

## DISPOSITION OF REQUIRED STUDY ABROAD FORMS

1. The required forms (waivers, medical, emergency treatment, insurance etc.) should be kept on file at the relevant program office. For HCLAS, that is with Maria Fixell. For Law School, that is with Fay Rosenfeld. If there is no central program office in a school, they should be retained in the department office. Copies should also be available in the Dean's office.
2. On-site directors should take copies of forms that would be needed "on the ground," such as medical questionnaires that indicate use of medication or other potential problems, emergency medical treatment forms, student emergency contact information.
3. Each program should prepare a memorandum that includes the name and location of the program, names of students on the program, and contact information for on-site directors, as well as any school officials that are involved (e.g. Fay Rosenfeld would want to be contacted about an emergency on a law school program, even if she's not there physically.) Information should also include with whom copies of all the forms for the specific are placed. This information should be forwarded to Public Safety.

Forms required;

- 1). Emergency Medical Care Authorization
- 2). Medical Information Form
- 3). Acknowledgment of Risks and Release
- 4). Publicity Release