



Dependent/Guest Proposal for University-Sponsored Programs Abroad

Instructions for completing this form:

1. The on-site program leader proposing to bring a dependent/guest abroad should complete this form and submit to the Faculty/Staff Program Coordinator.
2. The Program Coordinator should review this proposal and, if s/he approves, should include this in the full International Travel Proposal submitted for second-level signature approval and then to the Travel Policy Advisory Committee (TPAC).
3. Note that the on-site leader and Faculty/Staff Program Coordinator may be the same person.

Proposal Details

This Dependent/Guest proposal is for the following SCU international activity:

Program city(ies), Country: _____

Program arrival date/departure date: _____

SCU Faculty/Staff Program Coordinator Name (Last, First): _____

Sponsoring SCU Department: _____

On-Site Program Leader Information

Name (Last, First): _____

Title: _____

SCU Department: _____

Cell: _____

Email: _____

Proposed Dependent/Guest Information

Name (Last, First): _____

Relationship to on-site program leader: _____

Is the Dependent/Companion at least 18 years old?: Yes ___ No ___

SCU Department (if applicable): _____

Cell: _____

Email: _____

Title: _____



If the proposed Dependent/Guest is under the age of 18, Parent/Legal Guardian Information

Name (Last, First): _____

Title: _____

SCU Department (if applicable): _____

Cell: _____

Email: _____

If the proposal to bring a Dependent/Guest is approved, do you agree to abide by these requirements?

1. The On-site Program Leader understands and agrees that Dependents/Guests are not considered participants of the program. A Dependent/Guest will have no responsibilities on behalf of the University, e.g., monitoring tests, managing program finances, arranging logistics, teaching, grading, etc.
Yes ___ No ___
2. The On-site Program Leader understands that the University does not assume any liability for Dependents/Guests. The On-Site Program Leader is responsible for the conduct of their Dependents/Guests.
Yes ___ No ___
3. The On-site Program Leader understands that Dependents/Guests are responsible for all of their own expenses including but not limited to: passports, insurance, visas, immunizations, transportation, meals, lodging, tickets for entrances to events or activities, and incidentals. Dependents/Guests may share the program leader's accommodation provided this does not result in an increase in costs charged to program expenses. SCU will not reimburse any Dependent/Guests expenses.
Yes ___ No ___
4. The On-site Program Leader will communicate to all program participants about approved accompanying Dependent/Guests, to confirm that no student/participant fees are subsidizing non-participants.
Yes ___ No ___
5. The On-site Program Leader will be held responsible for ensuring that all students/participants on the program have background checks with the Santa Clara city Police Department if the Dependent Traveler is a minor.
Yes ___ No ___



Santa Clara
UNIVERSITY

By signing this Dependent/Guest Proposal, the On-site Program Leader, the Dependent/Guest, and the parent/ legal guardian confirm that the information is accurate and agree to abide by all guidelines and procedures, as agreed.

SCU Faculty/Staff On-site Program Leader

Name: _____

Signature: _____

Date: _____

Dependent/Guest if over the age of 18

Name: _____

Signature: _____

Date: _____

Parent/legal guardian signature for Dependent/Guest under the age of 18

Name: _____

Relationship to Dependent: _____

Signature: _____

Date: _____