

Study Abroad Program Handbook

Japan

May 25– June 15, 2019

Intersection of Art and Culture: Japan

ART2711



Table of Contents

A NOTE OF WELCOME	4
TRAVEL DETAILS	5
In-country Emergency Information	5
S.T.E.P. (Smart Traveler Enrollment Program)	5
ITINERARY	6
USEFUL WEBSITES & BOOKS	7
PACKING TIPS	8
Clothes	8
Valuables & Electronics	8
Baggage	8
Packing List.....	9
IMPORTANT PROGRAM DETAILS	10
Passports and Visas	10
Money Matters and Suggested Budget	10
Water and Food.....	10
Housing	11
Communication	12
Time.....	12
In-country Transportation	13
Weather.....	13
Electricity	13
Health and Immunizations.....	14
LANDMARK COLLEGE CONDITIONS OF PARTICIPATION	15
Health and Safety	15
Services	16
Independent travel	16
Non-sanctioned activities.....	16
Leaving the program.....	16
Air transportation.....	17
Travel delays and unexpected layovers	17
Identification	17
Lost passports	17

Fee amounts	18
Intervention Procedures.....	18
LANDMARK COLLEGE SAFETY STATEMENT	20
Insurance.....	20
Staffing.....	20
Communication	21
Important Information	21
Orientation.....	21

A Note of Welcome

Konnichiwa!

Christie Herbert and I are so pleased to know that you will be joining us on the third Landmark College Japan Study Abroad program. The idea of creating a program in Japan has been a topic of discussion between us since we first discovered that we shared a love of Japan and Japanese culture nearly 30 years ago. We had two very successful trips the summer of 2015 and 2016 and are both very excited to have the opportunity to take a new group of students to Japan again this summer.

Both Christie and I have spent significant time in Japan and have experienced the transformative power of traveling and living in a culture different from our own. We are excited about sharing the culture of Japan with you and supporting you as you experience, perhaps for the first time, a way of life and thinking different from the one you are accustomed to.

This guide is an attempt to provide you with some information that will help you begin to prepare for our adventure together. You'll find things like what to bring, how to communicate with friends and family while you're in Japan, and some books and websites that may be helpful to take a look at as you prepare for this trip.

What you won't find in this guide is detailed information about exactly what to expect each day of the trip. A major aspect of international travel is to expect that there will be events and situations that will come up that we don't expect, or what the Experiment in International Living calls "expecting the unexpected."

So, take a close look at this guide. Be in touch with me or Christie with your questions. Check your email frequently for updates and get ready for an experience we hope you'll never forget.

Ruth Wilmot

Program Director



Travel Details

Travel plans are still in progress as this is written. Christie Herbert will accompany the group from the east coast. The flight is long and so you should plan to come dressed in comfortable clothing and layers to cope with changing cabin temperatures. It's helpful to bring an empty water bottle to fill after you go through security and a few small snacks. It will be important to sleep through much of the flight in order to begin the process of coping with jet lag.

- Transportation Security Administration travel information: <http://www.tsa.gov/traveler-information>
- US State Department travel information: <http://travel.state.gov>

In-country Emergency Information

See "Housing" section of this handbook for details of where the program will be staying and contact information for each site.

Emergencies/Fire/Ambulance: 119

Police: 110

Medical assistance (emergency & non-emergency):

[Tokyo Metropolitan Health & Medical Information Center](#)

Tel: 03-5285-8181 (English available; 9:00 - 20:00)

Emergency Interpretation Service: 03-5285-8185 (Weekdays: 17:00-20:00,
Weekend/holidays: 9:00-20:00)

Provides medical referral service and explanation of the Japanese medical system.

[St. Luke's International Hospital](#)

Tel: 03-5550-7166 emergency 24/7

Tel: 03-5550-7120 non urgent appointments Weekdays: 9:00 – 17:00

S.T.E.P. (Smart Traveler Enrollment Program)

Landmark College registers all study abroad programs with the U.S. Department of State Bureau of Consular Affairs S.T.E.P. program. If you are interested in monitoring safety conditions for your particular study abroad location, you can register for updates at <https://step.state.gov/STEP/Pages/Common/Subscribe.aspx> .

Itinerary

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date							May 25
							Flight to Tokyo
Date	May 26	May 27	May 28	May 29	May 30	May 31	June 1
Activities	Arrive at Narita Airport	Travel to Olympic Village, settle in. Orientation to Village and Sangubashi neighborhood Group dinner	Class session Walk to Meiji Shrine and explore Harajuku neighborhood	Day trip to Asakusa area of Tokyo, Sensoji Temple	Class session Afternoon: Food, Language, Culture Study in Neighborhood DCAS 6:30-8:30	9-10 office hours 10-12 Presentations Afternoon free	Free day Optional activities of interest Laundry Group dinner
Overnight	Hotel Nikko Narita	Tokyo Olympic Village	Tokyo Olympic Village	Tokyo Olympic Village	Tokyo Olympic Village	Tokyo Olympic Village	Tokyo Olympic Village
Date	June 2	June 3	June 4	June 5	June 6	June 7	June 8
Activities	Free day	Class Session Afternoon: Photo-Documenting Aesthetic Principles	Class Session Tokyo National Museum Ueno DCAS 6:30-8:30	Day Trip to Kamakura	Class Session DCAS 6:30-8:30	9-10 office hours 10-12 Presentations Afternoon Visit to Studio Ghibli Museum	Free day Optional activities available
Overnight	Tokyo Olympic Village	Tokyo Olympic Village	Tokyo Olympic Village	Tokyo Olympic Village	Tokyo Olympic Village	Tokyo Olympic Village	Tokyo Olympic Village
Date	June 9	June 10	June 11	June 12	June 13	June 14	June 15
Activities	Travel to Nikko by bullet train late afternoon	Day in Nikko Group dinner	Return to Tokyo-am Free Time DCAS 6:30-8:30	Class session Preparing for final Presentation	Free day DCAS 6:30-8:30	9-10 office hours 10-12 Presentations Afternoon Free - pack Group dinner	Depart for US from Narita airport
Overnight	Nikko Akarinoyado Villa Revage	Nikko Akarinoyado Villa Revage	Tokyo Olympic Village	Tokyo Olympic Village	Tokyo Olympic Village	Tokyo Olympic Village	

Study Abroad programs are dynamic, flexible, adaptable, CHANGEABLE. Plan for adjustments as we travel and learn, together!

Useful Websites & Books

Websites

10 Japanese Customs:

<http://matadornetwork.com/abroad/10-japanese-customs-you-must-know-before-a-trip-to-japan/>

Japan: Language, Customs, Culture and Etiquette:

<http://www.kwintessential.co.uk/resources/global-etiquette/japan-country-profiles.html>

Tokyo Guide:

<http://www.japan-guide.com/e/e2164.html>

Guide to Japanese Ceramics:

<http://www.e-yakimono.net/guide/>

Books

Lonely Planet's Guide to Japan by Lonely Planet and Chris Rowthorn

Lonely Planet's Guide to Tokyo by Lonely Planet and Chris Rowthorn

A Geek in Japan: Discovering the Land of Manga, Anime, Zen, and the Tea Ceremony
Paperback by Hector Garcia



Packing Tips

Clothes

We'll be spending most of our time in the metropolitan area of Tokyo so you should bring comfortable, quick drying clothing, avoiding torn or well-worn clothes. Plan to dress somewhat more conservative than you might in the United States. Women should avoid bringing low neck tops showing cleavage. It will be warm during the day but you'll want to have a light sweater/jacket for cooler evenings. Washers and dryers are available where we are staying in Tokyo so there's no need to bring more than a week's worth of clothing. Please note that the dryers we'll be using take longer to dry than we are accustomed to. To save time and money, avoid bringing heavy clothing (i.e. jeans.)

Valuables & Electronics

Please think carefully before bringing any valuable or sentimental item with you. Electronic items such as your laptop will work with Japanese electric outlets. We discourage you from bringing hair dryers or electric razors as they may not work well, and will add weight to your luggage. Hair dryers are usually available at hotels and at the National Olympics Memorial Youth Center, our housing in Tokyo.

Baggage

On multiple occasions you will need to carry all of your belongings for several blocks and travel up and down stairs. **We strongly recommend that you limit your luggage to one carry on size rolling suitcase as well as a small backpack.** Remember that we plan to store our suitcases in Tokyo and just bring an overnight backpack for our two nights in Nikko. After you've packed your bag it would be a great idea to walk down your block and up and down a few flights of stairs. You may find it easier to leave a few items at home after that experience!



Remember to pack some essential toilet items as well as your passport in your carry-on backpack. You'll want to be able to brush your teeth during the flight which is very long. And if you wear contacts or glasses, you'll want to have their cases with you. Remember that there are restrictions on liquids and gels in your carry-on luggage (only). You may have no more than a 3 ounce container of any liquid or gel, and all containers of liquids/gels must be in a quart-sized plastic bag. For more detailed information check: <http://www.tsa.gov/traveler-information/prohibited-items>.

Packing List

Essential gear:

- Passport (not in your suitcase)
- Color copy of passport
- Student ID Card (director will have)
- Small folding umbrella (can be purchased in Japan)
- Lightweight raincoat, sweater or jacket
- Fast drying towel
- Comfortable, sturdy, water-resistant walking shoes
- Prescription medication to last the entire trip in the ORIGINAL container. See important note in "health and immunizations." Do not pack in your suitcase.
- ATM debit card and credit card
- Effective alarm clock
- Extra pair of glasses or contact lens if you wear them

Course Supplies:

- Camera (or smartphone with camera)
- Blank journal (or purchase onsite)
- Writing and drawing pens, pencils
- Coursepack from LC bookstore
- Laptop

Clothing:

- Underwear for 8 days, sleepwear
- 3-4 knit shirts/tops (quick drying)
- 2-3 cotton shirts/blouses (no low cut shirts showing cleavage)
- 2-3 light weight slacks
- 2-3 skirts / dresses (women)
- Personal toilet items
- Light weight sweater and/or cotton jacket

Optional:

- Washcloth
- Money belt or passport holder
- Small U.S. trinkets for gifts
- Small water bottle

Important Program Details

Passports and Visas

Your passport must not have an expiration date before September 15, 2019 and preferably not before December 15, 2019. It must have at least one blank page. A visa is not required for entry into Japan as a tourist.

Money Matters and Suggested Budget

The best way to bring money to Japan is by bringing a debit card with available funds so you may withdraw cash from ATMs in Japan. Japan is still a primarily cash economy so you will need to withdraw cash for most of your spending needs. None of the local restaurants at the Olympic Village or in the closest neighborhood accept credit cards, though it is useful to bring one for purchases at some stores and in case of emergency. Please check with the bank that issued your credit/debit cards to find out what fees may be charged for withdrawing cash or using the card for payments in Japan. **Be sure to notify your debit and credit card company that you will be using your card in Japan.** Failure to do so can result in your not being able to withdraw cash. It's helpful to bring more than one card in case one is lost (and then cancelled) or one doesn't work in the nearest ATM.

Your major expense in Japan will be purchasing meals. With the exception of three breakfasts (in hotels) and approximately four group meals you will need funds to purchase your own meals. At the National Youth Center (NYC, our residence in Tokyo) cafeteria we'll be able to get set meals for about \$16 a day. When eating in the restaurants on the NYC campus and outside of the NYC prices may be closer to \$20-30 a day, depending on how much you want to eat. You can usually get a filling bowl of hot noodles \$7-9. If you want to travel by public transportation to other parts of the city you'll need to cover that. Probably a minimum of \$275 a week for food and extras will be adequate. Obviously if you want to buy souvenirs or extra food and snacks you'll need to add more to that estimate.

Water and Food

All water and food is safe in Japan. There will be plenty of fish based dishes and rice. Tokyo is a major metropolitan area so food from around the world is available, including many American based restaurant chains. During our stay at the National Youth Center in Tokyo there are several restaurants, coffee shops and a cafeteria we'll be able to use. Food and drink are NOT permitted in the dormitory rooms so students will need to eat all meals in either the eating places at NYC or outside the campus of the NYC. Breakfasts will be provided during our stays at the hotels at Narita and Nikko. At least one group meal each week is also included.



Housing

After arriving at Tokyo's Narita airport we'll stay in a hotel to get a good night's rest before traveling to Tokyo the following day. We'll be staying at: Hotel Nikko Narita, Tokko 500, Narita 286-0106 Phone: +81476320032 Students will share a room with two twin beds. Breakfast will be provided.

At the start of our third week in Tokyo we'll travel to Nikko for a two night stay at Nikko Akarino-yado Villa Revage, Kujiramachi 1800, Nikko 321-1436 Phone +81288536188 Students will share a room with two or three others. Breakfast will be provided.

For the remainder of the three weeks we'll be in Tokyo where we'll be staying at the National Olympics Memorial Youth Center (NYC), 3-1. Yoyogi Kamizono-cho, Shibuya-ku, Tokyo 151-0052. Phone: +81-3-3469-2525. Housing will be similar to residences at Landmark with toilets, sinks, and showers available down the hall. **Towels are NOT provided.** A central bath house with traditional Japanese baths is located on the grounds of the NYC. Baths are separated by gender and are meant for soaking only after cleaning oneself thoroughly. Shower facilities in the dorms as well as the separate public bath is open only in the evenings. Students will be housed in small, single rooms, much smaller than single rooms on campus at Landmark. Laundry rooms with washers and dryers are available on the NYC campus. Small wash \$2.20, 10 minute dry \$.90.



Communication

Check with your telephone carrier as to whether your phone will work in Japan and how much you will be charged. It is usually possible to opt for an international calling plan for use while you are in Japan, although this can be expensive. In the past, students have found it more economical to use wi-fi only and communicate via email, Skype, or WhatsApp. A third option is to purchase a local SIM card in Tokyo. These can be very affordable and many provide unlimited data. Your phone would need to be unlocked ahead of time for this option to work. You can research all of these options ahead of time to determine which is the best for you.

WiFi will be available in both hotels and the program will be renting wifi hot spots to allow all students to be able to access the internet while we are at the National Olympics Memorial Youth Center. If you would like more detailed information regarding phones and wifi, please contact Ruth Wilmot.

To call the U.S. from Japan, dial: 010 - 1 - Area Code - 7-digit Phone Number
To call Japan from the U.S., dial: 011 - 81 - Area Code - 8-digit Phone Number

Time

Japan is 13 hours ahead of the US Eastern Daylight Time. This major difference will be important to be aware of when communicating in real time with family and friends in the U.S.

In-country Transportation

Upon arrival in Japan we will be traveling on public buses to our hotel at Narita airport as well as into Tokyo the following day. While in Tokyo we will travel on public trains, subways and buses. To reach Nikko we'll travel by the "bullet train". All group transportation costs will be covered.



Weather

Temperatures from end of May to mid June will range from highs of 76 to 80 degrees Fahrenheit. Lows will range from 57 to 65 degrees Fahrenheit in the evening. The rainy season begins in June so we will experience some rain several days. An umbrella is essential!



Electricity

The voltage in Japan is 100 volts, which is different from North America (120V). This slight difference doesn't generally cause any problems unless you purchase an electronic item in Japan and try to use it in the U.S. Japanese power outlets are identical to ungrounded (2-pin) North American outlets. While most Japanese outlets

these days are polarized (one slot is slightly wider than the other), it is possible to encounter non-polarized outlets in some places. If you have a three pin (grounded) appliance plug you will need an adaptor to use a 2-pin outlet.

Some North American equipment will work fine in Japan without an adapter and vice versa, however, certain equipment, especially equipment involving heating (e.g. hair dryers), may not work properly or even get damaged.

Health and Immunizations

It's always good to be sure that your immunizations are up to date. There are no particular health advisories for Japan.

Please note that amphetamine stimulants including Adderall are prohibited in Japan. It is not legal to bring them into the country (even small amounts for personal use), nor can you purchase them in Japan. Please see the separate document that was sent to you regarding bringing medications and medical devices into Japan, and if you have any questions, please see Ruth Wilmot or Jessica Lindoerfer immediately.

For more information on health while traveling in Japan visit the U.S. Center for Disease Control (CDC) website at <http://wwwnc.cdc.gov/travel>.

Landmark College Conditions of Participation

Health and Safety

In a Study Abroad program, as in other settings, participants can have a major impact on their own health and safety through the decisions they make in preparation for and during the program.

Participants should:

- Read and carefully review all materials issued by Landmark College and any partnering institutions that relate to safety, health, legal, environmental, political, cultural, and religious conditions in host countries.
- Consider your health and other personal circumstances when applying for or accepting a place in a program. Note: Some programs may require students to participate in physically demanding activities. If the student feels that s/he is unable to participate due to health concerns, s/he may consult with program leaders to determine an appropriate alternative activity.
- Make available to the Program Director accurate and complete physical and mental health information that may relate to your ability to participate safely in the study abroad program and any other personal data necessary in planning for a safe and healthy study abroad experience, and for responding to an emergency situation. This is in addition to information already provided to the Landmark College Health Office.
- Assume responsibility for all elements necessary for your personal preparation for the program, and participate fully in all orientations.
- Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
- Inform parents/guardians/families and other relevant people about your participation in the Study Abroad program, provide them with emergency contact information, and keep them informed on an ongoing basis.
- Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program, and obey host-country laws.
- Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions.
- Promptly express any health or safety concerns to the Program Directors and/or other appropriate individuals.
- Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.
- Accept responsibility for your decisions and actions.
- Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.
- Follow the program's policies regarding keeping program staff informed of your whereabouts.

Services

The Landmark College Study Abroad fee covers all scheduled program expenses including international air and all required in-country ground transportation, accommodations, tuition, admission fees to scheduled places of interest, and some group meals.

Participants are expected to pay for all personal expenses, including some meals, snacks, laundry, passport fees, and other miscellaneous travel expenses. Students may also be required to purchase textbooks and other course supplies depending on their program.

Independent travel

Participants are expected to use the transportation arranged by Landmark College between the points of departure and return. Participants who choose to travel independently during the program during non-course-related times must inform the Program Director in writing of his/her planned itinerary, including a full itinerary with time and date of departure and return, mode of travel, contact information for housing, phone numbers, etc. Students are generally discouraged from changing plans to travel back to the U.S. independently, but if they choose to do so, they must inform the Program Director and the Director of Experiential Education in writing of their plans not to return on their scheduled flight.

Landmark College and its employees assume no responsibility for the individual once s/he has separated him/herself from the program.

It is strongly recommended that all students inform their parents/guardian when making independent travel arrangements.

Non-sanctioned activities

Students choosing to participate in non-sanctioned activities during their free time at any point in the program release the College from all responsibility and liability associated with such activity. Landmark College strongly discourages participation in dangerous activities, and strongly recommends parents/guardians be consulted regarding the advisability of any potentially dangerous activities.

Leaving the program

Landmark College Study Abroad students who leave their scheduled program at any time without informing the Program Director in writing and obtaining his/her approval may be subject to disciplinary action, including immediate suspension or dismissal from the program and direction to return to the United States, as detailed in the Intervention Procedures – see below. Landmark College and its employees have no responsibility for the individual once s/he has separated him/herself from the program. All travel expenses associated with an early departure will be borne entirely by the participant.

Air transportation

Landmark College arranges for the ticketing of scheduled international air transportation and program-related in-country air and ground transport for the participant through commercial airlines or travel agents. Participants agree that Landmark assumes no responsibility or liability for death or injury to the participant or for loss of or damage to property (including baggage) resulting from the provision of air transportation and other services. The passenger contract issued by the airlines will constitute the sole contract between the airline and the passenger.

Landmark College reserves the right to change the air transportation dates, times, prices, and itinerary, and to make aircraft substitutions. Any additional costs resulting from such changes will be borne solely by the participant.

Landmark College will designate the times and ports of departure for group transportation during the program and will arrange for assembly at the designated times and places. Each participant is solely responsible for any missed connections due to his/her failure to assemble in a timely manner. Landmark College will not be liable for the cost of alternate transportation arrangements, or for any losses resulting from the participant's failure to use the designated transportation.

Travel delays and unexpected layovers

Students traveling to and from the host country will be responsible for all expenses (meals, hotel, transportation, etc.) associated with unexpected delays in travel, including overnight layovers due to, but not limited to, inclement weather, flight cancellations and airport closures. Due to changes in airport security regulations, students may be required to contact the associated airline to book new reservations following an unexpected layover or flight cancellation. In programs where the entire group is returning to the Landmark College campus together, the Program Director may choose to provide hotel rooms for students at the College's expense.

If an unexpected layover results in the student's decision to separate voluntarily from the group, the student will be responsible for making his or her own travel arrangements, and releases the College from any associated potential responsibility.

Identification

Prior to departure for the host country, students are required to submit a color photocopy of the first page of their passport. The expiration date should be at least 6 months after the group flight is scheduled to return to the U.S. Upon departure, participants must present a valid passport for international travel and other purposes such as accommodations, in-country travel, and positive ID.

Lost passports

Students who lose their passport assume sole responsibility for all action and costs associated with arranging for a replacement passport. If this results in missed travel connections, the student will consult with the program leaders as to the most

appropriate course of action. If it is determined that a program leader must remain with the student to assist in securing a replacement passport, the student will be assessed those costs associated with the delay, including those that may be assessed to the program leader as a result of their staying behind. This includes, but is not limited to, airline penalties, ground transportation, accommodations and meal expenses. In such situations, the College will attempt to contact the student's parent/guardian to inform them of the situation.

Fee amounts

Fees, as quoted in Landmark College's program materials, have been established based on all known circumstances at the time of calculation, and no changes are expected. However, Landmark College reserves the right to make adjustments in these fees based on fluctuations in travel costs, including the costs associated with unexpected layovers and fluctuations in the valuation of U.S. currency. In the event of a fee increase, the participant will be provided with a reasonable amount of time, not less than ten (10) days from the date of notice, in which to withdraw. In the absence of notice of withdrawal, the participant will be committed to any adjusted program fees.

Intervention Procedures

Students participating in a Landmark College Study Abroad Program are bound by the same rules and subject to similar intervention procedures and sanctions as outlined in the most current version of the Landmark College Student Handbook. This section states additional or different rules and procedures Landmark College has determined are appropriate in the context of Study Abroad programs. In the case of conflict between the provisions of this Addendum and the provisions of the Landmark Student Handbook, the provisions of this Addendum will control.

Program Directors, and in their absence, Academic Directors, have the authority to implement these procedures, including imposing sanctions ranging from an informal warning to the immediate dismissal from a Study Abroad program. Disciplinary sanctions imposed during a Study Abroad program are intended for the duration of the Study Abroad program. In some cases students may be summoned for an administrative hearing or conduct board proceeding upon their return to the Landmark College campus for additional disciplinary action, which additional action may have consequences on the student's general status as a student at the College outside the context of the Study Abroad program. Program Directors have the option of consulting with or deferring judgment to an appropriate Landmark College administrator.

Some Landmark College Study Abroad programs are held in conjunction with, and on the campus of a partnering institution. Students are expected to know and abide by the rules and regulations of those institutions, with the understanding that failure to do so may result in interventions by both Landmark College faculty as well as representatives from the partnering institution.

The following are some examples of behaviors that would likely initiate a disciplinary intervention. The Program Director or Academic Director may initiate an intervention at their own discretion for behavioral or safety-related issues that are not listed here.

- Failure to attend and participate in the required program elements, including classes, trips, course work, etc.
- Failure to comply with reasonable directions of the Program or Academic Director
- Cheating, plagiarism, or any effort to pass in work that is not that of the student enrolled in the program
- The use, possession, or distribution of illegal drugs (by U.S. definition) of any kind
- Use of alcohol to the point where medical or behavioral intervention is necessary
- The misuse or distribution of prescription drugs
- Theft of property, money, etc.
- Assault, including sexual assault as defined by the most current version of the Landmark College Student Handbook
- Harassing behavior, including, but not limited to that of a sexual nature as defined by the most current version of the Landmark College Student Handbook
- Any behavior that puts the group or individual at risk, or that could be determined to be offensive, including drunkenness, vandalism, etc.
- Any violation of Landmark College's Code of Conduct as defined by the most current version of the Landmark College Student Handbook
- Behavior considered potentially detrimental to the health (mental or physical) or safety of the participant or other participants in the program or others in the host country
- Any violation of the rules and policies of cooperating institutions
- Any violation of the host country's laws
- Any other behavior considered inappropriate for a study abroad/cross-cultural program

If a student is suspended from a Study Abroad program, the student will be separated from the program and will need to return to the U.S. Participants are solely responsible for any additional travel costs that may be incurred as a result of suspension or dismissal from the Study Abroad program. No refund of tuition, travel or other related costs will be made, nor will academic credit be issued. The College will attempt to contact the student's parents or guardians to inform them of the situation. Following suspension, Landmark College is released from all obligations to and responsibility for the student. Landmark College, at its discretion, may provide assistance, per the student's request, to attempt to arrange for travel arrangements back home.

Landmark College Study Abroad students are solely responsible for understanding and conforming to all the laws of the host country. When you are overseas you are subject to the laws of that country. U.S. or other citizenship gives you no immunity from local jurisdiction. You should make no assumptions about your "rights," since in many countries legal procedures are very different from what we may be familiar with at home. Students should further understand that law enforcement and the judicial

process, including penalties for breaking the law, are likely to be significantly different than those of the United States.

Landmark College Safety Statement

Landmark's goal is to maintain student safety at all times and in all aspects of our Study Abroad Program.

At Landmark College, we believe study abroad is one of the most rewarding and life-changing experiences students can have during their college years. An emphasis on safety is a critical aspect of ensuring that the programs can be successful in their educational goals. We want to share with you information regarding the preparations we take to make Landmark College's Study Abroad programs a safe and rewarding experience.

Thoughtful planning, professional leadership, solid preparation, and contingency planning ensure that our study abroad programs are safe, fun, and productive learning experiences. Please be assured we will continue to make safety the top priority in all our Study Abroad programs.

Insurance

Each student and leader is provided with an International Student ID Card which provides insurance coverage in a number of areas which includes but is not limited to the following:

- Medical and Dental coverage, including hospital benefits
- Emergency Medical Transportation – including evacuation, and air evacuation if needed
- Travel Document Replacement
- Baggage and Travel Delay
- 24-Hour Emergency Hotline Services – including medical and legal referral, emergency cash transfer, replacement of medication and eyeglasses, embassy and consular services, and interpretation or translation services

A complete description of the coverage, including contact numbers, how to file a claim, and definition of terms, can be found at: <http://www.myisic.com>

In addition, each student is covered by their Landmark College Student Health Insurance policy (if this was purchased) and/or an individual family policy.

Staffing

Each Landmark College Study Abroad program is staffed by experienced leaders. Study Abroad Directors are Landmark College employees with extensive experience working with students with learning differences. Program Directors, who are primarily

responsible for coordinating in-country logistics and activities, typically have experience living or working in the host country. Academic Directors are Landmark faculty with an expertise in their particular academic discipline. Directors are available to provide students with one-on-one support for academic and student-life issues.

Communication

Communication is important for the safety and effectiveness of our programs. Study abroad staff based in Putney, Vermont, remain in contact with Program Directors during each trip. A designated primary contact person working at the Putney campus is responsible for fielding questions, requests for information, and managing any emergency situation. The Program Director provides updates to our staff in Putney including notification of safe arrival at the final Program country destination. Students are also encouraged to contact their parents when they arrive in the Program country, and as needed during the trip. Program Directors are accessible by phone, and when possible by Skype, to communicate with students and Study Abroad Program staff working in Putney.

Important Information

Study Abroad Program staff and faculty check a variety of sources for information pertaining to Program safety, including government and news media websites for current information about health and safety issues. Each student is requested to complete a Study Abroad Health Form in which they are asked information about their personal health history, current health concerns and medications. This information is essential in providing appropriate support to students on Study Abroad.

Students and their families are provided with essential information documents with flight information and itineraries, emergency phone numbers, and contact information for the places they will be staying. This information is also included in the Program Handbook which is available on the program webpage.

We realize that occasionally students make individual and short-term travel plans during a Program. Students are required to leave their itinerary and contact information at any place(s) they intend to visit with the Program Director. We strongly recommend they inform their families of their individual plans to travel separately from the Program itinerary.

Orientation

During orientation meetings prior to departure, Study Abroad Directors carefully review such topics as Health and Safety requirements, travel tips, local customs, guidelines for appropriate behavior and dress, as well as laws and policies related to alcohol and/or drug use. The Directors also provide participants with specific safety guidelines to follow, including who to contact for special needs or in case of emergency. Orientations, which are mandatory for all students, are considered the start of the academic course.