

Vienna, Austria
2011-2012



Webster
UNIVERSITY



IMPORTANT ADDRESSES

Webster University-St. Louis

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St. Louis, MO 63119
Phone: (314) 968-6988/
(800) 984-6857
Fax: (314) 968-6019
worldview@webster.edu
www.webster.edu/intl/sa

Office of the Registrar

Webster University
470 East Lockwood Ave.
St. Louis, MO 63119
Phone: (314) 968-7450/
(800) 987-3447
Fax: 314-968-7112

Business Office

Webster University
470 East Lockwood Ave.
St. Louis, MO 63119
Phone: (314) 968-7110/
(800) 981-9803
Fax: 314-968-6105

Financial Aid Office

Webster University
470 East Lockwood Ave.
St. Louis, MO 63119
Phone: (314) 968-6994/
(800) 983-4623
Fax: 314-968-7125

Webster University Vienna, Austria

Webster University
Berchtoldgasse 1
A-1220 Vienna
Austria
Phone: 011-43-1-269-92-93-0
Fax: 011-43-1-269-92-93-13
Web site: <http://www.webster.ac.at>

United States Embassy Vienna, Austria

Boltzmanngasse 16
A-1090 Vienna
Austria
Phone: 31339-0
Fax: 310-06-82
E-mail: embassy@usembassy.at
Website: www.usembassy.at

American Citizen Services

Gartenbaupromenade 2
A-1010 Vienna
Tel.: 31339-7535
Fax: 512 58 35
E-mail: consularvienna@state.gov

Opening hours:

8:30 am - 12:00 noon
1:00 - 4:00 pm

Emergency Services: 8:30 am -
5:00 pm (after hours the duty officer
should be called)

If calling from the United States
dial:

011-31 and then the given number
(minus the first 'zero')

If calling Austria from the United
States dial: 011-43 and then the
given number (minus the first
'zero')



CONGRATULATIONS!

WELCOME TO WEBSTER'S INTERNATIONAL NETWORK OF CAMPUSES



The information in this guide is intended for students who have been accepted to study abroad at Webster Vienna.

The Office of Study Abroad (OSA) at Webster University congratulates you on your acceptance into our Study Abroad Programs. You are headed for the experience of a lifetime. We are providing you with this study abroad handbook to help you along your way. This handbook will provide you with helpful information relating to your program abroad, and outlines the various policies and procedures related to academic and student activities of Webster University Study Abroad Programs.

We wish you much success in your upcoming experience abroad.

Happy Travels!

The information in the handbook is subject to change without advanced notice. For more information about these policies and procedures, please contact:

Office of Study Abroad (OSA)
Webster University
470 East Lockwood Ave.
St. Louis, MO 63119
Phone: (314) 968-6988 or (800) 984-6857





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1 STUDY ABROAD CHECKLIST

- After applying to study abroad, return the following documents to the OSA:**
 1. Letter of Intent
 2. \$165 security deposit (make checks payable to Webster University)
 3. Health Form
 4. Four (4) passport-sized photos (due with World Traveler Form at time of application)
 5. Study Abroad Authorization Form (Webster-St. Louis students only)
- Register for classes with the OSA:** Once course schedules are available, one will be sent to your e-mail address along with the registration form. Complete the form and return it to the Office of Study Abroad. (Webster students note: do not register online.)
- Tuition Payment:** Familiarize yourself with the Webster University tuition payment policy.
- Confirm your Financial Aid:** If you are receiving financial aid, have you contacted the financial aid office to make certain your file is complete? Do you have enough money to live on until your loan check is dispersed? Do you know your financial aid counselor's contact info?
- Correct Contact information:**

Do we have your correct mailing address? Do we have your correct emergency contact info? Have your study plans or address changed? Please let us know.
- Passport:** Remember you *must* have a passport to leave the country. For U.S. citizens a passport can take 6 to 8 weeks to process. Please submit a copy of your passport (page with your photograph) to the Office of Study Abroad (OSA).
- Visa:** Do you need a visa? Student visas are required for certain study abroad destinations. Applications should be made in advance of departure.
- Acceptance Letter** from the international campus.
- Family and Friends:** Are they aware of your travel plans, tuition guidelines, emergency numbers, etc.? Be sure to leave copies of your important travel documents (i.e. passport, visa, tickets, etc.) with them.
- Logistics:** Make sure you take care of any logistical arrangements before you depart.
 - Income Tax
 - Power of Attorney
 - Car Insurance, etc.





2 PASSPORTS AND VISAS

PASSPORT (You must have one!)

A passport is an official government document proving your citizenship. You are required to show your passport when entering and departing a country, including the United States. Passports are generally valid for ten years.

Apply for your passport as soon as possible, if you have not already done so. Your passport must be valid for the full duration of your stay abroad. If it is due to expire within this period, you should renew your passport. Many foreign consulates will not issue a visa if your passport is due to expire within six months of your application. It may take six to eight weeks to process a passport.

Passport applications can be obtained at U.S government and postal offices. Refer to the U.S. State Department's website at: http://travel.state.gov/passport/passport_1738.html,

LOST PASSPORTS

It is suggested that you make several copies of your passport. Take one with you, but keep it in a separate place from the original, and leave the other with whoever is taking care of your business in the US.

You should also submit a copy of your passport to the Office of Study Abroad (OSA) prior to departure. If your passport is lost or stolen, notify the local authorities and the American consulate immediately. After an identification investigation, the consulate will usually issue you a three-month temporary passport.

Never pack your passport in your luggage. When traveling from country to country, keep your passport with you at all times, preferably in a money belt or attached under your clothes. Once you have arrived at the abroad campus, you will want to locate a safe place to keep your passport. If you plan to travel over a long weekend or semester break, remember bring your passport with you.





APPLYING FOR AN AUSTRIAN VISA

You are responsible for determining if you will need an Austrian student visa to study in Vienna.

A visa permits foreigners to enter the country for a stated purpose and specified period of time and is granted by the government of your host country. You the student are responsible for obtaining a visa if required. It is important to consult Austrian visa regulations in case your plans change, and you decide to change the length of your program (i.e. extend your stay from eight weeks to the full semester). If this is the case, you will not be able to apply for a visa while in Austria. If there are any thoughts of extending from one term, to two terms, it is best to apply for the visa prior to your first term in Vienna. Visa requirements in Austria vary depending on length of program and your nationality. Most students staying longer than 90 days will need to apply for an Austrian student visa. Please apply early, as it can take up to 4-5 weeks to process after submitting all documents.

Please note that visa regulations change often and without notice. Consulates within the US may have differing views on the proper procedure to be taken for applying for a visa. Be sure that you are submitting your documents to the correct consulate.

To avoid delays, Webster St. Louis students should apply to the Chicago Consulate while they are in St. Louis.

Questions?

Contact the nearest Austrian consulate for more information. You can find the consulate for your region at www.austria.org

Washington, DC (202) 895 6767
New York: (212) 737 6400
Chicago: (312) 222 1515
Los Angeles: (310) 444 9310

VISAS FOR TRAVEL TO OTHER COUNTRIES

When traveling outside of Austria, keep in mind you may need a visa to enter another country. It is a good idea to research the entry requirements before you depart for your destination. Check with the State Department to see if your destination country requires a visa. The following link is helpful:

<http://travel.state.gov/foreignentryreqs.html>

NOTE: Visa regulations change often and without notice.

**To obtain the most up-to-date information, please contact your local consulate:
www.austria.org**





3 HOUSING IN VIENNA

HOUSING IN VIENNA

Webster Vienna requires all study abroad students to live in campus provided housing. Webster University Vienna places students off-campus at a Studentenheim called “Donaufeld” in Vienna’s 21st District. Donaufeld is located approximately 35-40 minutes away from campus by public transportation. Students will not be reimbursed for transportation costs. Expect the facilities to be different from dorm living in the USA. Each room contains a phone, internet access, and comes furnished with two single beds (assigned to two Webster students), two desks and a bathroom with shower. Each floor has kitchens that are shared by students with refrigerators and microwaves. Also provided is a washroom with washer and dryers which require coins, cable TV, a ping-pong room, sauna, a music room with piano and a student café with extremely limited Internet access (not 24-hours).



REQUESTING HOUSING

Study abroad participants may request housing at the time of application and must be indicated on your Letter of Intent. Housing requests made after the deadline cannot be guaranteed. Additionally students are required to complete and submit a Vienna housing contract. Once the contract is received by Webster Vienna and the \$165 security deposit has been submitted you will be assured housing. **YOU MUST SUBMIT A HOUSING CONTRACT IN ORDER FOR HOUSING ARRANGEMENTS TO BE SECURED.** Please be aware that by signing the housing contract you agree to pay for housing even in the event that you do not study abroad (i.e. early withdrawal from the program); the housing contract is comparable to signing an apartment lease and the campus reserves the right to charge you for unused accommodations. **Housing accommodations are not**





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typically finalized until one month prior to departure and you will be notified of your housing assignment upon arrival.

Webster University will not secure housing for dependents, family members, friends or study abroad participants who are not students of Webster University accepted into the study abroad program. Per University policy, co-ed housing assignments will not be made.

HOUSING PAYMENTS

Students living in student housing will pay their rent in full at the beginning of each eight-week term while in Vienna. Rent shall be billed and paid in Euros (€). Please check this website: <http://www.webster.edu/studyabroad/costs.shtml> for the most up to date cost information. **Please take note you will not be able to charge housing to your student account.**

During orientation, you will receive information concerning how to pay rent. You will receive an invoice from the Business Office of Webster University- Vienna for each term.

There are several options on how to pay your rent in Vienna. These include:

CREDIT CARD: (See the WU-Vienna Business Office)

CASH: You will pay at the post office with the payment sheet
(Contact Carina for instructions)

WIRE TRANSFER: Here are the bank details:

Recipient:

Webster University
Berchtoldgasse 1
A-1220 Vienna
AUSTRIA

Bank Connection:

Erste Bank
Graben 21
A-1010 Vienna, Austria
Bankcode #: 310031-01197
Swift #: GIBAATWW

If you have any questions regarding payment options, please contact Carina Starlinger- Mazelle, the Finance Officer in Vienna (starling@webster.ac.at).

At the end of your program, any damages/balances due will be deducted from your security deposit. In the event of failure to regulate all accounts before departure, an administration fee of \$200 will be charged to your account at Webster University.





RESIDENT ASSISTANTS

On-site resident assistants are available to address any housing concerns a student may have during the program. The RAs are current Webster students.

MEAL PLANS

There is no pre-paid meal plan available at Webster Vienna. Options include preparing meals in housing kitchens or eating in restaurants and cafes in town. Take note there is no cafeteria on campus.

A NOTE ON HOUSING COSTS FROM THE DIRECTOR OF WEBSTER VIENNA

Webster-Vienna charges students who live in our Donaufeld Studentenheim housing much more than the standard monthly Donaufeld rental charges. Why?

In a word, because this is what it costs Webster-Vienna for this housing. Short-term housing in Vienna is expensive and difficult to find. Few landlords (including the Studentenheim) will rent to individuals for less than a minimum of one-year. We are fortunate, therefore, to have this guaranteed availability of short-term housing even if we have to pay additional costs for it.

Basically, there are three main additional costs that Webster-Vienna incurs to get this housing for you that non-Webster students in Donaufeld do not have to pay.

1. The Austrian government (through the public universities or provincial govt. budgets) subsidizes the Studentenheim through long-term investments in the Studentenheim. As a private university, Webster is not eligible for such subsidies. Therefore, in order to contract beds, Webster must pay a substantial long term reservation fee to the Studentenheim. For this fee, the Studentenheim guarantees Webster that these beds will be available for Webster students.

2. Non-Webster students in Donaufeld are usually required to sign a 12 month lease. Webster must also pay for each bed 12 months (52 weeks) of the calendar year, regardless of how much it is actually occupied.





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On average, our beds are occupied only 32 weeks per year. This means we have to include the rental costs for the additional 20 weeks in what we charge students.

3. Webster also provides an RA service to our students in Donauefeld; and purchases equipment (e.g. dishes, refrigerators, etc.) from time to time for student use.

Our 8-week term per bed housing fee is determined by dividing the total annual costs Webster-Vienna incurs in providing this service, by the average number of students per year who use this service.

The Austrian federal government requires us to add a 10% VAT (Value-added tax) charge to this amount which we turn over to them. This is also included in the Housing Fee each 8 week term. This fee, incidentally, is less than that charged by either the Geneva or London campuses. So while it is expensive compared to the standard monthly Donauefeld fee, it is a fair and reasonable fee when viewed in a larger context.





4 WEBSTER WORLD TRAVELER PROGRAM

APPLICABLE TO WEBSTER STUDENTS ONLY!

The Webster World Traveler Program (WWTP) is a scholarship provided by the Office of Study Abroad to Webster students only. The scholarship entails one round-trip airfare departing from St. Louis and returning to St. Louis. Students are NOT automatically provided with this scholarship; you must apply for the award separate from the study abroad application. The deadline for the WWTP application corresponds with the deadline for the study abroad application. No late applications will be considered. In order to receive the award you must satisfy the criteria outlined on the WWTP application form. You must be in good standing with your student account, meaning your account must be void of holds. If a hold exists on your student account you will be disqualified from the award. **You must pay your \$165 security deposit before the ticket purchase date or the ticket will not be finalized and you will forfeit your award.**

If awarded the WWTP, you will receive an acceptance letter via e-mail. The letter outlines the rules and regulations of the award. You will also receive a mock itinerary from Webster's travel agency TravelPlex, via e-mail. In this e-mail, you will receive instructions on how to make changes to your ticket, if necessary.

Please note all tickets will be booked roundtrip from St. Louis; if you would like to change your departure city please contact TravelPlex. Students typically have one to two business days after receiving the e-mail from TravelPlex to make changes to their ticket without incurring a change fee. Any changes made after the 1-2 day grace period will result in a change fee, payable by the student. **Please note any charges or fees that may occur as a result of changing your ticket is the responsibility of the student.** If you do not contact TravelPlex with any changes to your ticket by the end of the grace period, your ticket will be booked as is.

If you make changes to your ticket concerning your arrival date please note that airport pickup may not be provided. There are specific days airport pickup is provided. All WWTP tickets are automatically set up to correspond with approved airport pickup dates.





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Please note that if you do not meet the conditions required for receipt of this award you will be responsible for the cost of the ticket. The conditions are as follows:

- Successfully complete a minimum of one 8-week term abroad as a full time student.
- Remain enrolled as a full time student in accordance with University policy and local immigration law.
- Complete at least 30 additional credit hours at Webster, which may include credits earned while abroad, or complete a degree program at Webster University.
- Successfully fulfill the service obligation as determined in consultation with OSA.

The WWTP award is acknowledged as a Financial Aid award by the University. Your account will be credited with a Financial Aid amount equal to the cost of the ticket. The same amount will be charged to your account by the Business Office. The credit and charge will offset each other resulting in a zero balance.

If you withdraw from the program after you ticket has been issued, your account will be charged the amount of the ticket in full or you will be responsible for the cancellation of the ticket, resulting in a charge of approximately \$200-\$300.





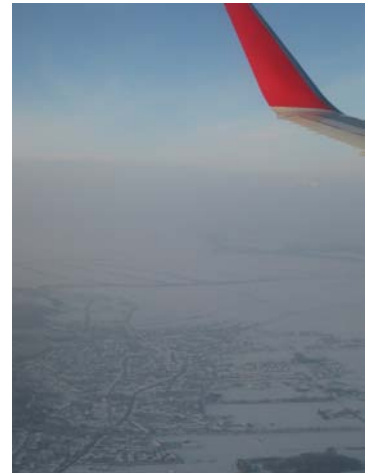
5 MAKING TRAVEL ARRANGEMENTS

TRAVEL ARRANGEMENTS

If you are not awarded the Webster World Traveler Program you are responsible for making your own travel arrangements according to the program dates provided on page 18.

VIENNA'S INTERNATIONAL AIRPORT

When making your flight arrangements, plan to arrive at Vienna International Airport. [www.viennaairport.com]



FREQUENTLY ASKED QUESTIONS (FAQs)

Are group flights available?

Because the student participants in the program are coming from many different locations across the U.S., Webster is unable to offer group travel arrangements. If you are interested in flying with other students or would like your arrival to coincide with other students, please inform the Office of Study Abroad (OSA) and we will match you up as best we can.

How do I find out about the lowest fares?

When it comes to finding the best fares, a little resourcefulness can go a long way. We generally recommend that students contact a number of sources and 'shop around' for the best deals. The following are some sources you may wish to consider:

AIRLINES, TRAVEL AGENCIES, AND WEBSITES

STA Travel	www.statravel.com
Expedia	www.expedia.com
Orbitz	www.orbitz.com
Travelocity	www.travelocity.com
Priceline	www.priceline.com
StudentUniverse	www.studentuniverse.com
American Airlines	www.aa.com
United Airlines	www.ua.com
Delta Airlines	www.delta.com
Northwest Airlines	www.northwest.com





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ARRIVING IN VIENNA

If you would like to arrive in Vienna early please note you will not have access to your accommodation prior to the recommended arrival date. In addition, you will not be able to store your belongings at the college while traveling. Please be sure that you have alternate accommodation and storage arrangements made prior to your arrival in Vienna.

Do not arrive on a weekend unless it is the scheduled arrival date provided by the campus. The campuses are closed on the weekends so it is unlikely that staff will be able to assist you in settling in to your accommodations.

AIRPORT PICK-UP

You will be notified by the Office of Study Abroad when Webster provides airport pick-up. If you arrive on a different date you will not be provided with airport pick up. You must provide Webster with a copy of your travel itinerary to ensure pick up. **You will be notified of the final date to turn in your itinerary and arrival form. If the form is turned in after that date, you will not be provided with airport pickup.**

The airport is located about 30 minutes away from Webster University-Vienna. The airport is fairly small. When you arrive at the airport, you should exchange a small amount of money at the exchange office and make sure you have coins for telephone calls and food. (There is an exchange office in the baggage claim area. You can exchange while you are waiting for your luggage). Follow the other passengers to the baggage claim area to retrieve your luggage. Once you have collected your luggage, pass through customs to the main terminal. You will be picked up by a driver from the Airport Driver pick up service and has a sign with Webster University written on it. *Please keep in mind that your driver may not understand or speak English. It will be good to have a few words of German knowledge (such as hello, goodbye, and thank you).* You will be brought to your assigned accommodation address where you are met by the RA to be checked in. Please note that there is one RA in charge of all incoming students' arrivals. If he is not waiting for you when you arrive, please be patient as he will be on his way soon. In the event that you have a delay in your flight and the driver is not waiting anymore, you should go to the Airport Driver counter which is right across from the arrival hall, so when you exit it is right there, and will be a colorful booth in the Hundertwasser style and their name written across it in big letters. You should





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give your name at the booth and tell them that you were meant to be picked up but missed the driver and that you are here now to be taken to the address as ordered.



If you are arriving outside the recommended arrival dates, or did not submit your itinerary to the office at the appropriate time, you will be responsible for making your own way from the airport. If you arrive within office hours of the campus (Monday-Thursday: 9am – 6pm, Friday: 9am – 1pm) you will need to come directly to the campus and wait for your check in until the Resident Assistant has the time to do so. If you arrive outside of our office hours you will be responsible for finding your own accommodation until the following day where office hours are held. In either case, please contact the Webster University Vienna Resident Assistant in charge on her/his mobile (you will be given his mobile number prior to departure) or the Student Affairs Coordinator Ms. Jutta Pedigo in the office at 43-1-269-92-93-13. To get to the city of Vienna we recommend any one of the Taxi Services that are located inside the hall next to the baggage claim who charge a fixed price.

REGISTRATION WITH VIENNA POLICE

You must register with the police within three days of your arrival in Vienna (Meldezettel). You can do this at your local police station. Student services will review this during your on-site orientation.

PROGRAM DATES

Visit <http://www.webster.edu/academics/intlcalendar1112.shtml> for program dates, and confirm arrival and departure dates with your Study Abroad Advisor.





6 KEEPING IN TOUCH BACK HOME

SENDING MAIL AND SHIPPING PACKAGES

Sending Mail and Shipping Packages

In the first weeks of your stay in Vienna, it is advisable that you plan to receive your mail through the Webster Vienna campus. After you settle into your housing, you can have your mail sent to your personal address.

Mark your mail “Student.” It is important that any item mailed is marked with "(student)" after your name so that the mail center will know where to direct your mail:

Your name (study abroad student)
Webster University
Berchtoldgasse 1
A-1220 Vienna
Austria



SHIPPING YOUR BELONGINGS IN ADVANCE

If you plan to ship belongings in advance (which we do not recommend), have them sent to the Webster campus you will be attending. All packages should be clearly marked with your name and your expected arrival date (you may use the first day of the term if you do not know your exact arrival date yet).

It is always wise to shop around (U.S. Postal service, UPS, Mail Boxes, etc. and so on) to determine which shipping company is best for you. Depending on the weight and size of your package and how quickly you want it sent, rates can vary quite a bit. Whichever company you may elect to use, always ascertain these important aspects of the cost of shipping:

1. Will the contents of your package be insured?
2. Are all customs clearance charges included in the price you have been quoted? You will most likely not be subject to duty fees, but you should confirm this before shipping your items.





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3. Will your package be delivered directly to the University address so your package is not left in a customs house in an airport waiting for pick up?

PHONING HOME

As soon as you arrive in Vienna and settle into your housing, please call home! Let your family and friends know that you are okay. Bring a calling card with you to Vienna so you are able to call home. If you wish to use your mobile phone while overseas, please contact your service provider to see if this is an option. When calling Austria from the United States dial: 011-43 and then the given number (minus the first 'zero')

E-MAIL

Unlike the United States, Europe is not considered a 24-hour society. This includes access to computer labs. Past Vienna participants have noted the extremely limited accessibility of the computers at the Donaufeld student café. For regular reports home, try a weekly mass email, sending postcards or the old fashioned art of letter writing.



MAC or PC?

Webster-Vienna accommodates both MACs and PCs. On campus, there is a MAC computer lab as well as a PC computer lab.

MOBILE PHONES

Many students purchase cell phones while studying abroad. Often they are very affordable and convenient for your travels in Europe. You'll want to shop around for the best bargain. Information on where to purchase a mobile phone will be provided to you during your on-site orientation.





7 MONEY MATTERS

In this section you'll find tips for managing your money while abroad. For Webster payment detail, see "Financial Policies"

MANAGING YOUR MONEY WHILE ABROAD

Do I have enough money?

If you created your study abroad budget using the figures provided in the Financial Matters section of this handbook, you should have enough money for "moderate" daily life in the city you have selected. If you go on weekend junkets to Paris, Rome, Madrid, skiing in the Alps, etc. you can expect to spend a great deal more. Remember that if the buying power of the U.S. dollar drops, your cost in U.S. dollars will be higher. If the U.S. dollar increases in value, your costs will be less.

ACCESS TO YOUR FUNDS WHILE ABROAD

It is advisable to have three monetary options while abroad: credit/bank card, U.S. traveler's checks and cash-in-hand before you leave. Make sure to let your bank know that you will be studying abroad, as banks may see purchases in Europe as unauthorized use and place a hold on your account unless otherwise notified.

CREDIT CARDS

Many credit cards allow you to obtain cash in the local currency while you are abroad. This service may be limited to specific banks or locations, but if you pay off your balance every month, this may be the easiest way to obtain cash while overseas. In addition, credit cards are handy in case of an emergency. You or your financially responsible party will receive a statement at the end of each month showing where and when you received your cash advance, the amount you received in foreign currency, the exchange rate for the day of the cash advance and the amount charged to you as a service fee. FYI - VISA and MasterCard are more readily accepted at shops, restaurants and hotels than American Express. However, some students have noted that American Express is more service oriented in regards to cash advances. It is a good idea to check with your credit card provider concerning fees that may occur when using your card

Always have 3 ways to access your funds while abroad:

1. Credit Card/ATM Card with Visa/Master Card logo

2. Traveler's Checks

3. Cash





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abroad. It is also wise to make a copy (front and back) of your credit card in the event that your card is stolen or lost.

ATMs ABROAD

If you typically use an ATM card to obtain cash, you might elect to use this option while abroad as well. Check to see which automated teller service your card operates with; Cirrus and Bankmate are examples of these types of services. The bank that issued your cash card should be able to provide you with a listing of locations around the world where their cash card can be used. There is usually a service fee for every time you use the card at a foreign location. Check with your bank before you leave concerning specific fees. Keep in mind ATM machines may not be widely available in rural areas, so be sure to carry local currency with you.

For every day purchases, it is best to always have cash on you instead of relying on credit/debit cards. International transaction fees can add up rather quickly if using for everyday purchases. It is advisable to withdraw cash from an ATM and only have to pay the international transaction fee once, per withdrawal.

TRAVELER'S CHECKS IN US DOLLARS

You may wish to purchase traveler's checks in U.S. dollars. You may cash your traveler's checks in U.S. dollars at banks and at currency exchange offices, both of which are plentiful throughout Europe. Keep in mind that you will pay a service charge for having your checks cashed **and** for having your currency converted.

If you check with current exchange rates, you may find that having traveler's checks in another country's local currency is usually not as financially beneficial. However, one advantage that traveler's checks in the local currency have over traveler's checks in U.S. dollars is that they can be cashed just about anywhere within the country where you are living; just as in the U.S., a traveler's check in US dollars is honored almost everywhere. This can be very convenient if you need cash at a time when the banks are closed.

GETTING CASH UPON ARRIVAL

How do I obtain cash in the local currency when I first arrive?

Although you do not need to carry the country's local currency in your pocket when you leave the U.S., we do recommend that you have a small amount (\$100-200) of the local currency in hand





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once you arrive at your destination country. Most large banks sell foreign currencies. All international airports have exchange offices where you may cash traveler's checks or convert US dollars. Keep in mind you will usually get a better rate of exchange at a bank.

WIRE TRANSFERS FROM THE U.S.

Unless you carry a great deal of money with you when you first arrive, at some point you will need to have additional money sent to you. Be sure to discuss this thoroughly with the party that is responsible for managing your money while you are abroad. Funds may be wired to you directly from a bank in the U.S. to any location that is authorized to receive wire transfers. Usually a wire transfer will cost the sender about \$25.00 regardless of the amount being wired. Your name and if possible, social security number, should be clearly marked on the wire transfer paperwork. It may take 24 to 48 hours for the fund to be available to you.

POWER OF ATTORNEY

Assigning power of attorney is a legal process that designates another person the power to act on your behalf in specific situations. Many students who are studying abroad select a person to receive Power of Attorney to take care of their affairs while they are out of the country.

Do I need a Power of Attorney while I am studying abroad?

The following are instances when a Power of Attorney may be necessary/beneficial:

- i. to complete financial aid paperwork
- ii. to handle issues related to deposit of financial aid checks
- iii. to process banking transactions
- iv. to process insurance transactions

What are the steps to assigning a Power of Attorney?

Assigning a Power of Attorney is a legal process that involves the drafting of a document, which assigns another person the power to act as your legal representative in specific situations. There are two ways to go about assigning Power of Attorney. The first concerns making an appointment with an attorney to draft a Power of Attorney document. This will usually involve a fee, which covers advice on the implications of assigning Power of





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Attorney, the drafting of a Power of Attorney document, and the notarization of that document. The second approach does not require a lawyer's assistance and involves purchasing a generic Power of Attorney form from an office supply store, filling it out yourself, and then having your signature(s) notarized.

As assigning Power of Attorney is a legal process with serious implications, the Office of Study Abroad (OSA) strongly recommends that you seek legal advice before drafting a Power of Attorney document.

Who should I ask to be my Power of Attorney?

You should select a person you consider trustworthy to make decisions in your best interests and sign on your behalf. Most students select a parent, significant other, or long-term friend.

A casual acquaintance is not recommended. Staff in the Office of Study Abroad (OSA) should not be asked to act on your behalf as it may be considered a conflict of interest.

What type of Power of Attorney form do I need?

There are several types of Power of Attorney forms. Study Abroad students usually only need to complete the statutory short form.

For what period of time should I have a Power of Attorney?

If you plan to travel prior and/or after your study abroad experience, the Power of Attorney should include the entire time you plan to be away.

How far in advance should I begin arranging Power of Attorney?

You should take care of arranging your Power of Attorney well in advance of your departure.

INCOME TAXES

If you will be abroad at the time your State and Federal Income Tax forms are due (spring semester), make arrangements with your Power of Attorney to submit the proper forms or arrange for an extension. Contact the IRS directly to discuss your situation and request an extension.





8 WHAT TO PACK

| What to pack, and what to leave at home!

PACKING

The most important thing about packing is to know what not to bring: **DO NOT BRING ANYTHING THAT YOU CAN LIVE WITHOUT.** Please leave items of great sentimental and/or financial value at home.

You will carry your own luggage for the majority of your travels, so it is important that you **DO NOT BRING MORE THAN YOU CAN CARRY.** How much is too much? Pack your entire luggage and tote it around your neighborhood a few blocks or so. If this is more than you can handle, you had better cut back!

WHAT TO BRING:

Be certain to carry the following items in your carry-on bag: Passport, the address and phone number of Webster University, one change of clothing, toothbrush and toothpaste.

Clothes

Pack a variety of clothes. Europeans generally place a higher value on personal appearance/fashion than the average American. Even nightclubs which cater to students will often have unwritten yet enforced dress codes. Regardless of how casual a dresser you might consider yourself, bring at least one full change of "party" clothes. You may find the weather wetter or colder than home. If you pack to layer your clothing, you will be warmer, drier, and be able to stretch your wardrobe. Also, remember that you will do much more walking overseas.

Appliances

If you plan to bring electrical appliances (curling irons, hair dryers) that operate on the standard 110-voltage current of the U.S., you must also bring along a converter. Most converters **WILL NOT** protect electronic circuitry, so if you want to use CD players, etc., and you don't want to overload them, be prepared to bring a lot of batteries or purchase a transformer once you arrive. **ANYTHING ELSE CAN DESTROY YOUR EQUIPMENT!**

Plug adapters are also necessary, as your U.S. plugs will not fit into UK. You can find converter/adaptor kits at most electronic stores.





Toiletries

American brands of toiletries are available overseas. Although they are generally more expensive there, the price difference is not great enough to warrant bringing a semester's supply of your favorite shampoo or deodorant. The exception to this rule is make-up. Even the bargain brands of cosmetics abroad are expensive, and the American brands are especially costly.

It is difficult to prepare a packing list for college students with individual tastes. The experiences of other students who have studied abroad may help you to determine your packing needs.

BEFORE YOU GO make sure you have:

- Passport
- Visa (if applicable)
- Appt. with Dr/DDS
- Insurance information
- Credit cards with PIN numbers
- Currency of host country (about \$100)
- U.S. cash (enough for airport layovers in the U.S.)
- Plane ticket confirmation number
- Health Documentation
- Extra ID
- Intl Student ID card (ISIC)
- Emergency info (medical, itinerary, relatives)

HEALTH CARE NEEDS (see section on Medical Care abroad):

- Prescriptions/Birth Control
- First Aid Kit
- Band Aids
- Antiseptic cream
- Sunscreen
- Tweezers
- Aspirin, Tylenol etc.
- Antacid
- Diarrhea Medicine

CLOTHING:

- Drip dry, no iron, minimum care
- Clothes you can layer for weather changes





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- Waterproof jacket
- Comfortable walking shoes
- Sweats and slippers for cold rooms
- Socks-thin cotton, thermal, wool
- Heavy sweater or two
- A dressy outfit
- Hat or visor
- Gloves/scarf
- Skirt
- Pants
- Tops
- Swimsuit
- Underwear
- Bathrobe and slippers

IMPORTANT BASICS:

- Single Sheet Set
- Towels
- Umbrella
- Money belt or Neck pouch
- Good padlock/keys
- Luggage Tags
- Camera and accessories
- Film and batteries
- Alarm clock (battery operated)
- Watch
- Pictures from home
- Small gifts from your home for new friends

PAPERWORK:

- A copy of your registration form
- Name, email, phone number of your advisor(s)
- This study abroad handbook
- Travel documents
- Photocopies of important documents (passport etc.)
- Telephone number and address of the campus, RA, and assigned accommodation





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MISCELLANEOUS:

- Cards, games
- Sewing kit, super glue
- Towel & washcloth (for travel)
- Leisure reading in English
- International phone card
- Sunglasses
- Plastic zip-lock bags
- Journal
- Travel Guides
- Maps
- Lots of patience
- Open mind

LUGGAGE

If you plan to fly within Europe you are strongly advised to limit your luggage as much as possible. Luggage allowances are lower on flights within Europe and excess baggage charges are high. Call the airline that you are using to learn weight and size restrictions and maximum pieces of luggage allowed without incurring a fee for extra luggage.

Occasionally, luggage is lost and although the airlines can normally find it within a few days, having a change of clothes, toothpaste and a toothbrush in your carry on luggage will make this unlikely event more bearable. Arriving early at the airport (at least two hours before your flight leaves) and allowing ample time between connecting flights (again, at least two hours) are two ways to increase the odds that your luggage will be on the same flight as you. For international flights, many airlines request that you check in 2 hours prior to departure.





9 ONCE YOU ARRIVE!

Your first few days abroad can be an exciting time of adventure and discovery. They can also be filled with fear, frustration and regret for having put yourself into this situation. The category you fall under depends upon your attitude.

JET LAG

Unfortunately, there is no avoiding jet lag. It can affect your digestive system and weaken your immune system, making you more susceptible to illness. It is estimated your body needs one day to recover for every time zone you cross. Do not expect to be at your best during the first week!

Try to observe normal sleeping and waking hours as soon as possible. Instead of going to bed when you arrive, you may wish to take a short nap then go to bed at your normal time that evening. During your flight, drink plenty of water; avoid alcohol, carbonated beverages and caffeine. Trying to sleep on your flight over will be very helpful as well.

ON-SITE ORIENTATION

Your program at Webster University-Vienna begins with an exciting orientation program before classes begin.. The program is designed to help students acclimate to the new surroundings and introduce you to Vienna's faculty and staff as well as policies and procedures. Students are expected to arrive at their respective campus in time for the orientation and should arrange travel around the recommended arrival dates provided by the Webster University Office of Study Abroad (OSA) in St. Louis.

THE FIRST FEW DAYS

It is not unusual to feel depressed after the initial excitement wears off. You may want to cry and withdraw to your room. Everyone gets lonely when they are far from home, but do not dwell on what you have left behind. You are abroad for a new experience and it takes some time to adjust. If your homesickness or depression continues (more than 10-14 days,)





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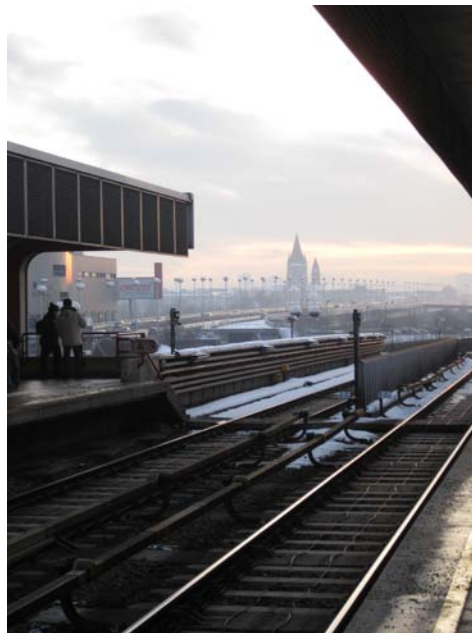
and is interfering with your academic work and social life, please speak with the student services personnel on campus. They want you to feel comfortable in your new surroundings.

Be proactive in tackling your feelings of disorientation and homesickness. Do not be afraid to explore the area surrounding your accommodations. Find out where the nearest post office, bank, supermarket, drugstore, etc., are. Do not worry about getting lost. It is often the best way to familiarize yourself with the area! Look for landmarks to avoid getting really lost.

If you do not already have one, pick up a map and or guidebook of the city. Tourist information offices have information on museums, cultural events, etc. A guided city tour is also a great way to get to know your new surroundings.

Check out the transportation system. Are tickets purchased when riding the bus/subway/train, or must they be purchased in advance? Is a weekly or monthly pass available? Can you get a student discount on passes? Again, a tourist information office can give you this information.

Find a student travel office. If you are planning to travel outside the city in which you are studying, this office can provide information on student train, bus and airline tickets. Pick up a listing of fares and start planning your first excursion!





10 STUDENTS WITH DISABILITIES

Many of the disability accommodations or services that are provided at US universities may be unavailable or different overseas. Being in a completely different environment can also be stressful, and accommodations that you may not have needed at home may become necessary in an unfamiliar setting. As a result you should arrange for any disability accommodations at overseas sites before you depart, and we encourage you to begin the process as early as possible. Receiving accommodations once you are abroad will be more difficult and may not be possible.

To make requests you can contact your home institution's disability services specialists. Webster students, please contact Barbara Stewart in the Academic Resource Center. The Office of Study Abroad (OSA) will also work with you to inquire about necessary arrangements. The disability specialists and study abroad staff can discuss possible alternatives with you, if necessary.

Mobility International USA is an organization based in the U.S. that specifically deals with the needs of students with disabilities who are studying abroad. Part of their mission is to encourage more participation among students with disabilities in overseas programs. Visit their web site at <http://www.miusa.org/>.





11 ORIENTATION

Study abroad orientation is an essential component to a successful and enriched study abroad experience. Webster University believes that your study abroad experience begins before you leave the country--from the moment you begin considering studying abroad.

PRE-DEPARTURE ORIENTATION

All Webster University students are required to attend a pre-departure orientation session before being allowed to participate in any international education program. Orientation leaders will discuss practical issues of study abroad and cross-cultural issues. Participants will have an opportunity to meet other study abroad students as well.

Visiting students will receive an orientation packet in the mail prior to the program start date. Visiting students are also encouraged to attend any pre-departure orientation session offered by their home institution and welcome, but not required, to attend pre-departure orientation held on Webster's main campus in St. Louis.

ON-SITE ORIENTATION

Each Webster University international campus has developed a thorough on-site orientation to help students acclimate to their new environment. Students will be introduced to campus policies and procedures and local surroundings. Students are expected to arrive at their respective campus in time for the orientation and should arrange travel around the recommended arrival dates provided by the Webster University Office of Study Abroad (OSA) in St. Louis.





12 SAFETY ABROAD

SAFETY

Webster University is committed to the safety and security of its students. Student residence facilities are staffed with residential assistants. All students have 24-hour local contact information in case of an emergency, and Webster has developed emergency response procedures in the event of an emergency.

All Webster University locations remain in constant contact with the local U.S. embassies to remain updated on the latest local and international advisories. Webster University also follows the US State Department travel advisories.

EMERGENCIES WHILE ABROAD

In the event of political, social, or natural emergency, the Office of Study Abroad (OSA) will be in close contact with the on-site staff. The on-site staff will in turn seek advice from the local authorities and the US Consulate or Embassy nearest the program location. Be sure to remain in contact with the on-site staff in an emergency situation.

U.S. CONSULATES AND EMBASSIES

The US State Department's Bureau of Consular Affairs in Washington, DC aids Americans in need of emergency assistance. They are in contact with the consulates and embassies overseas and can assist friends and family members with a number of different types of emergencies. During a crisis, the State Department will try to locate an American overseas if needed. In case of injury overseas, the Bureau of Consular Affairs can assist families when sending funds to the injured American party and collects any necessary health information to forward to the in-country embassy or consulate. In case of evacuation, the embassy or consulate overseas will try to establish special air flights and ground transportation to help Americans depart. If destitute, Americans can contact a US consular officer abroad for help. The Citizen's Emergency Center will assist by contacting the destitute person's family and friends to raise private funds and will also help transmit these funds to destitute Americans overseas. If necessary, it can provide small government loans to tide a destitute American over





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until private funds arrive. In case of the death of a participant overseas, the Bureau of Consular Affairs provides guidance on how to make arrangements for local burial or return of the remains to the United States. The US State Department's Crisis Emergency Center telephone number in Washington, DC is 202-647-5225. Updated recordings on State Department travel advisories are also available at this number.

SAFETY PRECAUTIONS

When traveling overseas, there are a number of precautions that you should follow in order to travel safely. You should also consult the US State Department Travel advisories for the country where you will be studying or traveling. Travel advisories are available for reference at http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

NAFSA HEALTH AND SAFETY GUIDELINES

The following guidelines have been developed by NAFSA, the Association of International Educators, to provide useful and practical guidance to participants. Although no set of guidelines can guarantee the health and safety needs of each individual involved in a study abroad program, these guidelines address issues that merit attention and thoughtful judgment.

All Participants Should:

1. Read and carefully consider all materials issued by the sponsor that relate to health, legal, environmental, political, cultural, and religious conditions in the host country.
2. Consider the health and other personal circumstances when applying for or accepting a place in a program.
3. Make available to the sponsor accurate and complete physical and mental health information and personal data that are necessary in planning for a safe and healthy study abroad experience.
4. Assume responsibility for all the elements necessary for personal preparation for the program and participate fully in orientations.
5. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.
6. Inform parents/guardians/families, and any others who may need to know about your participation in the study abroad





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- program, provide them with emergency contact information, and keep them informed on an ongoing basis.
7. Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program, and obey host-country laws.
 8. 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 staff or other appropriate individuals.
 9. Behave in a manner that is respectful of the rights and well-being of others and encourage others to behave in a similar manner.
 10. Accept responsibility for your own decisions and actions.
 11. Become familiar with the procedures for obtaining emergency health and law enforcement services in the host country.
 12. Follow the program policies for keeping program staff informed of your whereabouts and well-being.

Additional Safety Precautions

1. When traveling, do not leave your bags or belongings unattended at any time. Security personnel in airports, bus depots, and train stations are often instructed to remove or destroy any unattended luggage. Do not agree to carry or look after packages or suitcases for anyone. Make sure no one puts anything in your luggage.
2. When using local transportation, avoid traveling in old, poorly maintained vehicles. Inquire about the safety records of different bus companies. When taking a taxi, it is good advice to sit in the back seat.
3. Never keep all your documents and money in one place or one suitcase.
4. If you find yourself in uncomfortable surroundings try to act like you know what you are doing and where you are going.
5. Use caution when traveling alone. Women especially should not walk alone at night. Try to find an escort. In some countries it is dangerous to take a taxi alone at night for both men and women.
6. Keep the on-site program coordinators informed of your whereabouts. You should let the on-site coordinators, host family, or your roommates know of any traveling you plan to do.
7. Have sufficient funds or a credit card on hand to purchase emergency items such as an airline ticket.





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8. Be alert to your surroundings and the people with whom you have contact. Be wary of people who seem over friendly or overly interested in you. Be cautious when you meet new people, and do not give out your address or phone number. Be careful with information about other students or group events. Be alert to anyone who might appear to be following you, and to any unusual activity around your place of residence or classroom. Report any unusual people or activities to on-site staff immediately.
9. Exercise good judgment about what sorts of places to frequent during the day and night, and avoid being on the street at late hours more than necessary.
10. Avoid alcohol consumption in quantities that might impair your judgment.
11. Don't flash money or documents in public places. Keep small bills in your pocket and use them whenever possible to pay for things. Be discrete in displaying your passport.





13 HEALTH MATTERS

WEBSTER STUDY ABROAD HEALTH INSURANCE

Webster University provides basic accident and sickness insurance to all study abroad participants. The basic policy covers students throughout the world arranged through HTH Worldwide Health Services. Students should familiarize themselves with the policy prior to departure. Students should not cancel their existing policies in lieu of this coverage.

What the Student Must Present to the Health Care Provider

In the event of sickness or injury, the student must provide the Webster plan ID (Webster University – US Abroad) and a social security number or certificate number found on the student's insurance card. In most cases, this will be all that is required.

Choosing a Doctor who Accepts HTH Insurance

Students may logon to www.hthstudents.com and search for a doctor in their region. The student will initially be required to set up a user profile and then will be allowed to run a search for a doctor, download forms, etc.

Submitting a Claim to HTH for Reimbursement

If a student chooses or inadvertently seeks care from a health care provider that does not have an agreement with HTH Health Services, there is no need to worry. The student must simply pay for services rendered up front to the care provider and then submit an insurance claims form to HTH for reimbursement. The forms are included in the insurance packet from Study Abroad and are also available for download online at www.hthstudents.com. Contact HTH (the number is printed on the back of your insurance card) within 24 hours in the event of an emergency.

REMEMBER: the student must submit an itemized receipt of the services (and diagnosis if applicable) provided with a claims form within 90 days of treatment. **It is the responsibility of student to submit the claim—this is not the responsibility of Webster University.**





INTERNATIONAL STUDENT IDENTITY CARD (ISIC)

In addition to HTH coverage we provide each of our program participants with an International Student Identity Card (ISIC). All ISIC holders are automatically covered by an accident insurance policy anywhere they travel outside the continental United States. Students are able to purchase an upgrade, through the OSA, for \$55. This upgrade will provide \$2000 additional coverage such as travel document replacement, lost/damaged personal property, etc. This additional coverage must be purchased prior to departure.

IMMUNIZATIONS AND VACCINATIONS

First things first: We are not doctors. The Office of Study Abroad defers to the advice of your regular physician on assessing your individual health needs while abroad. Any action you take concerning your health is solely your responsibility.

Webster University does not require any immunizations or vaccinations in order to participate in a Study Abroad Program. Students should consult their physicians and the Centers for Disease Control and Prevention for the most current advisories at www.cdc.gov.

It is also advisable to make sure you are up-to-date on Tetanus and Hepatitis A and B vaccines.

PRESCRIPTIONS

You should bring enough of any prescription medication and vitamins that you are currently taking to last throughout your stay abroad. For each prescription, you should carry a letter from your physician stating that you are required to take the medication or a photocopy of the written prescription. If the medication is a controlled substance, you may need to notify officials at the US embassy in the host country as well as the consulate officials of your host country. All medication should be stored in the original container with the identification label attached and clearly visible. Carry enough to last a week or two with you in your carry-on luggage in case your checked luggage is delayed or lost. We also suggest that you learn the generic name of your medication should you need to replenish your supply in your host country. If you have allergies—especially to dust, mold or pollens—plan ahead to take any medication you might need. If you wear glasses and/or contacts, you should bring





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a spare pair of each. As with medications, you should also bring an eyeglass prescription written by optometrist.

ILLNESS ABROAD

Getting sick when you are away from home can be one of the most unpleasant aspects of your study abroad experience. In some cases, your body may be simply adjusting to a new climate or new cuisine. There are ways to help avoid getting sick when you are overseas. Eat and drink lightly for several days after arrival until your system has had enough time to adjust to changes in climate and food. Adjusting to a new diet often causes mild intestinal upsets or diarrhea. Depending on the country where you will be studying, you should bring along over-the-counter medication such as Imodium for digestive illness. You should also check on other health issues, such as whether or not it is safe to drink the local water. Be careful treating yourself. If you are very ill, see a doctor. You should understand the health conditions in your host country before you leave, and obtain information about appropriate precautionary measures.

The following are tips you should consider regarding your health abroad:

- 1) If you have a medical condition that is not easily identified (diabetes, epilepsy, severe allergies), you should wear a medic alert bracelet while you are abroad. You should also inform the Office of Study Abroad (OSA), traveling companions, and on-site staff so they are prepared in case of emergency. If you have a medical issue that could be aggravated by conditions abroad (e.g. asthma), consider carefully how you will deal with the problem abroad and discuss it with your physician before you leave home.
- 2) AIDS is a major concern in some locations. While abroad, avoid injections and blood transfusions. If an injection is required, make sure the syringe comes directly from a sealed package or that it has been sterilized in boiling water for 20 minutes. Diabetics are encouraged to bring a sufficient supply of needles and syringes with a prescription or doctor's authorization. Avoid ear piercing and tattooing if AIDS is a concern in the area.
- 3) Always use latex condoms if you choose to be sexually active.

In the event of a serious medical illness or injury resulting in a medical evacuation to the United States, please contact HTH Worldwide Health Services. If you need to be transported back to the United States due to illness or injury, flight arrangements must be made by HTH or you risk no reimbursement for the plane ticket.





14 FINANCIAL POLICIES

Part of the application process is to familiarize yourself with the financial aspects of studying abroad. After your acceptance, the information below will assist you in meeting financial deadlines.

COSTS

The cost of studying abroad with Webster University includes tuition and program fees/deposits. Unless otherwise noted, meals, housing, personal living expenses, books and travel costs are not included in the program costs. Below is an explanation of the expenses you will incur from Webster University followed by the refund policy.

TUITION WHILE ABROAD

The cost of tuition abroad corresponds with the tuition rates of the Webster St. Louis campus. Tuition does not cover additional expenses such as lessons, private instruction, etc.

Payment is due 2 weeks after classes begin. Students may choose to make payments through Webster's Tuition Management plan (see details below).

Undergraduate Study Abroad Tuition

Fall and Spring: Undergraduate students participating in Webster University's Study Abroad Programs are charged the St. Louis (home campus) flat-fee semester rate during the regular academic year. The tuition rates are announced each spring for the following academic year. The study abroad student must be registered as a full-time student (a minimum of twelve credit hours per semester or six credit hours per term) and may register for up to 18 credit hours of study at a Webster University international campus. This rate is not discounted or prorated for students who elect to register for less than 18 credit hours a semester—the student will be invoiced the flat-fee rate regardless of the number of credit hours attempted. Payment on a per-credit-hour basis is not possible for study abroad students enrolled during the regular academic year (fall or spring semesters) despite the limited range of courses available at international campus locations. **Study abroad students cannot be guaranteed the availability of specific courses.**





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Summer: Tuition for study abroad during the summer academic term is billed per credit hour based on the St. Louis rates. Students must be enrolled full-time (at least 6 credit hours) while studying abroad during the summer.

Graduate Study Abroad Tuition

Fall, Spring, and Summer: Graduate students participating in Webster University's Study Abroad Programs are charged per credit hour based on the St. Louis campus rate for graduate students. This applies to both the regular academic year and summer term. This rate is announced each spring for the following academic calendar year, which begins with the summer term. Graduate students may study abroad for up to one semester at any Webster University international location. After one semester, the graduate student pays tuition on a per-credit hour basis to the respective international campus at the corresponding rates.

Webster University tuition does not include or cover the additional housing costs or study abroad fees and deposits.

HOUSING COSTS

Students living in Vienna student housing will be billed in eight week increments upon arrival in Vienna. If a student withdraws after the housing contract is signed, the campus reserves the right to charge the student for housing. **Please note housing cannot be charged to your student account!**

MEAL PLAN

There is no meal plan provided for Webster Vienna students. You will be responsible for eating out or purchasing groceries. Take note there is no cafeteria on campus in Vienna.

FEES AND DEPOSITS

Program Security Deposit

All students planning to study abroad with Webster University must submit a \$165 program deposit no later than one week after the receipt of acceptance. This fee does not pertain only to housing; the security deposit acts as a placeholder for the program. By depositing the \$165 security deposit you are





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committing to participate in the study abroad program. Early withdrawal from the program will result in forfeiture of the deposit. Successful completion of your time abroad will result in a partial or full refund of the security deposit.

Study Abroad Program fee

All study abroad students will pay a study abroad program fee, which will be charged to the student account approximately one month prior to departure. The fee is \$500 per semester in the fall and spring and \$250 for the summer term. If a student withdraws from the program after the program has begun, the student is still responsible for the cost of the study abroad fee.

REFUND OF THE PROGRAM DEPOSIT

Once you have returned from your trip abroad you may be eligible for a partial or full refund of the \$165 security deposit. Before the refund is processed, the Office of Study Abroad must first receive the online post-departure survey from the student. Once the OSA receives the survey the process for the refund is as follows:

The abroad campus will check to see if your room was left clean and in good condition. If the housing is in good condition and you do not owe the campus any miscellaneous charges (i.e. phone bill, lost key charge, utilities), the campus will clear your security deposit with the Business Office in St. Louis. Once the Business Office receives word from the abroad campus, the \$165 security deposit or a portion of it may be credited back to your student account. If the account is at a zero balance, the refund will be credited to your HigherOne card. **Please make sure this card is activated to receive the refund.** A CHECK WILL BE ISSUED TO THE STUDENT ONLY IF THE STUDENT IS NO LONGER REGISTERED FOR CLASSES WITH WEBSTER UNIVERSITY.

Please note that the process for refunds lasts two to three months AFTER you have returned from studying abroad. If you have not received your security deposit after three months from your return to the United States, please contact the Office of Study Abroad. Before contacting the OSA, please make sure to check your student account to verify whether or not the refund has already been applied to your account.





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WITHDRAWING FROM THE PROGRAM

If you find it necessary to withdraw from your studies, you must contact the Office of Study Abroad (OSA) in St. Louis before withdrawing from your classes.

Students who withdraw from the program at any time forfeit the \$165 security deposit and will be responsible for the cost of the study abroad fee. **Additionally, you may incur cancellation fees for unused accommodations reserved on your behalf by Webster University.** Webster Vienna is very strict concerning housing policies and *will* charge for any unused accommodations. Once the housing contract is signed, the student is bound to Webster Vienna's terms and conditions and will be responsible for the cost of housing.

In addition to the costs of the security deposit, the program fee and housing, **you may incur cancellation fees for unused accommodations reserved on your behalf by Webster University.** **If you are awarded the Webster World Traveler Program you are responsible for reimbursing Webster the ticket in its entirety.**

BILLING

Direct Billing

Tuition invoices are sent from the Webster-St. Louis business office after course registration has taken place. Invoices are generated periodically once course registration has been received. You will not receive an invoice if you have not registered for courses. Webster University students will receive an invoice at the mailing address listed with the University.

Home School Billing

In some cases, visiting students will receive an invoice at the mailing address listed with Webster University. However, certain institutions prefer that we invoice them directly rather than send invoices to their students. Please check with the study abroad advisor on your campus to see whether arrangements are in place or can be made to have your home institution cover all or part of your tuition.





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DEFERRED PAYMENT/TUITION MANAGEMENT

Tuition management is available to those interested. Sign up takes place online at www.webster.edu/registration.html.

FINANCIAL AID

WebsterStudents

All Webster students retain their federal, state and Webster funding while studying abroad through Webster, with the exception of work study money, as students are not able to work while abroad. During the summer session, students will only have federal financial aid available. Fall and spring students will have federal *and* Webster financial aid available. Students receiving Webster scholarships must be registered for at least 12 credit hours per semester in order to maintain financial aid and scholarships while abroad in the fall and spring.

As the overall cost of studying abroad may be higher than attending the St Louis campus, invest some time in creating a budget to make sure your costs are covered. If you need additional loan funding, you may look into either parent PLUS loans or Alternative Private Loans. Feel free to contact the Financial Aid Office or visit their website at www.webster.edu/finaid for links and other useful information.

As a reminder, your student financial aid file must be complete by the **priority deadline of March 30th** for maximum consideration. If you are studying abroad during the spring semester, it is your responsibility to file for the next academic year either while abroad or prior to your departure. All forms may be downloaded and printed from the following website: www.webster.edu/finaid/application.html

Visiting Students

Many schools allow state and federal financial aid to transfer while studying abroad with Webster University. Schools may also allow students to retain their institutional aid. Visiting students should consult their study abroad advisor or financial aid office to see what their policy entails.





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PAYMENT CHART

* The deposit does not apply toward your tuition or housing bill. It will be held in your account at Webster University until you have completed the program, after which you may apply for a rebate.

Student Status:	\$30 App. Fee	Security Deposit *	Tuition/ Fees	Rent in Vienna
Webster University Undergraduate	NO	\$165	Billed per Semester through Webster-St. Louis	Billed every eight weeks upon arrival in Vienna
Webster University Graduate	NO	\$165	Billed per credit through Webster-St. Louis	Billed every eight weeks upon arrival in Vienna
Visiting Undergraduate	YES	\$165	Billed per Semester through Webster-St. Louis	Billed every eight weeks upon arrival in Vienna
Visiting Graduate	YES	\$165	Billed per credit through Webster-St. Louis or Home Institution	Billed every eight weeks upon arrival in Vienna
Affiliate Institution Student	NO	\$165	Pays to Home Institution	Billed every eight weeks upon arrival in Vienna





15 REGISTERING FOR CLASSES

All participants are enrolled in Webster University and as such are bound to certain academic guidelines and required to uphold high academic standards. Any infractions to the guidelines below may result in revocation of acceptance into the program.

ACADEMIC ADVISING

All students are required to meet with their academic advisor to discuss the courses they will take while abroad. While abroad, students meet with academic advisors to make any alterations to course schedules. **The appropriate academic advisor must approve all course registration and sign off on the registration form; without a signature from your academic advisor, Vienna will not register you for classes.**

REGISTERING FOR COURSES

Students will receive a finalized course schedule and a course registration form via e-mail approximately one month prior to departure. The registration form must be completed with your academic advisor and signed by an official in the Business Office before the form is returned to the Office of Study Abroad (OSA) prior to your departure. **The Business Office must sign off on the form to ensure no holds exist on your student account.** Any holds on a student account will prohibit the abroad campus from registering the student for classes. Once the OSA has received your registration form, it is faxed to the abroad campus. Failure to return this form in a prompt manner may result in course block outs. Vienna maintains specific cut-off dates for registration. Please pay attention to the dates your study abroad advisor indicates as the last day for registration (this will be included in the e-mail regarding the course schedule and registration form), as these dates are enforced by Vienna and missing the deadline will make it very difficult to register you for classes and will negatively impact your financial aid. **Please note that your academic advisor will not register you for classes (but must sign off on the form) and on-line registration will not be available. Webster Vienna will be the campus responsible for registering you for classes.**





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Two weeks after you have turned your registration form in to the Office of Study Abroad, please confirm your classes are correctly reflected in Connections. **It is the student's responsibility to confirm registration.**

Keep a copy of your completed registration handy in case you wish to alter your schedule once you arrive. Do not simply change your mind about the classes you will attend without consulting an academic advisor at the international campus. This will result in errors to the student transcript and can jeopardize eligibility for financial aid.

REGISTERING FOR COURSES IN ST. LOUIS

During your time abroad, you will need to register for St. Louis classes for the semester following your study abroad trip. To do so, you will need to correspond with your academic advisor via e-mail prior to registration. It is a good idea to start this process as soon as the course schedule for St. Louis is finalized. Your academic advisor will be able to clear you for online registration. If you are student of a department that does not allow online registration, please follow the guidelines of your department to complete registration.

Please note if you have a balance on your account at the time of registration and you are not enrolled in the tuition management plan, a hold will be placed on your student account, thus preventing you from registering for classes. **MAKE SURE YOUR ACCOUNT IS PAID IN FULL BEFORE DEPART FROM THE UNITED STATES.** Holds are difficult to lift while you are abroad.

COURSE LOAD

All students are required to register for full-time status while abroad as defined locally by Webster University. For study at an international campus, this means full-time course registration at the respective campus (independent study through the St. Louis campus does not qualify); status may vary for short-term programs. Full-time status is defined as a minimum of 12 credit hours per semester for undergraduates. Students may register for a maximum of 18 credit hours per semester.

Graduate students must be registered for a minimum of 6 credit hours per 8-week term to maintain full-time status.





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ADD/DROP

Students may make changes to their schedules (drop/add) during the official drop/add period. Prior to the beginning of classes, students may add or drop classes with the approval of an academic advisor. After classes have begun, students may drop or add a course with the approval of the instructor and an academic advisor through the end of the second week of the term/semester. Section changes in the same course will be approved at the advisor's discretion. Drop/add forms may be obtained from the academic advisor at each campus. In order for schedule changes to be official, the academic advisor must sign the drop slip; the academic advisor and the instructor (after classes have begun) must sign the add slip. Students who do not submit signed drop/add forms by the deadline will be graded and charged according to their registration on file at the end of the official drop/add period. Merely informing the instructor or advisor of the intent to drop a class or not attending a class will not constitute an official schedule change. Students may not drop below full-time status.

If you are receiving financial aid based on full time status, then you must carry a certain minimum number of credit hours for each semester. If you drop too many courses and fall below the minimum number of credit hours required to maintain your financial aid, you may lose your eligibility and receipt of financial aid.





16 CREDIT TRANSFER

CREDIT TRANSFER

All credits earned abroad at a Webster approved study abroad program are Webster University credits. In most cases, students are able to transfer credits from Webster back to their home institution. Contact your study abroad advisor or registrar to find out how this is completed at your school.

TRANSCRIPTS/GRADING

All grades and credits earned on a Webster University Study Abroad Program will be reported on an official academic transcript from Webster. Visiting students must request transcripts to be sent to their home institution (usually the Registrar's Office) by completing the Transcript Request form (part of initial study abroad application) and returning it to the Webster University Office of Study Abroad (OSA) before departure.

No transcripts will be issued without the written request. For additional transcripts, students should contact the Office of the Registrar at Webster University by calling (314) 968-7450.

The grading system is based on the A-F letter scale and 4.0 grade point system used at the home campus in St. Louis.





17 CHANGES WITH YOUR PROGRAM

Students are required to notify the OSA in writing regarding any changes in their study plans.

CHANGES/PROBLEMS WITH YOUR STUDY ABROAD PLANS

Should you experience any academic problems while studying at one of our extended campuses, please contact your overseas academic advisor immediately. If you find it necessary to withdraw from your studies, you must contact the Office of Study Abroad (OSA) in St. Louis before withdrawing from your classes.

Should you decide to continue studying abroad after the period originally intended, you must inform the Office of Study Abroad, your academic advisor and the appropriate personnel at the abroad campus as soon as possible. Keep in mind that late notification of your wish to extend your stay may make it difficult or impossible for Webster University to secure housing on your behalf. If you are extending your stay from a term to a semester, you may have to apply for a visa. Lastly, you will be responsible for making the necessary changes to your plane ticket, even if Webster University made the initial ticket arrangements.

