

BATTLERS **ABROAD**

ALDERSON BROADDUS UNIVERSITY INTERNATIONAL LEARNING AND SERVICE

2019 Semester in Europe Student Handbook

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Introduction

Battlers Abroad Motto

Traveling with Alderson Broaddus University grants us the rare opportunity to immerse ourselves in authentic cultural experiences. We therefore embark on a travel adventure as a means of high-level learning and significant personal growth.

Program History and Synopsis

Alderson Broaddus started the Semester in Europe in 1965 because the institution saw itself as “a small college in a small town dedicated to teaching a global perspective.” The commitment to international studies has been backed up by the University’s work to keep costs as low as possible. Students pay the same tuition, room and board as students on our main campus and a modest program fee to cover the cost of airfare and ground transportation in Europe. They

get lodging, meals, museum entries, and a program that they can tailor for a variety of majors. Over the years more than 800 students have taken advantage of this opportunity to broaden their global perspective in their career preparation.

Haus Wartenberg in Salzburg, Austria, a quirky and historic mansion that has been converted into a bed and breakfast, is the AB campus in Europe from the beginning of September to near the end of November. Located centrally in continental Europe, Salzburg is a hub for the European rail system and an ideal base for travel and in-depth immersion into European culture.

Students earn at least twelve credits toward graduation and gain a global perspective while traveling for three months. Students take classes with AB faculty in Salzburg. The program includes free travels during five to six four-day weekends, a ten-day mid-term break, and a group trip through Italy. Contact Mr. William Klaus, Director of International Learning and Service at 304-457-6270, klausw@ab.edu. Find us on Facebook, Twitter and Wordpress: "Battlers Abroad."

Academics

Program Goal and Learning Outcomes

The Semester in Europe is a rigorous academic and cultural experience in which students integrate travel experiences with curricular work. Those who successfully complete the program's academic and travel components will:

1. Show an understanding of Europe's unique influence in global events as demonstrated by the successful completion of the program's course offerings.
2. Show an appreciation of Europe's artistic and cultural achievements as demonstrated through tours and discussions of museums and sites of cultural heritage.
3. Communicate and act in a culturally appropriate manner in international settings as demonstrated by the completion of immersive travel experiences.
4. Show an ability to plan travel, including the ability to identify and prioritize significant landmarks, historic sites, and cultural experiences.



Classes and Credits

The Semester in Europe program includes a minimum of 12 academic hours of classes with travel and experiential opportunities. At least two four-credit hour courses are taught on-site by AB faculty under the Registrar's class code of "INST." The courses are designed each year to meet requirements for a major or minor course of study or an area required in the liberal studies core.

- German 100, "Conversational German." The catalog description for the class reads, "Introduction to German through listening and active dialogue. Introduction to basic grammar and syntax. 4 semester hours." The class may count as one semester of a foreign language for majors that require foreign language.
- International Studies 200, "Regional Geography of Europe." The catalog description reads, "Students will study the geographic settings, cultures, and peoples of Europe. The coursework includes individual research and field trips. Taught on location in Salzburg, Austria by the faculty member accompanying Semester in Europe. 4 semester hours."
- International Studies 380, "Seminar in European Studies." The catalog description reads, "An interdisciplinary seminar-style course on a topic developed and taught on location by the Faculty Leader of the Semester in Europe. The course curriculum includes experiential learning through travel. 4 semester hours." The title and topic of the course will be announced one year in advance.
- International Studies 390, "Special Topics." The catalog description reads, "An interdisciplinary and experiential course on a topic developed and taught on location by the Faculty Leader of the Semester in Europe. 1-6 semester hours." The selection of offerings differ from year to year. Examples include, "Alpine Trekking" and "Major Issues in Contemporary Italy." Contact the Office of International Learning and Service for more information.

Students are encouraged to work with their academic advisor and the faculty in their major area of study to design an independent or guided study to complete any additional coursework, up the maximum of 18 credits allotted to students for each semester. Students may include travel experiences as a part of their coursework proposal.

If a student must complete more than 6 credit hours of additional independent or guided studies in order to graduate on time, then they may seek permission from the Provost and the Director of International Learning and Service. Otherwise, students must register for all twelve credits taught onsite in Salzburg by the program.

Costs and Financial Assistance

The Semester in Europe at Alderson Broadbush University is an affordable way to travel abroad for three months while earning credit toward a four-year degree.

Tuition, Room & Board

The Semester in Europe cost is one semester of tuition and fees at AB, and one semester of room and board. In addition to tuition, room, and board, the student will pay an additional \$3000 Program Fee that covers the costs of:

- Round-trip airfare (Pittsburgh International Airport to Salzburg).
- A two-month Eurail Pass.
- A portion of the educational programming offered in Europe.

A \$500 deposit is due at the end of advance registration for the fall semester, the end of the third week of March. The balance of the program fee, as well as tuition, room and board, is due no later than registration day for the fall semester, the day before on site classes start in Philippi in August.

Students may receive a 10% discount by committing to the program early. If they pay the entire balance of the program fee by the end of advance registration for the fall semester (March 22), the discount will be applied.

If a student lives closer to another international airport than to Pittsburgh, or if they can otherwise find cheaper flights, then they may request a refund for the budgeted amount for airfare included in the program fee. Students must submit a request for the refund prior to May 15 along with an itinerary and receipt that shows their arrival in Salzburg in time for the start of the program.

Expenses Covered by the Semester in Europe

A unique part of the Semester in Europe is the number of amenities AB can offer to student travelers. The following amenities are covered in the student's tuition, room and board, and program fee.

- Lodging at Haus Wartenberg during class sessions in Salzburg, Austria.
- A Eurail Pass.
- Two daily meals, Monday through Thursday.
- Lodging for a week-long tour of Florence and Rome, Italy.
- An allowance that covers a portion of museum entries and educational experiences.
- An allowance that covers a portion of the expenses for meals and lodging for five to six weekend trips and one ten-day trip outside of Salzburg.

Expenses Not Covered by the Semester in Europe

Students will encounter additional expenses. Some of the notable costs that a student traveler may encounter include the following ranked list, from the most common and costly additional expenses down to the least costly additional expenses. Invariably, students will encounter costs not included on this list.

1. Spurges, including high-end meals, nightlife, hotels, souvenirs, non educational tourist sites (amusement parks, pop music concerts, et cetera), and taxis.

2. Airfare within Europe. Europe offers a number of popular discount airlines. Flying has been a popular choice for students to save time during both the 10-day midterm travel break and weekend trips. However, the airfare is an additional expense.
3. Train reservations. While the program includes a Eurail train pass, some train lines in Europe require passengers with Eurail Passes to purchase a seat reservation, usually around €10. Trains to popular destinations in Italy and France inevitably will require reservations and other fees in addition to the Eurail pass.
4. Cell phone service in Europe.
5. Ground transportation, including taxis, busses, and subways.
6. The cost of obtaining a US passport (at least \$160).
7. Medical expenses.
8. Books and supplies.
9. Airline fees for overweight or oversized luggage.
10. Lost train passes, passports, and phones.

Experience has shown that students, with a moderate amount of frugality, spend about the same as amount of money on personal items and splurges as they would use for various purposes during on campus semesters.

Financial Assistance

Financial aid is available for each student who qualifies and is to be arranged through the financial aid office. The program fee will be added to the student's bill over the summer and may increase the amount of financial aid a student may receive. It is best for students to signal their interest in the Semester in Europe early and work with the Financial Aid Office.

A limited number of student work opportunities are available for those who qualify for work study through the Financial Aid Office. Student work is awarded on a first-come, first-serve basis. The Faculty Leader and the Assistant Faculty Leader of the program are the student work supervisors in Europe. Examples of the types of work available include assisting the Faculty Leader and manual labor at Haus Wartenberg. Students who are skilled photographers and writers have also been employed as work study students.

Financial Responsibility

Each participant in the program takes on full responsibility for their personal items. The University is not responsible for lost or stolen items, including a lost passport and Eurail pass. It is imperative that each student purchase and use a money belt and take the due precautions for traveling safely.

The traveling student has a couple good options to access their personal money as they travel Europe. The most popular and effective choice is to make cash withdrawals from ATMs. Each student must check with his/her bank or credit card company for its policies regarding the use of the card in Europe. The ATM machines themselves will have instructions in several languages,

including English, and will automatically compute and show the exchange rates before dispensing the cash.

US credit cards are also widely accepted in Europe. Many banks charge a fee for European transactions. Students will also find it useful to have a credit card to make reservations, book whatever flights in Europe they may take, and to set up an account such with apps as Airbnb.

Keep a record of your credit card numbers, expiration dates, and phone numbers that must be called if your card is lost. Leave a copy with a trusted person at home.

In addition to accessing personal cash, a student will receive cash allowances from the Faculty Leader. The disbursements are typically made on a weekly basis, in time for upcoming weekend trips, the 10-day midterm free travel, and the trip to Italy. Students are responsible for budgeting these cash allowances and spending them for their intended purpose: to offset the cost of food, lodging, and educational opportunities. Misuse and Abuse of the allowances are grounds for expulsion from the program (see below). Students are also responsible for keeping their cash in a safe place: in a money belt is the safest choice.

As a part of the program's expectations, students must budget wisely, avoid splurges, and have access to sufficient funds to cover the expenses not covered by the program and other unexpected expenses. Examples will make the weight of this responsibility apparent: If a student were to lose a Eurail Pass, which are not replaceable, then they must have access to enough money to pay for train fares for the remainder of their time in Europe. Some of the fares might be eligible for a refund through Eurail. If a student deviates from an itinerary, gets lost, and must pay additional train reservations or taxi fare, then the student must have enough cash to pay their way.

Social Responsibility and Behavior Expectations

The Semester in Europe sets out to create a unique living and learning environment that includes the students, the faculty, and the staff at Haus Wartenberg, which becomes a part of the AB campus while the program is operating abroad. Because of this, Alderson Broadus University social regulations will be enforced during the semester. Refer to the AB Student Handbook. Additionally, the program must enforce several additional social standards in order to maintain the integrity of the academic and learning environment abroad.

The following behaviors are strictly forbidden while traveling with the AB Semester in Europe:

- Intoxication and any disruptive behavior in Haus Wartenberg or during any group travel. Disruptive behavior includes rowdiness and disrespectfulness toward staff, guests, and other people involved in the program.
- Threats or threatening behavior to other students and other guests or staff at Haus Wartenberg.

- Deceitfulness in the submission of travel itineraries. For example, a student who submits an itinerary that is willfully inaccurate or who drastically departs from an approved itinerary has committed an egregious violation of the program's trust.
- Unexplained absence from any single class session. For example, a student must make all efforts to return to Haus Wartenberg for a scheduled class on time and according to their travel itinerary.
- Financial irresponsibility that causes undue disruption for the program.

A student who violates any single one of the above will be expelled from the program and sent home at his/her own expense.

Student participants will sign the following behavioral code before departing:

The Alderson Broaddus University Semester in Europe is an academic and educational program. By signing this statement, I pledge that I will not engage in behaviors that disrupt its learning and nurturing environment. These behaviors include dishonesty, plagiarism, drunkenness, theft, violence, racism, harassment and/or the illicit or non-medical use of drugs. I will honor additional behavioral standards required by the Alderson Broaddus University Student Handbook and the Faculty Leader of the program in Europe. Finally, I understand that if the Faculty Leader determines that my behavior disrupts the Semester in Europe in any way, I am subject to dismissal from the program without a refund of the money I paid for travel expenses and tuition. I also understand that a dismissal from the program makes me responsible for the expenses associated with the early return to my home and may cause a loss of academic credit.

Communication While Abroad

Students who want phone service while abroad are responsible for making their own arrangements. A traveler has a number of different options. Most US service providers have optional international calling and data plans. International SIM cards are widely available. Finally, students may purchase a pay-as-you go phone from a retailer in Europe.

While the program does not require students to purchase a phone plan, students are required to download and know how to communicate using the Google suite of applications. The primary means of communicating to the group is Google Hangouts, a group chat tool that is accessible both online and as an app. The program also uses Google Calendar and Google Keep to share important announcement and documents.

Leadership of the Semester in Europe: Domestic and Onsite

The Director of International Learning and Service plans and supervises the Semester in Europe program. The office is the primary contact person for the program before the group

departs for Europe, and the Director remains available to assist the parents and families while the students are abroad. In the event of an emergency, the Director is the primary contact person.

The Faculty Leader for Semester in Europe faculty is carefully chosen each year. The AB faculty submit a proposal and compete to be named the Faculty Leader and undergo a thorough vetting process.

The Faculty Leader is the singular leader in charge of the social, academic, and travel aspects of the program while in Europe and has full authority to deal with any emergency that may arise. They are responsible for the safety and smooth operation of the program. All students enrolled in the program are directly responsible to the Faculty Leader, who ensures that the residential facilities are kept in an appropriate manner, safe, and conducive for a learning environment. The Faculty Leader has the authority to:

- Reject a proposed travel itinerary due to incompleteness, undue risk to the program, or any other reason.
- Place participants on academic or social probation. This may include limiting their free travels.
- Expel students from the program for violation of program policies or failure to fulfill academic or financial responsibilities.
- Send a suspended student home at the student's expense.

Planning Your Adventure

Passports & ISIC Cards

During the spring and early summer preceding the fall semester of the Semester in Europe program, the student should get his/her passport and an International Student Identification Card (ISIC). Passport applications are available at most county clerk's offices, the post office, or online. Follow the instructions carefully in filling out the application, and allow at least six weeks from the time the application is mailed until the passport is received. Because the program remains in Europe less than 90 days, no visa is required.

The recommended ISIC card will assist the student in getting through customs, is important for identification, and provides limited accident and health insurance. It will often allow the student to receive discounts on purchases, museum fees, and exchange rates.

Shots & Medications

Although it is not necessary to get shots before going to Europe, it is suggested that the student be up to date with their tetanus and hepatitis A & B shots.

Students who rely on medicines regularly should pack a three-month supply. To avoid problems in customs, have your physician write a note stating that the medicines are necessary for your health.

Forms to Be Completed

The Waiver of Responsibility, Health and Allergy Report, and Behavior Statement forms are to be signed by the student and a parent and sent to the Director of International Learning two weeks before the beginning of the program.

Health & Insurance

Medical facilities are located near Haus Wartenberg. Each student should check his/her family health insurance policies to see if he/she will be covered while traveling abroad. If needed, ask if short-term supplemental coverage may be available with the family's policy. Limited health and accident insurance are provided by the International Student Identification Card (ISIC) which each student is encouraged to purchase. Additionally, each student and faculty member is covered by the University's international insurance (EIIA) while they are abroad. EIIA has the ability to arrange for medical treatment, emergency treatments, and evacuations. Students will be provided with a hotline phone number and instructions.

Eurail Travel Information

The program includes a two-month Eurail pass. Travel by rail is convenient and efficient across Europe. Prior to departure, students will receive a printed guide that includes instructions on how to use the Eurail pass. The Faculty Leader will also give students a basic overview of how to find and board trains.

The best source of planning travel by train in Europe is the Eurail app. It includes instructions and a timetable of trains across Europe that updates when connected to data or wifi.

Students are wholly responsible for keeping their own pass in a safe location. If lost, the pass is not replaceable.

Packing

Students must plan what they pack carefully. They will arrive to Salzburg and encounter summer conditions. Three months later, they will depart having seen snow. Students should consult the numerous online resources and tips on how to pack.

Luggage & Flight Information

Follow the luggage guidelines of the designated airlines for your flight to Europe. European and American airlines tend to have different luggage regulations (generally the European airlines are more stringent). You will have to travel light. Usually each person can only bring one suitcase, one carry-on bag, and a small handbag (such as a purse or a laptop). Because of ongoing changes, we suggest that you check the luggage guidelines provided by both U.S. and European airlines at their respective websites before the trip.

General Flight and Departure Information

The flight schedule will be included in the itinerary. Before departure round-trip electronic airline tickets will be sent via e-mail to each student. At least a week before the students' return parents may arrange with the Semester in Europe Director at Alderson Broaddus University (304) 457-6270 to pick up their son or daughter or provide other transportation for him/her at the airport.

Lodging and Meals in Europe

In Salzburg and for the group trip to Rome and Florence, lodging and breakfast will be prepaid by Alderson Broaddus University. Salzburg meals include breakfast and lunch or dinner at Haus Wartenberg, Monday through Thursday. In Salzburg, weekend bed and breakfast at Haus Wartenberg can be for those students who are not traveling for whatever reason.

During the mandatory group trip to Italy and Vienna, bed & breakfast will be provided, and each student will receive an allowance for lunch and dinners.

Small Group Travel

One unique quality of the AB Semester in Europe program is its emphasis on students traveling widely and independently. The calendar includes five to six four-day weekends (Thursday through Sunday) and one ten-day midterm travel break. Moreover, the Faculty Leader is carefully selected for their knowledge of travelling. While they do not act as a tour guide, they will be an excellent resource on how to best take advantage of the program's amenities.

Students who wish to travel on weekends must submit a written travel plan to the Faculty Leader forty eight hours prior to the departure. Students will be provided with a form to complete and submit. The following information will be required.

1. Names of students in the group.
2. Destination(s).
3. Place(s) of lodging, including name(s), address(es), phone number(s), email address(es).
4. Schedule of trains and/or air flights to be used.
5. A detailed itinerary of planned activities:
 - a. One activity planned to fulfill a student's academic pursuits. Examples may include museums, memorials, self-guided tours, and touring historic places.
 - b. One activity planned to intentionally and willfully engage in European culture on a level that goes further than tourism. Examples may include performances, festivals, congregating with European, local markets, and walks.
 - c. One activity simply for fun. Examples include beaches, hikes, and festivals.



Students must travel away from Salzburg and Haus Wartenberg during the 10-day midterm break and the group trip to Italy.

Identifying, booking, and using traveler's budget lodging in Europe is a skill that must be learned through hard experience. Students who budget carefully and plan ahead will find comfortable accommodations at reasonable prices. Youth hostels, the first and most reliable choice for traveling students, range in their amenities. Some offer a basic bunk bed and locker in a group room for €15 to €30, charging extra for linens and towels. It is not uncommon to share mixed-gender rooms with travelers from across the world. Other hostels offer premium rooms at an additional charge. Another popular choice is Airbnb, a web-based service that connects travelers with open private and shared rooms. Students are advised to read the reviews and research the rooms carefully before booking.

The best place to start planning an itinerary is with a print travel guide. The official travel guide of the Semester in Europe is Lonely Planet, *Europe on a Shoestring*. Be sure to get the most recent edition. Students will find its recommendations for activities, hostels, and food to be reliable.

Tips from Previous Battlers Abroad

First thing when you get to a city, check out the tourist information and get a map with a list of sights to see. Tourist information is usually located near the train station. Also research and consider purchasing tourist discount cards. Most of the cards are sold by the city's public transportation system and include a number of museum entries, museum discounts, and transportation on busses and intra-city rail and subways. In some instances, the cost of city tourist cards may be reimbursed by the Semester in Europe's allowance for museums.

Resign yourself to walking great distance through cities and through train stations. Due to historical forces, most European cities are compact and highly walkable. Take time during the summer prior to the Semester in Europe to build your stamina.

Pack light for all weekend trips and the ten-day midterm travel break. The best luggage for train travel is a single lightweight backpack.

You will have to acquire the ability to read maps. You can download local maps to your phone or tablet using Google Earth and Google Maps. As you walk through the city, your phone can use wifi signals to give you real-time locations. You will also find yourself in situations in which you must rely upon paper maps from tourist offices or hostels.

The most difficult and most necessary directions for any trip is the route from the train station to the hostel or Airbnb the group has booked. Use the directions provided by the hostel itself. Be sure that every person in the group has and knows the directions.

Be sure to become accustomed to cultural rules surrounding tips. In some regions of Europe it is viewed as impolite to leave a tip; others it is impolite not to leave one.

Austrians and Germans appreciate those who at least attempt to speak their language. Remember Europeans speak quietly compared to Americans, so be sure to lower your voice in restaurants and other social places.

Haus Wartenberg, Salzburg

The Alderson Broadus Salzburg campus is located in historic Haus Wartenberg, a quaint and quirky pension dating from the seventeenth century. It was built by a master brick maker. It is said that composer and Salzburg native Wolfgang Amadeus Mozart visited it when he was dating a young lady who lived nearby. While it may not have all of the conveniences of a modern hotel, it has a quaint ambience that gives the visitor a unique sense of history.



Haus Wartenberg is owned and operated by Herr Johannes Wächter (pronounced “Vech-ter”) who enjoys young people and has worked with us for many years. He speaks English very well. He and his wife, Theresa, are devout Roman Catholics and are active leaders in the Catholic youth program and Syrian refugee relief in their local parish. They have a large and growing family.

Life In and Around Haus Wartenberg

A number of students share rooms in different combinations. Each student is responsible for keeping his/her own room clean, including sweeping the floor, dusting, emptying the trash, cleaning the bathroom, and making the bed each day. Clean linen will be provided by Haus Wartenberg, and students change their own sheets.

The Faculty Leader, in the presence of the occupant(s), has the responsibility to conduct brief room inspections and the authority to deny the student(s) weekend travel or other activity if the room is not clean.

Common Areas & Classrooms

Haus Wartenberg offers a couple common rooms and public spaces that students may use, but with some qualifications. They may use the common room on the same floor as their private rooms. There, they will find a couch, a small refrigerator, a library of travel guides and books left by previous students, and a closet that includes a few cleaning supplies and items left by previous guests (hair dryers, hot pots, etc.) Everyone is expected to help keep the common area clean.

The first floor of Haus Wartenberg includes a small restaurant, a small dining room, and a larger dining room that AB rents for classroom space. At various times during the semester, expect that the large dining room will be used for other purposes outside of class time. Recent examples include a rehearsal space for a chamber orchestra, tango lessons, and a magic show. The chef at Haus Wartenberg prepares one meal daily, Mondays through Thursdays, for AB students. Outside of those meals, students are welcomed to eat at the restaurant and take part in the social gatherings.

Meals

Haus Wartenberg serves a continental breakfast starting at around 7:00 am. Expect an assortment of breads, cereal, yogurt, cheese, fruit, and occasionally soft boiled eggs. Each person is responsible for cleaning up after him or herself. Students must be considerate of other guests of Haus Wartenberg at this time.



The program provides one daily meal to students. The Faculty Leader will make the schedule, alternating between lunches and dinners. All students have rotating responsibilities at meal time. These responsibilities are not paid student work assignments. These include setting and clearing tables, bringing the trays of food from the kitchen, and other tasks as needed.

Laundry

Near the students' common room, Haus Wartenberg provides AB students and faculty a non-commercial washer and dryer. Expect units that are significantly smaller than those found in American homes. Students may use them carefully and in a considerate manner.

Sites & Services Nearby

Haus Wartenberg is situated in a mixed residential and commercial neighborhood of Salzburg. The following businesses are within a short walk: post office, barber, two banks with ATMs, a

grocery store, several small and cheap restaurants, and a “Tobak” shop that sells packs of bus tickets.

Emergency Plan of Action

Students must take responsibility for their own safety. This includes registering with the US State Department Smart Traveler Enrollment Program, “STEP,” <https://step.state.gov/step/> It also includes establishing the habits of an informed and safe traveler. These habits includes:

- Sobriety in public places.
- Being aware of surroundings by looking and listening.
- Having enough information to navigate through urban settings.
- Keeping valuables secure.

In the rare event of a terrorist attack, an act of war, civil unrest, or other emergency, the Faculty Leader in Europe will take all precautions to avoid exposing the students, themselves, and Alderson Broadus University to further risks.

The program will evacuate the students only in the event that the US Department of State or local authorities instruct US citizens to do so immediately. If parents wish to evacuate their students when no order has been issued, then they may make such arrangements, including the payment of any penalties imposed by their airline, on their own accord with reasonable help from the Program Director and Faculty Leader.

While each emergency presents unique challenges to a program like Semester in Europe, several generalized plans and priorities can be outlined.

1. The students will plan and adjust their travel according to State Department warnings and admonishments.
2. If an emergency should occur during weekend travels or free travel, students may be recalled back to Salzburg so long as train travel is still safe and local train stations do not expose the students to further risk. “Safe” means that neither the State Department nor local authorities have issued blanket warnings of imminent danger related to travel by trains and that nearby train stations are not overcrowded with people fleeing.
3. If local authorities and the State Department warn tourists that train travel is not safe or local train stations are overcrowded in the aftermath of an event, the students are to remain in place and follow the instructions of local authorities while remaining in constant contact with the Program Leader or Director. They will return to Salzburg or another designated place as soon as possible.
4. If the State Department or local authorities issue an evacuation order, then the Program Leader will follow those instructions, working with the travel insurance company, airlines, and the Embassy to expedite the return.
5. If Salzburg should become unsafe, the program will rendezvous at the US Embassy in Vienna. All students will travel with that address and phone number on them.

6. If students are travelling during the free travel or during the trip to Florence and Rome when a significant event blocks their safe return to Salzburg and communication with the Program Leader, they are to contact the emergency phone number of the closest US Embassy first and await instructions.
7. If local authorities and the State Department warn US citizens against all travel or if local train stations or airports are unsafe, then the program will remain in Europe until safe travelling is restored.

If any of these scenarios should happen, the Program Leader will initiate the following contacts:

1. The Program Director will be informed of the situation and, in turn, pass along as much information as we have to parents, who are to call him and not the Faculty Leader for updates.
2. A case and claim will be started with the EIIA, the institution's travel insurance company, and its emergency concierge services.
3. Depending on the circumstances, the Faculty Leader will call the emergency number of the US Embassy in Austria.

In an evacuation, the Program Leader and Director will attempt to keep the group together. If the evacuation can be expedited by splitting up the group, at least one responsible agent of the institution will attempt to stay with the remaining students: the Program Leader, the Assistant Program Leader, or the owner of Haus Wartenberg.

Tentative Calendar for 2019

First Day of INST 100--March 11

Last Chance for "Early Bird" Discount of 10%--March 22

\$500 Deposit Due--April 1

Departure--September 3

Travel Weekend 1--September 19-22

Travel Weekend 2--September 26-29

Midterm Travel--October 3-13

Travel Weekend 3--October 17-20

Travel Weekend 4--October 24-27

Group Travel to Florence and Rome--October 31-November 6

Travel Weekend 5--November 7-10

Group Travel to Vienna--November 14-17

Thanksgiving Celebration--Thursday, November 28

Tentative Return--November 30