



Office of International Programs

201 Wingo Hall
Charleston Southern University
Charleston, South Carolina
843-863-7569



Premature Return to the U. S. Due to **Family Emergency*

The following apply to: Faculty/Staff Trip Sponsors and Instructional Personnel serving in an official capacity as university representatives.

1. It is expected that university faculty/staff members will make every effort to reschedule and/or exchange their existing airline ticket(s) for flights with the same carrier. The cost of ticket rescheduling and/or exchange will be initially born by the affected faculty/staff member, but the Global Education Fund will provide reimbursement for such expenditures up to one-half the cost of the original round-trip ticket.
2. If the faculty/staff member is unable to obtain emergency flight(s) on the original carrier, every effort should be made to cancel the existing return ticket(s) in order that the university recoup a portion of the cost.
3. The expenses incurred in the purchase of return ticket(s) via different carriers will initially be born by the faculty/staff member but the Global Education Fund will provide reimbursement for such expenditures up to one-half the cost of the original round-trip ticket.
4. Written confirmation of the emergency is to be provided to the Office of International Programs upon the faculty/staff member's return to the U.S.

The following apply to: Student Participants, Faculty/Staff not serving in official capacity as university representatives, Spouses/Family members of Sponsors.

1. The cost of emergency return to the U.S. will be born by the affected individual(s).
2. The trip's sponsoring faculty member will assist the affected individual(s) in rescheduling and/or exchanging existing airline tickets for flights with the same carrier. The cost of ticket rescheduling and/or exchange will be born by the affected individual(s).
3. Should rescheduling of existing tickets with the initial carrier not be possible, the cost of purchasing emergency return tickets to the U.S. on another carrier will be the responsibility of the affected individual(s).
4. If the trip's sponsoring faculty/staff member determines that a true emergency situation exists, he/she may financially assist the affected individual(s) in the purchase of emergency tickets, with the understanding that reimbursement will be provided to the university within ninety days of the affected individual's return to the U.S.

**Family Emergency* is defined as the occurrence of a confirmed, serious medical crisis or death of an immediate family member (spouse, child, parent, grandchild).