As a part of its mission, Luther College is committed to providing opportunities for students, faculty, and staff to engage in international travel. Individuals who travel abroad are encouraged to plan well in advance of any trip so that sufficient time is available to research the destination, prepare for any risk and security issues in country, acquire appropriate visas and other travel documents, and obtain recommended immunizations. Travel anywhere in the world involves some level of risk; appropriate advanced planning is an important component in helping to manage this risk.

Scope

This policy establishes the requirements students, faculty, and staff must meet before and during any college-related international travel. This policy applies to travel anywhere outside the United States and pays particular attention to travel to Travel Warning Countries (defined below). This policy does not apply to personal travel undertaken by students, faculty, and staff outside the United States.

Definitions

Faculty and Staff mean all full- and part-time employees of Luther, including individuals on short-term contracts and appointments.

Student means any person who is officially enrolled at Luther sometime during the calendar year in which the period of college-related travel occurs, whether or not credit is being awarded for the specific international experience. Student also refers to an individual who has been admitted for studies to Luther and participates in Luther-sponsored international travel immediately prior to his/her period of enrollment. It also applies to a recent graduate engaging in Luther-sponsored international travel immediately after his/her graduation from Luther.

International Travel means travel organized and/or supported by Luther for the purposes including but not limited to study, research, teaching, scholarship, internship, service, conference attendance, administrative enrichment, student group travel, or any other purpose, irrespective of duration and/or whether or not academic credit is being awarded.

Travel Warning Countries refer to those countries and regions within countries currently on the U.S. State Department Travel Warning list. Countries or regions within countries placed on the U.S. State Department Travel Warning list fall into one of two levels of severity, defined at Luther as Very High Threat Destinations and High Threat Destinations.

Very High Threat Destinations include locations for which:
1. the U.S. State Department has issued a travel warning that orders the departure of U.S. State Department dependents and non-emergency personnel;
2. the U.S. State Department has recommended that U.S. citizens depart the country;
3. the U.S. State Department has advised U.S. citizens against all travel to the country;
4. the U.S. State Department has recommended that U.S. citizens defer non-essential travel to the country; or
5. the country or region within the country is rated as 5 (very high threat) by the iJet Travel Intelligence overall threat rating.

High Threat Destinations include locations for which:
1. the U.S. State Department has warned U.S. citizens of the risks or danger (or potential risks or danger) of travel to the country or regions within the country;
2. the U.S. State Department has urged U.S. citizens to evaluate carefully their security and safety before traveling to the country or regions within the country;
3. the U.S. State Department has cautioned U.S. citizens to take prudent security measures within the country or regions within the country;
4. the U.S. State Department has urged or warned U.S. citizens to weigh the necessity of travel to the country or regions within the country; or
5. the country or region within the country is rated as 4 (high threat) by the iJet Travel Intelligence overall threat rating.

Ordinary Threat Destinations are defined as countries currently not on the State Department Travel Warning list. These countries are also generally rated as 1 (minimum threat), 2 (low threat), or 3 (moderate threat) on the iJet Travel Intelligence overall threat rating.
Procedures

1. Students, faculty, or staff traveling to an Ordinary Threat Destination simply need to receive approval though the appropriate department or office and register their international travel through Luther’s online International Travel Registration system, https://studyaway.luther.edu/ (and select Travel Registry from the list of options). International Travel Registration provides Luther with the necessary information to locate travelers in the event of a crisis or emergency. Approval is granted by the following departments/offices:
   • Students: Center for Global Learning;
   • Faculty: Dean’s Office;
   • Staff: V.P. responsible for department or office.

2. As part of the International Travel Registration process identified in number 1 above, individuals must complete an "Assumption of Risk and Waiver of Liability" Agreement. Students who are under 18 years of age must obtain a parent/guardian signature.

3. In addition, students traveling to an Ordinary Threat Destination will need to complete and submit the relevant forms and documents as instructed by the Center for Global Learning for the specific program. This includes obtaining international health insurance as directed by the Center for Global Learning.

4. Students, faculty, or staff requesting approval to travel to a Very High Threat or High Threat Destination must receive advanced approval from the International Studies Board (serving as the college’s international travel review committee) and the Director of the Center for Global Learning (in consultation with the Vice President and Dean of the College, insurance personnel, and others).

5. Individuals seeking approval for travel to a Very High Threat or High Threat Destination must set up a meeting with the Director of the Center for Global Learning who will outline the approval process. This may include having to submit a written description, for review by the International Studies Board, that includes: a) goals, objectives, and justifications for the proposed travel; b) alternatives considered to the proposed destination and why these alternatives will not meet the goals and objectives; c) personal experience that demonstrates the level of maturity and judgment needed to travel to a potentially dangerous location; and d) the potential steps to be followed in order to minimize risk, acknowledging the specific threats for the destination. Because travel to such countries may require time for approval, individuals should normally allow 15 to 25 business days to process the approval.
   • For students, Luther will not approve, award credit, provide funding, offer support, or otherwise sponsor any international travel to a country or area within a country for which the U.S. State Department has issued a Travel Warning and is classified by Luther as a Very High Threat Destination.
   • For faculty and staff, Luther may grant approval, in special circumstances, for travel to a Very High Threat Destination if appropriate justification is demonstrated.
   • For students, faculty, and staff, Luther may grant approval for travel to a High Threat Destination pending a review of the nature of the travel and steps taken to minimize risk.

6. Should a Travel Warning be issued/revised while an individual is already in the affected country, the International Studies Board, the Director of the Center for Global Learning, and the Vice President and Dean of the College will convene to assess the situation and make a recommendation to the President regarding the appropriate response based on the safety and security of participants. The response may include immediate departure from the country and may affect the number of credits earned.
LUTHER CENTER FOR GLOBAL LEARNING
Assumption of Risk and Waiver of Liability
(For international travel to a country on the U.S. State Department’s Travel Warning list)

Note: This is a release of legal rights—please read and consider carefully before signing.

Traveler's Information

Traveler's Name (please print): ____________________________________________

Program Name, Project Description, or Reason for Travel:
_______________________________________________________________________

____________________________________________

Travel Warning Country Name(s): __________________________________________

Dates of Travel in Travel Warning Country: ________________________________

Additional Details (please initial next to each applicable item):

_____ For students: I am at least 18 years old.

_____ For students: I have discussed this document and my participation in this international experience with my parents/guardians.

_____ For everyone: I have read and understand the U.S. Department of State Travel Warning for the country(ies) to which I propose traveling, http://travel.state.gov/.

_____ For everyone: I have discussed the travel warning and proposed travel to the country(ies) listed above with the Director of the Center for Global Learning.

_____ For everyone: I understand that it is my responsibility to review the health risks associated with my travel destination and I have consulted the Centers for Disease Control and Prevention travel health resources, available at www.cdc.gov/travel/.

_____ For everyone: I understand that the U.S. Government and/or Luther College may not be able to provide any legal, medical or emergency assistance while I am in the country(ies) listed above.

_____ For everyone: I realize that conditions within a particular destination may change frequently and I agree to monitor conditions daily while in country. I also agree to register my travel with the U.S. State Department’s Smart Traveler Enrollment Program (STEP), https://step.state.gov/step/ as one means of staying informed of changing conditions. (Please note: STEP registration is only available for U.S. citizens. International students should register their travel with their home country's Embassy/Consulate in the destination country.)

Please complete and sign the reverse of this form.
As a condition of participation in the above mentioned international experience, I hereby acknowledge and agree as follows:

Assumption of Risks

I acknowledge that the decision to participate in this international experience is entirely my own choice, voluntary, and not a condition of my status as a student or employee at Luther College. I understand that all international travel involves a certain level of risk and that my participation in this particular travel experience to (insert Travel Warning country name(s)) ______________________________________________________________________________________ may involve risks not normally associated with general international travel.

I understand that Luther College cannot guarantee my safety or security while abroad. I understand that a variety of in-country circumstances, such as political or civil unrest, terrorism-related concerns, factional disputes, religious tensions, economic instability, etc. may adversely affect transportation, medical care, the suitability of accommodations, the quality of food/water, the prevalence of infectious diseases, and/or my overall perceptions of safety and security. These risks may range from rather minor to serious, including the risk of serious injury or loss of life. I agree that it is my responsibility to investigate for myself the appropriateness of my participation in this experience. By my participation, I accept these risks.

I agree to maintain a high level of vigilance while in country and will take appropriate steps to increase my security awareness, including consulting with the U.S. State Department guidelines for security in country. I agree to conduct myself in a safe and prudent manner at all times.

Waiver of Liability

Mindful of the risks described above, I, on behalf of myself, my family, heirs, and representatives fully accept these risks and hereby release, discharge, and agree to hold harmless Luther College, its Board of Regents, officers, employees, faculty, instructors, agents and assigns (hereinafter referred to as “Releasees”) from any liability; claims; demands; rights; causes of action for personal illness, injuries or death; or any damage to or loss of personal property which may occur en route to, during, from, or as a result of my participation in this international experience caused by or contributed to in whole or in any part by any action or failure to act, negligence, breach of contract, or other misconduct occurring during the course of my participation in this international experience. In the event any such claims are asserted against Luther College or the other Releasees, I (or my parent/guardian if I am under age 18) agree to defend and indemnify the Releasees against any and all such claims, demands or causes of action.

I have carefully read and considered this Assumption of Risk and Waiver of Liability document before signing it. I understand that if I am a Luther student, this Assumption of Risk and Waiver of Liability is an agreement that is intended to be in addition to the Student Agreement and Liability Waiver for Off-Campus Programs previously signed by me which is incorporated herein by reference. No representations, statements, or inducements—oral or written—apart from the foregoing written statement, have been made.

Participant Signature: ___________________________ Date: ____________

Parent/Guardian Signature (if under 18): ________________________ Date: ____________

Please return the completed form to the Luther Center for Global Learning.