



STATES' 4-H INTERNATIONAL EXCHANGE PROGRAMS

2023 Outbound Program Terms & Conditions

The **2023 Outbound Program Terms and Conditions** as outlined below pertain to the 2023 States' 4-H International Exchange Outbound Programs. States' 4-H International reserves the right to modify these Terms and Conditions at its discretion. When or if changes do occur, States' 4-H will make a new copy of the Terms and Conditions available in an expedient manner.

Application & Acceptance

Applications for the 2023 States' 4-H International Outbound Exchange Programs are due by January 15, 2023. Once you apply and submit your application, you agree to:

- Follow the program deadlines as outlined below
- Adhere to the full **2023 Outbound Program Terms and Conditions**, including the Delegate Code of Conduct
- Notify your State Coordinator immediately if you wish to cancel your program participation

Program Fees & Deadlines

The below table outlines the key program deadlines throughout the year, including payment schedules and document submissions to States' 4-H. In some instances, individual states may set deadlines that are slightly different than the ones listed below. Please check with your State Coordinator for your state-specific deadlines.

Please note that only fully-paid delegates will be allowed to participate in departure orientations and international travel.

| Date Due to States' 4-H | Materials Due to States' 4-H |
|-------------------------|---|
| January 15, 2023 | <ul style="list-style-type: none">➤ Completed Application➤ First Program Deposit |
| March 15, 2023 | <ul style="list-style-type: none">➤ Signed Acceptance Letter |
| March 15, 2023 | <ul style="list-style-type: none">➤ Second Program Deposit |
| March 15, 2023 | <ul style="list-style-type: none">➤ Medical Form & Passport Scan |
| May 1, 2023 | <ul style="list-style-type: none">➤ Remaining Program Balance |

Program fees include:

- Welcome packet; overnight national departure orientation; arrival orientation in host country; portion of chaperone fee; Accident & Sickness Medical Insurance; in-country transportation, lodging, and meals while on-program¹; country-specific activities as determined by international partner organizations.

Program fees do *not* include:

- Round-trip airfare from applicant's home airport; potential unaccompanied minor fees as required by airlines; travel agent booking fees; applicable checked baggage fees; medical appointments prior to travel; vaccinations; applicable passport application fees and/or visa costs; personal spending money.

¹ Lunches during the Nihongo program are not included.



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Program Activities

- **Departure Orientations:** States' 4-H delegates will participate in both state-level and national pre-departure orientations prior to international travel to familiarize themselves with their travel cohort, review States' 4-H policies and procedures, and prepare for their international travel.
- **Arrival Orientation:** Upon arrival in their country of travel, delegates will spend 1-2 days as a group participating in an arrival orientation prepared by States' 4-H international partner organizations prior to meeting their host families.
- **Immersive Homestay Experience:** Delegates will spend approximately one month with a pre-screened host family to experience the everyday life and culture of another country. *(Please note that this does not apply to the Argentina program, which will be housed in group lodging for the duration of the program).*
- **Departure Debriefing:** At the conclusion of the homestay experience, delegates will reconvene to reflect on their experiences, plan on how to remain connected, and prepare for departure to the United States.
- **Additional Activities:** Additional activities as planned by the States' 4-H international partner organizations can include sightseeing, cultural excursions, participation in 4-H programming, overnight camps, etc...

Please note that program activities and details are subject to change or alteration.

Program Cancellation & Refund Policy

The program cancellation and refund policy outlined below will be strictly adhered to in order to ensure consistency and fairness across all programs and participants.

University Mandated Cancellation

Should a delegate be forced to cancel their participation in the Outbound Programs due to a University travel restriction in their state, all program deposits will be refunded to that delegate, except cost of airline tickets (if already purchased). These requests **MUST** be received before April 1, 2023 for all Outbound programs *(except for Japan 8-Week, which must be received by March 15).*

Individual Voluntary Cancellation

Should an individual delegate voluntarily decide to cancel their participation after being accepted to the program, the following cancellation fees will be applied:

- Prior to March 31, 2023: \$100 cancellation fee. The remaining amount of paid program deposits will be refunded to the applicant *(Japan 8-Week cancellation must be received by March 15).*
- After April 1, 2023: No refund of paid deposits, unless full program is cancelled by States' 4-H *(no refund for Japan 8-week after March 15).*

States' 4-H Program Cancellation (due to unforeseeable world events, natural disasters, pandemics, etc...)

States' 4-H will closely monitor the evolving situation and the travel recommendations and guidelines set forth by the Center for Disease Control (CDC), U.S. Department of State, and our international partners. States' 4-H will make a cancellation decision that prioritizes the health and safety of our delegates and host families at the appropriate time, but no later than **40 days before program departure date**. Should the program be cancelled, States' 4-H will refund each delegate all money previously paid on behalf of that delegate, **EXCEPT** the cost of the airline ticket(s). Airline tickets are non-refundable once purchased. It is possible that an airline will provide credits for unused tickets, but this is not guaranteed.

International Travel Provisions

A. International Flights

- a. Applicants will designate two local airport options as their preferred airports for air tickets. States' 4-H will purchase air tickets on the designated program dates at their discretion, based upon flight routing and flight cost. Airline tickets are typically issued in mid- to late-February.
- b. Prior to final flight purchase, program travel dates may fluctuate 1-2 days based upon flight availability. It is recommended that applicants reserve these additional dates for potential travel.



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- c. In the event that an applicant's preferred airports cannot be accommodated (based upon airport location, flight cost, scheduling, routing, or other exception), States' 4-H may use an alternate airport within approximately 100 miles of the applicant's home address for international travel.
- d. Flights may depart as early as 5:00 AM and return as late as 12:00 AM.
- e. **Airfare is non-refundable and non-transferable once issued.** IF a delegate or family wishes to purchase travel insurance (also known as trip protection) it is their responsibility to research and purchase an appropriate plan.
- f. Flights will be booked using the applicants **full name** and **date of birth** as indicated in the *Personal Information* section of the Outbound application. It is the applicant's responsibility to ensure that their name and date of birth *exactly* matches their passport. In the event that an applicant does not yet have a passport at the time of application, they should ensure that they apply for one using the *exact* name that they recorded on the application. Any additional airfare and/or ticket change fees that occur as a result of an incorrect name/date of birth are the responsibility of the applicant.
- g. Applicants **MUST** adhere to international itinerary purchased on their behalf by States' 4-H. Applicants may not 'extend' their travel or modify their itinerary in any way.
- h. Applicant's airline miles cannot be used to purchase flights.
- i. In the event of an unanticipated world incident (such as an international health crisis, natural disaster, etc...), States' 4-H will make every effort to *delay* international ticket purchasing to continue monitoring the situation and to mitigate potential financial risk to families.

B. Baggage Policy

Applicants are required to bring only **one** checked bag during international travel. All checked baggage fees incurred on domestic and/or international flights are the responsibility of the applicant.

C. Passport Information

Applicants must have a passport that is valid for at least 6 months after their intended return date. Applicants under 16 years of age must apply in-person. More information can be found at the following link: <https://travel.state.gov/content/travel/en/passports/apply-renew-passport.html>

D. Unaccompanied Minor Fees

Based upon their age and the airline requirements, in some instances applicants may incur Unaccompanied Minor fees during their domestic travel. While these policies vary by airline, the general policy is that a traveler is considered an "Unaccompanied Minor" if they are under the age of 15 and are *not* traveling with anyone 18 years of age or older. Unaccompanied Minor fees are approximately \$150 each way. Any Unaccompanied Minor fees incurred during the participation in a States' 4-H Outbound Program are the responsibility of the applicant.

Safety Guidelines

While under the sponsorship of States' 4-H, covering the time period when the participant departs his/her home state until he/she returns to his/her home state, the participant may *not* participate in any high-risk activities, including but not limited to, the following:

- | | | |
|----------------------------------|----------------------|--|
| • hunting | • hang gliding | • motorcycle/motor scooter driving/riding |
| • paintballing | • glider riding | • operating motorized lawn equipment |
| • mountaineering & rock climbing | • parachuting | • operating farm equipment |
| • scuba diving | • parasailing | • driving/riding motorized recreational vehicles |
| • jet-skiing | • hot air ballooning | • driving/riding all-terrain vehicles |
| • snorkeling | • sky diving | • horse racing |
| • bungee jumping | • driving | • spelunking |

Program Evaluations

At periodic intervals throughout the program, States 4-H may administer program evaluations to assess participant outcomes and identify ways to improve future programming. Participants must complete all program evaluations as part of their participation in the States' 4-H Outbound Programs.



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International Health Coverage

Applicants will be provided with Accident & Sickness Medical Insurance during international travel. This coverage is considered secondary coverage and will supplement any primary sickness and accident insurance that the applicant may already have. This insurance provides coverage for accidents, injuries, or illnesses that occur and are treated while the delegate is out of the Home Country. The insurance coverage is limited to a \$250,000 maximum medical expense per person. The applicant is responsible for any medical expenses above and beyond, including coverage determined to be in excess of *reasonable and customary*, as defined by the insurance provider. **Program insurance does *not* cover preexisting conditions nor the treatment of mental and nervous disorders.**

The applicant is required to follow the States' 4-H Safety Guidelines at all times. The Safety Guidelines are based on the insurance coverage rules and exclusions. If the applicant is injured in a prohibited activity, the applicant and/or their family will be responsible to pay for the resulting medical bills.

Vaccinations & Health Precautions

States' 4-H requires that all applicants have routine vaccinations² completed prior to travel. In the event that a separate vaccination is required for entry into a country of travel, applicants must also receive that appropriate vaccination prior to international travel. For all other vaccinations, States' 4-H recommends that applicants consult their physician and follow the guidance of the Center for Disease Control (CDC) for their destination country.

In the event that an applicant does not receive vaccinations due to personal or medical reasons, they must complete a vaccination waiver form prior to international travel. Please note that some international partner organizations, airlines, and/or governments may require specific vaccinations for international travel, such as a COVID-19 vaccine. In addition, they may require a negative COVID-19 PCR test for entry and mask-wearing during travel.

Host Family Placements

In their application, applicants may request to be placed with a specified host family in their preferred country of travel ("docking request"). While every effort will be made to place the delegate with the requested host family, please note that this placement is not guaranteed.

International partner organizations make every effort to successfully place delegates with host families. In rare cases, delegates may have substantial medical conditions that present unique challenges and/or require unique knowledge or experience on the part of the host family to ensure the delegates' safety and well-being while abroad. In rare cases, medical conditions may result in late placement or non-placement of the delegate if the care required is above and beyond what a host family can be expected to provide. In the case of specific medical conditions and/or allergies, States' 4-H will request additional supplemental medical information as required by our partner organizations.

Please note that for the Argentina program, there will be no host family placements. Delegates will be placed in group lodging accommodations in Cordoba that has been properly vetted by our local partner organization for safety, security, and comfort. Members of opposite genders will *not* share rooms.

Secondary Selection of Applicants

Some programs may have minimum and/or maximum group size nationwide. In the event that the number of program applications exceeds the hosting capacity in an outbound country, States' 4-H will review and select finalists based upon an application scoring rubric provided to each State Coordinator.

² Routine vaccinations include MMR, Chickenpox, Polio, DTP, TB