassing, but is provided to help you focus on some of the main considerations to best plan and prepare for your experience. More specific information will be provided during your trip-specific class and/or orientation.

### PREPARING TO LEAVE

- Review this travel handbook and ask any questions that you may have.
- Complete, sign, and submit all required forms and documentation.
- Make sure you have a valid driver's license or state-issued ID displaying your legal name as it will be on your airline tickets and while traveling:
  - **Be sure your ID's expiration date is valid for several days beyond your return flight.**
  - **For all travel occurring May 3, 2023 or later, be sure your ID is REAL ID compliant.** More information can be found at <https://www.dhs.gov/real-id> and specifically for Wisconsin at <https://wisconsin.gov/Pages/dmv/license-drivers/how-to-apply/realid.aspx>

### PACKING

- Once your flight information is established, check with the airline you are traveling with regarding their specific limitations on luggage (weight, size, number of pieces) as these are set by the individual airlines.
- Mid-State will establish a luggage policy for each trip which will inform you of the amount of luggage that is included in your trip price. Any luggage brought in excess of this amount will incur additional expenses that will be the responsibility of each traveler.
- Many destinations and itineraries require that you pack light and carry limited luggage. Packing details and a suggested checklist will be provided during the trip-specific class and/or orientation.

### SAFETY AND EMERGENCIES

- In the event of an emergency, seek immediate assistance by dialing 9-1-1 and notifying a Mid-State trip leader as soon as possible.
- Keep contact numbers for your ATM cards and credit cards with you and in a safe place if needed due to loss or theft.
- Always be aware of your surroundings, keep a low profile, and avoid unnecessary attention. This is the easiest and most effective way to avoid becoming a victim of crime while traveling.
- It is expected that all students and staff stay together during the group portions of the itinerary. When free time is available, it is strongly recommended that you travel with at least one other person.
- Keep your ID securely and conveniently located whenever you travel.
- It is recommended that you leave jewelry and other valuables at home. Mid-State is not liable for personal property that is lost, stolen or damaged while traveling.
- If carrying valuables, it is suggested that you place them in secure locations within your clothing or in closable bags that are close to your body.
- In the event of any crisis considered by the Mid-State trip leader to be a threat to your welfare, you will be expected to follow the specific instructions they provide.

- Further site-specific information and suggestions will be provided during the trip-specific class and/or orientation.

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- If you currently have health insurance, you should verify that your coverage extends to your travel destination and understand any limitations that may exist.
- Some insurance policies are not valid when traveling. You should check any special claims procedures and remember to take documentation of your policy with you. In many cases, should you need medical care, treatment fees must be first paid by the patient and then be reimbursed by the responsible insurance company. For this reason, you should obtain detailed receipts which can be submitted for reimbursement.
- If you have an existing medical condition, it is advisable that you bring a copy of any prescriptions you are using to verify the drug's purpose and to assist with replacement.
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- In addition to secondary medical coverage, your travel insurance provides coverage for specific, non-medical occurrences related to travel which may include limited reimbursement of non-refundable expenses due to an inability to travel, expenses incurred due to loss of luggage and personal property, and accidental injury or death while traveling.
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## **FINANCES**

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### ***Accessing Cash with an ATM or Debit Card***

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- ATMs are the recommended way of accessing cash as they keep unneeded cash safe.
- All travelers should alert their financial institutions and credit card companies of their travel

plans to avoid having holds placed on accounts for suspected fraudulent activity.

- It is advised that you understand the fees your bank will charge you when using your ATM, debit, or credit cards while traveling. This can help you to avoid any expensive surprises when you return home.
- Be sure that your ATM or debit card will work on all machines. It is expected that you confirm if your cards will work by contacting your financial institutions.
- It is suggested to not rely solely on ATM machines during travel, as they may not always accept your card, your card may become damaged, or the machine may not discharge your card. Please consider bringing an alternate means for accessing cash (e.g., an additional card).

### ***Credit and Debit Cards***

- It is recommended that you bring a credit/debit card as an alternate form of accessing money for needed expenses.
- Pre-paid cards are an option, but it can be difficult to manage the balance and they often incur higher fees.