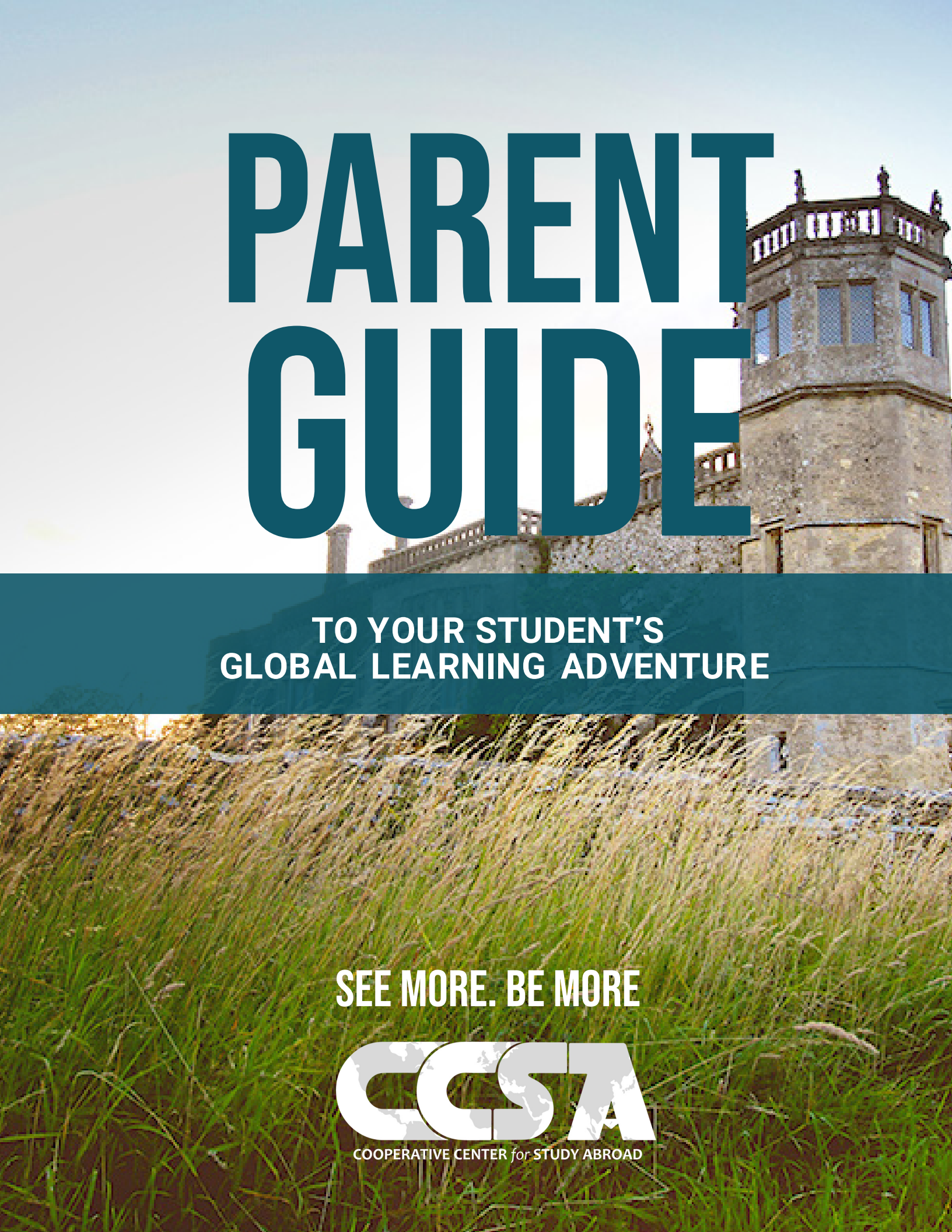


PARENT GUIDE



TO YOUR STUDENT'S
GLOBAL LEARNING ADVENTURE

SEE MORE. BE MORE



COOPERATIVE CENTER for STUDY ABROAD

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LIFE CHANGING EXPERIENCES AT CCSA!

Study abroad is an exciting and life-changing experience for students that provides them with incredible opportunities, new ideas and new perspectives. Students have the chance to visit historically significant natural wonders and explore different ways of life.

Most importantly, students with study abroad experiences enhance their academic and professional preparedness. These new perspectives are attractive to employers and separate your students from their peers after graduation.

CCSA is designed to provide the most effective global learning opportunities. Global learning includes both study abroad AND domestic study away courses. CCSA specializes in short-term programs that provide experiential learning at a reasonable cost during the summer and winter terms.

MAIN OFFICE:

1906 College Heights Blvd.
HCIC 3041
Bowling Green, KY 42101 USA

CONTACT:

Phone: 1-270-745-4512
Fax: 1-270-745-4499
Email: info@ccsa.cc



WHAT YOU NEED TO KNOW

ELIGIBILITY AND REGISTRATION

All participants under the age of 26 must be registered for academic credit to participate.

Students apply website ccsa.cc and guided through the process with step by-step instructions. Applications are not considered for acceptance until the non-refundable application fee is received. A list of payment options is available on the [CCSA website](http://ccsa.cc).

STUDENTS FROM NON-CCSA MEMBER INSTITUTIONS MUST INCLUDE THE FOLLOWING IN THEIR CCSA APPLICATION

- Complete the CCSA application prior to being registered for a course
- Be in good standing at their home institution
- Possess a valid passport prior to departure with an expiration date at least **6 months** beyond the end of the program
- Submit full payment or sign a promissory agreement prior to departure
- Complete all pre-departure orientations
- Maintain adherence to the Code of Conduct
- Have permission of parent or guardian if under 18 years of age (in Alabama, under 19)
- Immunizations and/or vaccinations required by CCSA and/or governments in the destination

FINANCIAL AID

CCSA program courses are part of the regular course offerings of member institutions; therefore, students may apply for financial aid for which they would normally have eligibility. Students applying for financial aid are strongly encouraged to do so before program application deadlines in order to facilitate the financial aid process and to make an informed and timely decision about participation. Contact the Financial Manager at finance@ccsa.cc or (270) 745-4487 for assistance.

CCSA provides a cost calculator for your convenience at ccsa.cc/cost/. Students having difficulty obtaining adequate funding or other concerns are encouraged to contact CCSA's Financial Manager for potential alternative arrangements. CCSA is committed to providing adequate time and resources to accommodate student participation in its programs through reasonable financial arrangements. A complete list of payment options is [available online](#).

TUITION

Students should meet with their home campus staff concerning tuition and fees assessed in accordance with the policies of that institution.



COURSE INFORMATION

By combining this intensive study abroad experience with directed study activities preceding and following the on-site portion of the course, students earn three semester hours for each class completed. Most courses have major assignments due prior to departure date and after the on-site portion of the course.

CCSA offers courses at various levels: undergraduate, undergraduate honors, and graduate, as designated in the course details section under each program. Visit our website for more updated information regarding the academic content of individual courses.

We encourage students to note course prerequisites, which must be completed or waived by the instructor prior to the departure date. Graduate and Honors sections may have additional costs for activities or assignments stated in the syllabus. Carefully Review the course description and syllabus.

CREDIT AND TRANSCRIPT

Western Kentucky University (WKU) serves as the academic sponsor for CCSA, and CCSA works with academic departments at WKU to create transfer credit courses for students who need a WKU transcript. Students from non-CCSA member schools AND students from CCSA member schools that select the WKU transcript option will follow a process to be admitted to WKU and registered for their selected course. Students registered for credit at WKU will be charged a

one-time \$100 fee and receive a WKU transcript after course grades are submitted by the CCSA instructor. Not all disciplines listed may be available for transfer credit from WKU, in which case CCSA will endeavor to provide credit from an alternate CCSA member school. If this cannot be accomplished, CCSA will seek to arrange credit at the student's home school.

PHYSICAL EXPECTATIONS

Participants should be prepared to Travers at least 3-5 miles daily, which at times may involve traversing rough or uneven pavement and stairs. Some programs require everyone to maneuver over rough terrain. Individuals will be responsible for carrying their own luggage through airports and to and from coaches and hotel rooms. Students will be required to use public transport, with basic instruction provided by program faculty and administrators. Guidance is provided through the CCSA orientation process.

PARTICIPANT TRAVEL RESPONSIBILITIES

Every student must have a valid passport that expires no less than 6 months after the end of the on-site portion. More information on passports are found [here](#).

Non-U.S. passport holders must ensure they have any necessary visa(s) to enter the program country / countries, if applicable. Upon request, CCSA will furnish the participant with a letter supporting their visa application (to the program country). If a participant does not obtain a visa prior to departure or is denied a visa at the foreign Embassy or Consulate or at the point of entry into the country, CCSA will not be held responsible and will not provide the participant with a refund of any kind.

If a participant does not obtain the required proof of vaccinations or any other requirements to enter a country, CCSA will not be held responsible and will not provide the participant with a refund of any kind.

If the airline or the Transportation Security Administration (TSA) refuses to allow a participant to board a flight to the CCSA program site, and as a result the participant is unable to participate in a CCSA program, CCSA will not provide the participant with a refund of any kind.

ROOMING ASSIGNMENTS

CCSA rooming assignments are normally twin-share. CCSA adheres to home school requirements regarding rooming assignments. Single rooms may be available at additional cost. No unrelated mixed gender rooms are permitted without specific approval of home campus representative. Exemptions may be approved by the CCSA Executive Director.



“I had so much fun while learning so many things including things I never expected to learn. This course allowed me to step outside of my comfort zone in many good ways.”

-CCSA Student



THE CCSA DIFFERENCE

CCSA is designed to respond to the needs of students at our member institutions and beyond. Our programs in English-speaking countries – including right here in the United States - are designed with first-time study abroad students in mind. With decades of experience sending students abroad CCSA is uniquely positioned to offer safe and exciting courses taught by faculty from our member schools.

HEALTH & SAFETY

CCSA is committed to providing a safe and healthy learning environment

- On-site Program Directors Administrations on hand 24/7 while the program is in process.
- Low faculty and staff to student ratio.
- Health and emergency evacuation insurance provided from CCSA as part of the program.
- Dedicated support staff in the U.S. to responds quickly to student needs.
- Group travel offered on all programs that includes round-trip transportation from select U.S. cities. From most locations CCSA faculty or staff accompany participants through the whole international transportation process.





WHAT CAN FAMILIES DO TO HELP?

Before choosing a program...

Help them choose a program that will enhance their overall academic and professional development. Discuss the long-term objectives and how this helps them in achieving their life goals.

Assist them in finding financial resources. CCSA programs are part of the regular course offerings at member institutions, and therefore are eligible for any scholarships or financial aid that students would normally receive. Outside scholarships also exist.

Before departing...

Help them prepare to study abroad. CCSA provides all the logistics for departure, but there are still many items that participants must complete on their own. Obtaining a passport is essential and they will use it for many years.

Arrange reasonable times for contact. Internet access is available in most destinations. Arrange for a reasonable amount of contact and understand that often no news is good news!

While your student is abroad...

Be available for contact. Be sure the amount of contact is reasonable.

Keep an eye on social media for those awesome photos!

After the program ends...

Dealing with culture shock

Short term programs typically give students a chance to experience the flavor of the country but rarely leads to very strong reverse culture shock. Some participants notice that feeling of something 'missing' or having a hard time relating to friends and sharing their experience

For you we recommend:

Keeping yourself available to talk with your student about the experience. They may have a hard time expressing what they saw, felt, heard without a common point of reference, but believe us, they have a lot to say. Encourage your student to speak with friends they made on the course. Give them a place to discuss their shared experience.

FREQUENTLY ASKED QUESTIONS

DOES MY STUDENT HAVE TO BE FROM ONE OF THE CCSA SCHOOLS?

Students from any accredited US institution are welcome to attend CCSA programs! Students from non-member schools will be registered for credit with CCSA's home institution with the option to transfer the credit at the end of the program.

CAN MY STUDENT JOIN A COURSE WITHOUT REGISTERING FOR CREDIT?

Those 26 years of age or over may apply as a 'non-credit participant' at the discretion of the CCSA Executive Director and will be bound by the CCSA code of conduct.

I AM CONCERNED ABOUT MY STUDENT STUDYING ABROAD BY THEMSELVES.

CCSA programs are designed for first-time study abroad students. We keep a low student to faculty ratio and provide assistance through on-site administrators to provide 24/7 support to students while abroad.

CAN MY STUDENT FLY INDEPENDENTLY?

Yes, for most programs, CCSA will provide directions and a date/ time for independent travelers to meet the program in the destination country.

CAN MY STUDENT STAY LONGER IN THE DESTINATION COUNTRY?

Anyone may choose to travel outside the program dates, however those wishing to go early or stay late must choose "Independent Travel" on their CCSA application and arrange their own airfare. CCSA cannot modify the group travel flights.

WHEN CAN MY STUDENT STUDY ABROAD?

CCSA offers programs each winter and summer. Summer location and dates may vary.

DOES MY STUDENT NEED A VISA?

U.S. Citizens normally don't need a visa for short-term study abroad and CCSA will communicate any changes to all participants. A visa is required before entry to Australia, and for U.S. citizens CCSA will automatically arrange a travel visa for Australia if on our group travel.

If you are not a U.S. citizen, you should immediately contact your home-country embassy in the United States, as well as the embassy or consulate of the country to which you are traveling, to ascertain which documents are needed to enter that country. You must also contact the U.S. Citizenship & Immigration Services to determine which documents are needed to re-enter the United States and whether your leaving the United States is likely to have an adverse effect upon your U.S. residence.

WHAT DOES MY STUDENT NEED TO PACK?

Once your student has been approved a Participant Handbook will be provided. CCSA also conducts program-specific orientations well in advance of departure to go over packing and other essentials.

CAN MY STUDENT APPLY FOR MORE THAN ONE PROGRAM AT THE SAME TIME?

Participants are limited to 1 course/program during the winter programs. Those looking to study abroad during the summer session may apply for more than one program as long as they do not take place concurrently.

WHEN CAN MY STUDENT APPLY?

Applications for winter programs open around February. Applications for summer programs open around the previous August.

WHAT HAPPENS IF MY STUDENT GETS SICK ABROAD?

CCSA provides medical insurance while abroad for all participants. CCSA program administrators are available on-site to assist and care for students who become ill. We maintain excellent relationships with the local clinics, pharmacies and hospitals. If you have questions or concerns, please contact the CCSA Executive Director.

DOES THE BASE PRICE COVER INSURANCE?

The base price includes basic international medical and evacuation insurance. Please see the full terms and conditions of the included insurance in the link included in your online application. All travelers are recommended to get additional insurance for personal needs.

DOES MY STUDENT NEED A CERTAIN GPA TO APPLY?

CCSA adheres to the standards of the member institutions. Participants must be in 'good academic and disciplinary' standing to participate.



CAN MY STUDENT USE FINANCIAL AID?

Yes! CCSA programs are part of the regular course offerings of member institutions; therefore, students may apply for any student loans or grants for which they would normally have eligibility. The campus representative will assist students needing information about financial aid. The CCSA Central Office notifies financial aid offices at member institutions of program prices. It is imperative that students applying for financial aid apply well before the application deadline dates in order to facilitate the financial aid process.

ARE THERE ANY SCHOLARSHIPS?

CCSA offers scholarships found on the website. Participants should speak with their study abroad office for scholarship opportunities.

ARE FLIGHTS INCLUDED IN THE BASE PRICE?

Group flights are offered on all programs. We show the flight costs so students can decide if the Independent option is for them. Please see each individual program pages for details of whether the flight is included.

TESTIMONIALS

“England is one of the World’s most incredible countries and one that everyone should have on their bucket list to visit. Ive had that magical experience while teaching london for CCSA on two previous occasions. I have spent over 30 years in sports broadcasting and being able to walk out on the pitch at Wembley Stadium and tour the grounds at Wimbledo n are moments thatl will never forget. I have also been a musician since my youth and England’s musical history is unrivaled. This will be an experience that you will remember for the rest of your life and I look forward to guiding your son or daughter on this journey.”

BARRY GRESHAM
APSU

Communication / Pop Culture / Broadcasting &
Media Studies / Music /
greshamb@apsu.edu



"I began teaching with CCSA in 2002 and have been involved with about six different programs to London and Dublin. As a faculty member, I have been impressed with CCSA's attention to program details, training of faculty and directors, and orientations for students. Students who choose CCSA for study abroad receive not only a safe programs, but also quality academics.

Rather than a study tour, students really are studying abroad. The disciplinary material they learn will help them excel in their chosen major. The experience of studying abroad, which teaches students just as much or more about themselves as about another culture, impresses potential employers because students who study abroad will have greater adaptability, problem-solving, and communication skills. In addition to all of the benefits i have mentioned, studying abroad is also a fun way to gain college credit and experience in person what students are reading and studying."



STACI STONE
JSU

English / Literature
slstone@jsu.edu

LIFE CHANGING

“There is something magical about being on location so the students can walk the same street Shakespeare walked, taste the foods they’ve seen on The Great British Baking show, or take in the magnificent art on display at the National Gallery.

As a professor, nothing beats seeing the students light up from making new discoveries and with CCSA this seems to happen multiple times a day. Studying abroad is a life changing learning experience - you’ll never forget this adventure. Working hard to plan a rich, engaging, activity-packed visit and available to turn to whenever needed.”

CORRIE DANIELEY
Northern Kentucky University
Associate Professor
Theatre/ Performance



LETTER FROM LAURA HARTFORD

"I teach in London because it helps to contextualize the historical content of my photography course, while providing a beautiful backdrop for creative assignments and endless opportunities for exploration for my students - both in and out of class, I've participated in the CCSA summer program five times and hope to continue for years to come. My very first experience with CCSA was wonderful, and each time I return I make improvements to the class and engage students in more creative projects. As an academic resource, London's museums, galleries and archives are phenomenal. CCSA instructors consider the entire city our classroom, and we work hard to find unique and unusual events and activities to tite into our courses. I Was first drawn to the program through my interest in Victorian culture and the very early years of photography, and I feel extremely fortunate that I've had the opportunity to bring so many young artists to one of the medium's birthplaces.

I love working with CCSA because they offer such a strong support network. They help us maximize our outings in and around London, and they provide 24/7 on-site administrative help for students and faculty. If anyone requires assistance, CCSA staff are just a short walk or a quick call away. Their goal is to expose students to international experiences while attending to the safety, health, and emotional care of everyone in the program."

LAURA HARTFORD

Bellarmino

Photography / Art and Design

lhartford@bellarmino.edu





SEE MORE. BE MORE



COOPERATIVE CENTER *for* STUDY ABROAD