A. PURPOSE

The purpose of this policy is to ensure that all participants in education abroad programs maintain adequate levels of comprehensive international health coverage.

B. AUTHORITY

Code of Virginia Section 23.1-1301, as amended, grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations.

C. DEFINITIONS

Education Abroad Programs – Education Abroad Programs, commonly referred to as study abroad programs, comprise credit and non-credit international programs, including study, internship, work, volunteer, and service-learning programs, and includes ODU affiliated Education Abroad programs that are administered, coordinated, sponsored or affiliated through written agreements with the Old Dominion University Office of Study Abroad.

Comprehensive International Health Insurance Coverage – For purposes of this policy, comprehensive international health insurance is coverage that equals or exceeds the following.

- $100,000 in Medical Coverage per Injury or Sickness
- Unlimited Aggregate Lifetime Maximum Benefit
- $0 Deductible per Injury or Sickness
- Worldwide Coverage
- $25,000 Accidental Death & Dismemberment
- Repatriation of Remains
- Emergency Medical Transportation and Evacuation
- 24/7/365 Worldwide Emergency Services and Security Assistance
- Emergency Reunion Benefit
- Mental Health Coverage
• Dental Repairs and Treatment Coverage
• Prescription Drug Replacement Coverage
• Political Evacuation and Repatriation Coverage
• Security Evacuation Expense Coverage
• Home Country Coverage
• Personal Liability Coverage
• Financial Assistance
• Legal Assistance

D. SCOPE

This policy applies to all students, employees, employees of affiliated organizations who are paid through the University, and community members participating in education abroad programs that are administered, coordinated, sponsored or affiliated through written agreements with the Old Dominion University Office of Study Abroad. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University’s programs are in session. Affiliated organizations are separate entities that exist for the benefit of the University through an operating agreement and include the Foundations, the Community Development Corporation, and the Alumni Association. Community members include all persons participating in any education abroad programs administered by Old Dominion University who are not officially enrolled in or paid by the University. This policy does not apply to participants in travel abroad programs or activities that are not affiliated with Old Dominion University and the University holds no liability for these programs. Participants in these programs, however, are encouraged to consult with the Office of Study Abroad prior to their travel.

E. POLICY STATEMENT

Old Dominion University requires that all students, employees, employees of affiliated organizations who are paid through the University and community members participating in Old Dominion University education abroad programs be covered by comprehensive international health insurance for the duration of their programs.

Old Dominion University employees who sponsor, administer, or coordinate education abroad programs are required to include comprehensive international health insurance coverage for all participants within their programs.

F. PROCEDURES

Individuals participating in Old Dominion University education abroad programs should contact the Office of Study Abroad to facilitate compliance with this policy. The process entails completing an international health insurance application form and purchasing coverage through the Office of Study Abroad.

Students participating in education abroad programs are required to demonstrate comprehensive international health insurance coverage for the duration of their programs or purchase the ODU-contracted international health insurance coverage (“ODU Plan”) through the Office of Study Abroad. If the education abroad program’s health insurance policy does not meet ODU standards, students are required to purchase the ODU Plan. Evidence of comprehensive international health insurance coverage must be provided at least 30 days in advance of the commencement of the education abroad program.
G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the Commonwealth’s Records Retention Schedules.

H. RESPONSIBLE OFFICER

Executive Director, International Programs

I. RELATED INFORMATION

Beyond Duty: Standards of Insurance Management in Study Abroad Programmes
POLICY HISTORY
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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Marcelo Siles  January 10, 2013
Responsible Officer  Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks  September 25, 2012
Chair, Policy Review Committee (PRC)  Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ Carol Simpson  January 15, 2013
Responsible Oversight Executive  Date

University Counsel Approval to Proceed:

/s/ R. Earl Nance  January 23, 2013
University Counsel  Date

Presidential Approval:

/s/ John R. Broderick  January 31, 2013
President  Date


Scheduled Review Date:  January 31, 2018