

>>> Michael Schavey 3/20/2015 8:25 AM >>>

Hi Kathy and Jim,

I have received the agreement/contract for services from International Service Learning (ISL). This provider has been specifically chosen and vetted by Sherry Knoppers who is leading a study away experience to Costa Rica as part of a Nursing course. I believe this is the 4th year she has facilitated this experience and using the same the provider - ISL.

Course: AD 248/258 Community/Transcultural Nursing III & IV

Application of the nursing process in a community setting is expected. Critical thinking is stressed along with collaboration with community resources. Students partner within the community to introduce health promotion and disease prevention strategies.

Course Offered: Summer 2015

Travel Dates: August 11th – 20th

Who: There are a total of (23) participants on this experience. This includes (2) faculty-leaders and (20) students. All participants have gone through our intake process and been approved.

Attached you will find the following:

*Contract by International Service Learning

*Third-Party Provider Guidelines

Please review the contract and suggest changes as you see fit. Once you approve, the Associate Provost, Dean of Instructional Support, Patti Trepkowski will sign off and we will begin processing invoices.



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The **Department of Experiential Learning** is a department within Instructional Support and Interdisciplinary Studies. The department creates and administers systems to support experience-based teaching and learning opportunities for faculty, students, and community members that promote best teaching practices and student success. We administer three essential programs ([Service Learning](#), [Honors](#), [Study Away](#)).



**INTERNATIONAL
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ISL Integrative Program Agreement

International Service Learning (ISL) agrees to provide the following Global Health/Nursing program for the students of the **Grand Rapids Community College**. The travel dates to be August 11, 2015 through August 20, 2015 to the country of Costa Rica in Central America.

The estimated team size is to be twenty-three (21 students and 2 faculty) for a Global Health/Nursing program combining general medical, nursing and public health training and experience. This program will include training seminars, field clinic experience, and cultural immersion. ISL will confer with Sherry Knoppers to develop an integrated program for the health students of Grand Rapids Community College.

The cost of this program per person is \$1,800 plus a non-refundable \$85 application fee. All team members including faculty members are responsible for airfare and one meal per day.

International Service Learning offers one free faculty member a free trip for every twelve paying team members. ISL offers a 5% discount for a group of 12 or more. In addition ISL is offering an additional discount of one-twelfth per team member above the last group of twelve team members for additional faculty.

Due dates and payment amounts are as follows:

1. Application/application fee/ deposit due 28 May 2015.
2. First installment due 12 June 2015.
3. Final payment due 12 July 2015.

In order to maintain a “reserved” status all applications must be received by 22 June 2015.

There is a \$50 late fee applied to late payments. If you know in advance that your payment will need to be late you can contact account to make arrangements and avoid the late fee.

International Service Learning will send invoices to Christopher Remley as requested by the university.

Faculty Responsibilities:

ISL does require that all faculty/staff/doctors must sign a faculty/Staff Agreement form and submit it to International Service Learning prior to departure.

Faculty/Doctors must fax a certified copy of their diploma and license(s) to International Service Learning at least two months prior to departure for submission to the Ministry of Health in Costa Rica. Medical professionals are permitted to travel as a “team member” and assist the supervising physician as requested and teach students without requiring legal authorization from the Ministry of Health in Costa Rica. It is the choice of the medical professional to choose how they will work in the field and notify International Service Learning of their choice.

Trip cost includes:

1. Pre-trip program set up and team processing.
2. Ground transportation to and from the airport, to and from all service and clinic locations and housing as well as free time travel for recreation, shopping, site seeing and dining out.
3. Housing facility.
4. Housing is inspected prior to the team's arrival for safety and cleanliness.
5. Each team member will have their own bed and with a bathroom in each room.
6. Separate rooms for male and female team members.
7. Two meals per day. The third meal will be dinner out to enjoy the local culture and cuisine.
8. All bottled drinking water.
9. Accompanying staff – team leader and assistant, translators, drivers and in some areas a cook.
10. Physicians and nurses for training and supervision.
11. Training seminars, presentations, lectures, as well as a Field Medical Training Manual and Spanish Medical Phrase Sheet.

Trip cost does not include:

1. Round trip airfare.
2. Third meal per day.
3. Passport and tourist visa fees.
4. Airport departure tax.
5. Personal spending.
6. Extra recreational activities not included in the programming by International Service Learning.

Non-duplication agreement

All faculty, staff, and organizational participants agree they will not duplicate any aspect of the ISL programming or operate any program of any similarity within the same countries in which ISL operates, unless you have our written consent, or ISL ceases to function as a legal business entity.

Additionally Grand Rapids Community College and participating faculty agree they will not:

1. Duplicate, disclose, or utilize any aspect of ISL programming, materials, business/marketing contacts, business processes, data, or intellectual property to the extent allowed by law.
2. Contact to solicit the services of or attempt to obtain ISL-related information from any person who has been employed or contracted by ISL or any organization providing similar services in any country without written consent of ISL.

Grand Rapids Community College and all participating faculty agree the above shall be in force for a period of two years from the team travel date.

Withdrawal and Cancellation Policy

As with nearly all travel-related, humanitarian programs, once applications have been received, ISL immediately begins spending funds on field planning, supplies and administrative expenses. For this reason, after a certain point ISL cannot provide full refunds when volunteers cancel. Please familiarize yourself with our Refund Policy timelines.

Refund of Trip Costs in the event of a volunteer cancelation:

- Cancellations for any reason over 45 days prior to departure date receive a full refund of Trip Costs.
- Cancellations for any reason 15 to 45 days prior to departure date receive up to 80% refund of Trip Costs.
- Cancellations for any reason less than 15 days prior to departure date receive no refund.

Application Fee: The \$85 app fee is non-refundable.

ISL recommends volunteers purchase trip cancellation insurance if they have concerns. This insurance is widely available, and recommendations can be found on our travel insurance page.

ISL Cancellation:

In the event that ISL must cancel a team, participants have the option of receiving a full refund or transferring to another team. Any and all payments received will be applied towards that team.

“International Service Learning is the acting agent and the logistics provider for this program. ISL will oversee the program and itinerary, and can change the itinerary at any time based on unforeseen circumstances. Neither ISL nor any of its representatives shall be responsible or liable for any injury or loss, accident or damage, delay or deviation, which may occur on this program, including during any independent free time unless directly or indirectly caused by the negligence of ISL and/or its representatives.

TERM OF AGREEMENT: This agreement shall be effective as of the time of signing and shall remain in full force until the program end date of August 20, 2015.

Approved by:

Grand Rapids Community College

Signature: *Patti Trepkowski*

Name: *Patti Trepkowski*

Title: *Associate Provost*

Date: *April 11, 2015*

International Service Learning

Signature: *Pepper C. Tucker*

Signing for ISL: Pepper C. Tucker

Title: US Director

Date: 17 March 2015

