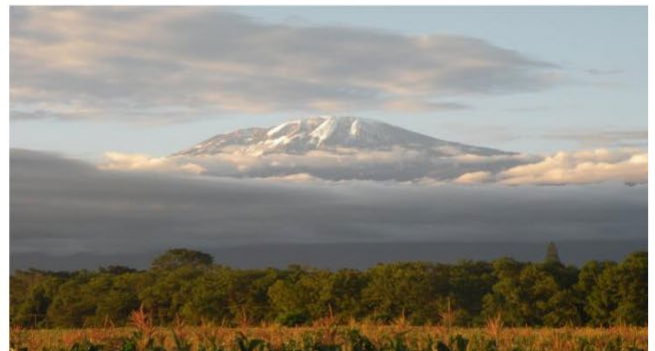
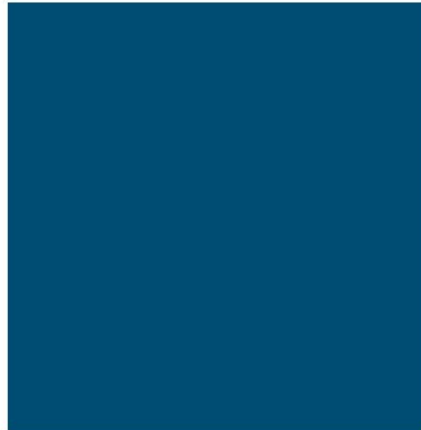
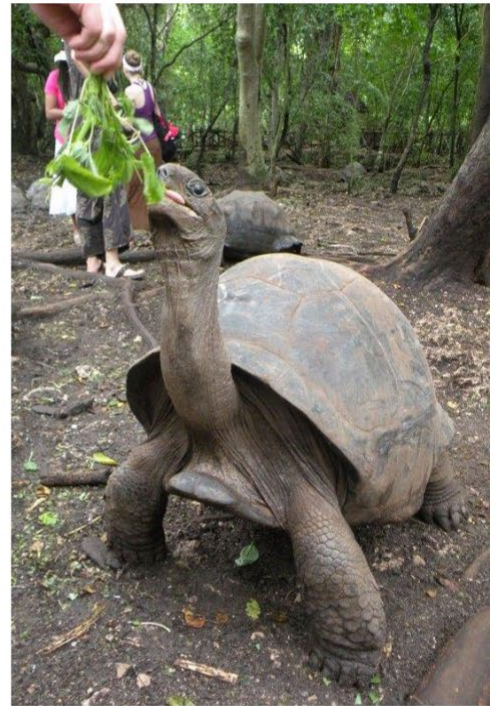
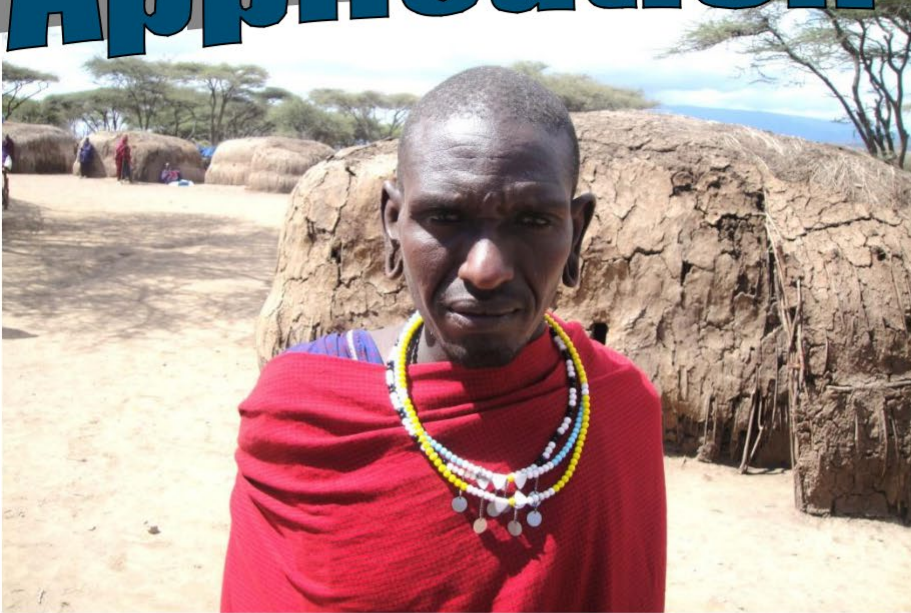


# Application Packet



**Global Expeditions**

Dear Potential Global Expeditions Participant,

We would like to express our excitement that you are interested in our travel abroad experience! The first step for acceptance into a GlobeCoRe Global Expedition Program is the completion and submission of the attached Application including the **Participant Data Sheet, Waiver of Liability, Assumption of Risk Covenant Not to Sue and Indemnification Form**, and **Refund Policy Form** to the Program Director of the program to which you are applying along with your application deposit. Next, carefully read all of the information in this packet and on the GlobeCoRe Global Expeditions Program website at <https://www.globecoreinc.com/global-expeditions.html> for any additional helpful resources. The final step in this phase of the application process is to secure your passport as soon as possible. Once you have been accepted into the Global Expeditions Program, you will receive notification and an Acceptance Packet from the Program Director.

-Global Expedition Program, GlobeCoRe, Inc.

**GLOBAL EXPEDITION PROGRAMS PARTICIPANT DATA SHEET**

The following information should be completed by the participant. Please print clearly and fill in all fields.

Last:	First:	Middle:
Passport #:	Email Address:	
Country of Residence:	Non-U.S. Res.(identifying #):	
Primary Phone: (    )	Secondary Phone: (    )	
Address:		
City:	State:	Zip:
Ethnicity/Race: American Indian, Asian or Pacific Islander, Hispanic, Multiracial, Black/African American, Caucasian, Other_____		
Gender: _____		

***Emergency Contacts***

#1 Name:	Relation:	
Primary Phone: (    )	Secondary Phone: (    )	
Address:		
City:	State:	Zip:
#2 Name:	Relation:	
Primary Phone: (    )	Secondary Phone: (    )	
Address:		
City:	State:	Zip:

## WAIVER OF LIABILITY

### **PARTICIPATION, CONSENT, RISK & RELEASE FOR PARTICIPANTS TRAVELING INTERNATIONALLY**

This Participation, Consent, Risk & Release Form is the legally binding contract between

GlobeCoRe, Inc. and \_\_\_\_\_.  
(Name of Participating Traveler)

This traveler is participating in \_\_\_\_\_  
(Name/Sponsor of Program)

in \_\_\_\_\_ during \_\_\_\_\_.  
(Location Abroad) (Dates Abroad)

### **CONDITIONS FOR PARTICIPATION**

The undersigned participating traveler is approved by GlobeCoRe, Inc. to travel internationally for a Global Expeditions event. The undersigned understands that the program and its participants are registered with US Embassy's Smart Traveler Enrollment Program (STEP) and file this form in the GlobeCoRe, Inc. home office prior to departure. The undersigned acknowledges that he or she is not required to travel to the destination in order to satisfy any requirements, and that such travel is wholly voluntary.

**A. Behavioral Responsibilities:** The undersigned is aware of the expected behavioral responsibility while traveling internationally. As a guest in a foreign country, there are certain behaviors which are considered unacceptable and could lead to possible disruption of the program. The undersigned hereby assures GlobeCoRe, Inc. that he/she shall conduct himself/herself in an appropriate manner which does not infringe upon the rights and safety of customs and mores of the country in which the program is being conducted, nor upon the rights and safety of the undersigned and of other participants in the program. Behavioral responsibilities shall be applicable during the course of the program both when in the company of other program participants and when the undersigned is physically separated from other program participants. In addition, the undersigned must adhere to all policies outlined in the GlobeCoRe, Inc. Code of Conduct. Inappropriate behavior is cause for immediate dismissal from the program without refund.

The undersigned agrees to abide by all rules and regulations established by GlobeCoRe, Inc., and all laws, regulations and policies of GlobeCoRe, Inc., the state of Georgia, the United States of America, and the country or countries visited as a part of the program listed above. The most stringent will apply.

**Illegal Drugs:** The undersigned understands that the use or possession of drugs which are illegal in the US or host country during the program or being knowingly present in instances of use or possession of such illegal drugs during the program is cause for immediate dismissal from the program without refund.

**Involuntary Withdrawal:** The undersigned acknowledges that return passage and all other expenses occasioned by a participant's involuntary withdrawal from the program shall be the sole and exclusive financial responsibility of the participating traveler concerned.

B. **Medical Responsibility:** The undersigned authorizes GlobeCoRe, Inc. or any of its agents to provide any reasonable, incidental and/or emergency medical treatment for the participant, in the event of the participant's illness, injury, or incapacity, and participant hereby accepts the responsibility to pay for such treatment. The undersigned certifies that he or she is in good health, may travel as required, and is free from any physical or mental ailment or disability requiring medical, surgical, or other care or treatment which might endanger the health or safety of the participant or those with whom the participant may come in contact. The undersigned certifies that he or she will have the necessary quantity of all medication needed for the duration of the Global Expedition program and assumes all responsibility for taking said medication as prescribed by his or her physician. The undersigned certifies that he or she has reviewed [the Centers for Disease Control and Prevention \(CDC\) website \(http://www.cdc.gov\)](http://www.cdc.gov) and the U.S. Department of State International Travel Information ([http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)) website for guidelines and recommendations for travel to the country or countries listed above and has obtained (or will acquire before trip departure) any and all immunizations required unless contraindicated by a medical condition or guidance from his or her health care professional.

C. **Health & Life Insurance:** The undersigned certifies that he or she has travel and health insurance that is valid outside the United States of America and that the insurance is designed to provide medical coverage, evacuation and repatriation specifically for participants traveling abroad. The undersigned acknowledged that this usually excludes pre-existing conditions. The undersigned is aware that MediCare (for seniors) does not provide coverage and is not available for use outside of the United States. The undersigned also certifies that he or she has checked with their life insurance policy(ies) to make sure they have coverage for accidental death or death from criminal activity, acts of God, terrorism, war, disease to the country or countries of travel.

D. **Release from Liability:** The undersigned acknowledges that there are certain dangers, hazards, and risks inherent in international travel and the activities included in the program, which could include serious or even mortal injuries, being held hostage, and property damage, and the participant, for him or herself and on behalf of participant's family, heirs, and personal representative(s), agrees to assume all the risks and responsibilities surrounding participant's participation in the Program, the transportation, and any activities undertaken as an adjunct thereto, and in advance release, forever discharge, waive, and covenant not to sue GlobeCoRe, Inc., its governing board, officers, agents, employees, and any travelers acting as employees, from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature whatsoever which participant may have or which may hereafter accrue to the participant, arising out of or related to any loss, damage or injury, including, but not limited to suffering and death, that may be sustained by participant or by any property belonging to participant, while in, on, upon, or in transit to or from the country of destination. GlobeCoRe, Inc. is not responsible for making and paying for travel arrangements related to non-credit international travel. The undersigned certifies that he or she has reviewed [the Centers for Disease Control and Prevention \(CDC\) website \(http://www.cdc.gov\)](http://www.cdc.gov) and the U.S. Department of State International Travel Information ([http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)) website for guidelines and recommendations for travel to the country or countries listed above and has obtained (or will acquire before trip departure) any and all immunizations required unless contraindicated by a medical condition or guidance from his or her health care professional.

**E. Indemnification:** The undersigned certifies that he or she is physically, mentally, and emotionally capable of attending and participating in GlobeCoRe, Inc. Global Expeditions related international travel; assumes all risk and financial responsibility for any loss or injury to the participant or others that may occur as a result of the participant's negligence or misconduct; and indemnifies and holds GlobeCoRe, Inc. harmless from and against any and all costs, claims, demands, charges, liabilities, obligations, judgments, executions, costs of suit and actual attorneys' fees incurred or suffered by GlobeCoRe, Inc. as a result of, or arising out of, the participant's negligence or misconduct while abroad. I have also checked my life insurance policy(ies) to make sure I have coverage for accidental death or death for criminal activity, acts of God, terrorism, war, disease to the country or countries of travel.

**F. Program Cancellation and Withdrawal:** The undersigned understands that GlobeCoRe, Inc. reserves the right to delete from, add to or otherwise change its policies or programs without notice.

**G. Promotion:** The undersigned grants to GlobeCoRe, Inc. for any purpose connected with promoting the purposes and goals of GlobeCoRe, Inc., but not for commercial exploitation, the right to use the participant's name, voice, and likeness in any writings, photographs, films, and recordings of the participant as a result of participating in the program, and any biographical information submitted by the participant to GlobeCoRe, Inc., and to use, reproduce, publish, and distribute the same.

**H. Other Terms:** This agreement shall be governed by and construed in accordance with the laws of the state of Georgia. All references to GlobeCoRe, Inc. in this Agreement include GlobeCoRe, Inc.'s agents, officers, employees and representatives. This Agreement shall not be amended, supplemented, or abrogated without the written consent of GlobeCoRe, Inc.

I hereby agree to comply with the terms of this participation agreement. I certify that I have read this document, understand the provisions thereof and agree to be bound hereby.

\_\_\_\_\_  
Signature of Participating Traveler

\_\_\_\_\_  
Date

*\*If participating traveler is under the age of 18, the signature of a parent or guardian is required below.*

I certify that I have read this form, understand the provisions thereof and agree to be bound hereby.

\_\_\_\_\_  
Name of Parent or Guardian (please print)

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

## **ASSUMPTION OF RISK, COVENANT NOT TO SUE AND INDEMNIFICATION**

### **STATE OF GEORGIA**

### **COUNTY OF FULTON**

I, the undersigned, \_\_\_\_\_ (the "Participant"), am participating in the GlobeCoRe Global Expeditions Program in \_\_\_\_\_ between the dates of \_\_\_\_\_ and \_\_\_\_\_. My participation in this travel program is purely voluntary. As such, I agree to assume all risk involved with my participation in this Global Expedition Program. The undersigned certifies that he or she has reviewed [the Centers for Disease Control and Prevention \(CDC\) website \(http://www.cdc.gov\)](http://www.cdc.gov) and the U.S Department of \_\_\_\_\_ State \_\_\_\_\_ International \_\_\_\_\_ Travel \_\_\_\_\_ Information ([http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)) website for guidelines and recommendations for travel to the country or countries listed above and has obtained (or will acquire before trip departure) any and all immunizations required unless contraindicated by a medical condition or guidance from his or her health care professional.

I acknowledge that the study abroad experience involves risks such as accidents, illness, disease, poor sanitation, inadequate medical care and facilities, terrorism, crime, the hazards of travel, natural disasters, and other hazards arising from a wide variety of events and circumstances which cannot be enumerated. I voluntarily assume all such risk.

In consideration of the professional and personal enrichment that I will derive from this valuable consideration the receipt whereof is hereby acknowledged, I do also hereby, for myself, my heirs, executors, administrators, and assigned, waive, release, covenant not to sue and forever discharge GlobeCoRe Global Expeditions Program and their members, agents, servants and employees and the individual(s) responsible for, and employed by, the Program and their agents (each of the foregoing being hereinafter referred to as the "Company") of and from any and all manner of action or actions, causes or causes of action, including, but not limited to negligence, suits, debts, accounts, damages, claims and demands of whatsoever in law, in admiralty, or in equity or otherwise, which I have or may acquire by reason of injury, damage or harm to person while participating in said travel programs, arising out of, or connected with, participation in said travel programs.

Further, I agree to defend, indemnify and hold harmless GlobeCoRe from any and all claims, demands, and/or causes of action arising out of my own actions while participating in the Program.

I understand and agree that GlobeCoRe accepts no responsibility if a Program is cancelled before departure or while the program is in progress for reasons beyond the Company's reasonable control including, but not limited to, political unrest or perceived danger to participant safety. GlobeCoRe reserves the right to cancel or change the Program in any way accordingly, in which event the undersigned agrees to hold the Company harmless for any prepaid Program fees. GlobeCoRe will make a reasonable effort to obtain refunds from service providers such as hotels, airlines, and dormitories of all prepaid Program expenses and, to the

extent such refunds are received by GlobeCoRe, they will be refunded to Program participants. Fees paid will only be refunded to Program participants to the extent they are refunded to GlobeCoRe assumes no responsibility for the financial losses of Program participants.

I understand and acknowledge that GlobeCoRe assumes no responsibility or liability, in whole or in part, for any delays, delayed or changed departure or arrival times, fare changes, dishonors of hotel, airline or vehicle rental reservations, missed carrier connections, sickness, disease, injuries (including death), losses, damages, weather, strikes, acts of God, circumstances beyond the control of the Company, force majeure, war, quarantine, civil unrest, public health risks, criminal activity, terrorism, expense, accident, injuries, damage to property, bankruptcies of airlines or other service providers, inconveniences, cessation of operations, mechanical defects, failure or negligence of any nature howsoever caused in connection with any accommodations, restaurant, transportation, or other service or for any substitution of hotels or of common carriers beyond GlobeCoRe's control, with or without notice, or for any additional expense occasioned by any of the foregoing. I have also checked my life insurance policy(ies) to make sure I have coverage for accidental death or death for criminal activity, acts of God, terrorism, war, disease to the country or countries of travel.

I agree to abide by all deadlines for fee payment, application materials, and health documentation for my Program. I further acknowledge and accept the schedule for refunds, should I withdraw from the Program, and accept the penalties associated with late withdrawal. I understand that all withdrawals must be made in writing.

I acknowledge that I have received and read the **Refund Policy Form** and I agree to maintain accident, health, medical evacuation and repatriation of remains insurance in force and effect for the entire duration of my participation in the Program. The undersigned certifies that he or she has reviewed [the Centers for Disease Control and Prevention \(CDC\) website \(http://www.cdc.gov\)](http://www.cdc.gov) and the U.S Department of State International Travel Information ([http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)) website for guidelines and recommendations for travel to the country or countries listed above and has obtained (or will acquire before trip departure) any and all immunizations required unless contraindicated by a medical condition or guidance from his or her health care professional.

I further certify that, to the best of my knowledge, I am in good health and physically capable of undertaking an intensive program of foreign study; any medical or health-related problems have been explicitly described to the program director in the Physician's Certification provided by me to the Program Director. I understand and acknowledge that a condition of eligibility for participation in the GlobeCoRe Global Expeditions Program for which I have applied is obtaining all vaccinations required for direct travel from the United States to my Program country(ies). I further acknowledge that GlobeCoRe strongly encourages Program Participants to obtain all vaccinations recommended for travel to the country(ies) to which I will travel as part of my Global Expeditions Program experience and that illness due to failure or refusal to do so is my sole responsibility. Any refund does not waive GlobeCoRe's Waiver of Liability. The undersigned certifies that he or she has reviewed [the Centers for Disease Control and Prevention \(CDC\) website \(http://www.cdc.gov\)](http://www.cdc.gov) and the U.S Department of State International Travel Information ([http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)) website for guidelines and recommendations for travel to the country or countries listed above and has obtained (or will acquire before trip departure) any and all immunizations required unless contraindicated by a medical condition or guidance from his or her health care professional.



I consent to the giving of such medical and/or surgical care as may become necessary for my well being, should the need arise, and I understand that the cost thereof will be my sole responsibility.

I agree that I shall be subject to the supervision and authority of the program director in charge and to the standards of conduct stipulated by the program director in charge. I further acknowledge that the program director has the sole authority to make decisions regarding the continued participation of any individual in the Program whose conduct may necessitate disciplinary action. Any refund of fees shall be in the sole discretion of GlobeCoRe and GlobeCoRe reserves the right to refuse a refund.

I authorize GlobeCoRe to communicate in emergencies with the person(s) provided in my application materials. I assume sole responsibility for my safety should I choose to book my own transportation for any part of the Program. Further, I understand that I may elect to travel independently at my own expense before or after the Program or during free time within the time of the Program ("Independent Travel"). I agree to inform a Program supervising member of my Independent Travel plans. However, I assume all involved risk and understand that GlobeCoRe is not responsible for me or my safety during such Independent Travel.

GlobeCoRe does not guarantee that Program participants will be able to obtain documentation required for any portion of their Program-related travel. I understand that I am solely responsible for obtaining all documentation necessary for my travel in the Program including, but not limited to, obtaining a passport and any required visas and records of travel immunizations. I further understand that, in the event my citizenship status requires me to obtain a visa or other documentation prior to reentry into the United States after traveling abroad, that I bear the sole risk and responsibility for obtaining such documentation; further, I agree to hold the Company harmless if I am unable to obtain such required documentation and, as a result, am denied reentry into the United States.

I realize that baggage is carried or conveyed at my own risk and that baggage insurance is strongly recommended. The passenger's contract ticket in use when issued shall constitute the sole contract between the airlines and me.

I attest that I have received and am keeping a duplicate copy of this Release, Covenant Not to Sue and Indemnification and agree to be bound by its terms.

I give GlobeCoRe permission to reproduce and use for educational or promotional purposes any and all photographs, videos, movies, or sound recordings taken of me during my participation in the study abroad experience.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day \_\_\_\_\_, 20\_\_.

Participant signature \_\_\_\_\_ D.O.B. \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Parent/Legal Guardian signature if Participant is a minor

## **REFUND POLICY FORM**

### **Medical Coverage / Evacuation & Repatriation Coverage**

Mandatory supplemental health and accident insurance is provided for all participants in the Global Expeditions Program organized and managed by GlobeCoRe, Inc and is intended to supplement the primary health insurance policies of Program participants. In the case of an accident or other medical emergency, repatriation and evacuation coverage provides funds to pay for return travel to the U.S. The cost of supplemental medical coverage and evacuation/repatriation coverage is included in Program fees. For more information on the terms and limits of this coverage refer to the brochure entitled Travel Abroad Insurance Plan for GlobeCoRe, Inc. HTH Worldwide is the company administering this insurance. The insurance policies are currently under-written by ACE American Insurance Company. For further information about coverage please call HTH Worldwide at 888-350-2002.

### **Refund Policy**

Applicants are required to comply with the refund policies of the specific Program to which they are applying. No refunds will be given to any participant withdrawing from a Program after the respective refund deadlines have passed. If a traveler's participation is terminated by the Program Director (who has authority to make decisions regarding the continued participation in the Program of individuals whose conduct may necessitate disciplinary action), the participant will be dismissed from the Program with no refund of fees and, further, the participant will be responsible for all costs and expenses associated with his/her return home.

GlobeCoRe does not assume responsibility for financial risks associated with participation in its Global Expedition programs. If GlobeCoRe cancels a program before departure or while the program is in progress for reasons beyond its control including, but not limited to such things as political unrest or danger to participant safety, only those fees refunded to GlobeCoRe by service providers will be returned to participants. GlobeCoRe will make reasonable efforts to obtain refunds from service providers such as hotels, airlines, and dormitories but no refunds are guaranteed. Fees paid will only be refunded to program participants to the extent they are refunded to GlobeCoRe. GlobeCoRe assumes no responsibility for the financial losses of program participants. The undersigned certifies that he or she has reviewed [the Centers for Disease Control and Prevention \(CDC\) website \(http://www.cdc.gov\)](http://www.cdc.gov) and the U.S Department of State International Travel Information ([http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)) website for guidelines and recommendations for travel to the country or countries listed above and has obtained (or will acquire before trip departure) any and all immunizations required unless contraindicated by a medical condition or guidance from his or her health care professional.

In light of the forgoing, participants are encouraged to consider supplemental insurance options. Such insurance is not required by GlobeCoRe and must be purchased on an individual basis. Some of the most common types of supplemental insurance are:

- Theft insurance - usually provides coverage for the replacement costs of items stolen while abroad, such as a passport or camera.
- Baggage insurance - usually provides reimbursement for loss, theft, or damage to baggage or personal effects. Some baggage insurance policies also provide reimbursement of expenses incurred due to lost baggage such the purchase of clothes or other items.

- Trip cancellation and trip interruption insurance - usually provides reimbursement for unused, non-refundable prepaid travel expenses in the event of trip cancellation or interruption.
- Trip delay insurance - usually helps cover costs incurred if a trip is substantially delayed (generally by 12 hours or more).
- Accidental death and dismemberment insurance - usually provides funds to the insured in the case of injury while traveling and funds to a beneficiary in the case of accidental death while traveling.

For detailed information on the terms, limitations and costs of these types of insurance, contact companies that sell such policies. Examples of companies that offer such insurance are listed below. Please note, however, that GlobeCoRe in no way endorses any of these companies and that this list is provided for information purposes only.

- GlobalCare Insurance Services, Inc.  
1-800-821-2488 <http://www.globalcare-cocco.com/>
- Good Neighbor Insurance Phone: 1-866-636-9100  
<http://www.onlinetripinsurance.com/>
- Insurance Services of America  
Phone: 1-800-647-4589  
Internet: <http://www.insurancefortrips.com/>
- Specialty Risk International, Inc. Phone: 1-800-335-0611  
Internet: <http://www.specialtyrisk.com>
- Travel Guard  
1-800-826-4919  
<http://www.travel-guard.com/>
- Trip Insurance USA  
Phone: 1-877-216-4885  
Internet: <http://www.tripinsuranceusa.com>
- World Travel Center 1-800-786-5566  
<http://www.worldtravelcenter.com>
- T.W. Lord  
Phone: 770-427-2461 / Toll-Free: 800-633-2360

I have read and understood the above information.

---

Program Participant Signature

---

Date

## **GLOBECORE CODE OF CONDUCT AND ADMINISTRATIVE POLICIES**

### **DISRUPTIVE CONDUCT FOR THE PARTICIPATING TRAVELER (EFFECTIVE THROUGH ALL DATES OF PROGRAM)**

#### **DEFINITION:**

*Disruptive behavior of a participating traveler is behavior during **all** traveling dates (to include the orientations and airports during both departure and arrival to the United States), which disrupts the programs travel process. Disruptive behavior for this purpose is defined by the program director. Such behavior includes, but is not limited to, verbal or physical threats, repeated obscenities, unreasonable interference with program itinerary, leaving group at undesignated times, and persisting in irrespective conduct towards host country's culture. For purposes of this policy, it may also be considered disruptive behavior for a participating traveler to exhibit threatening, intimidating, or other inappropriate behavior toward the program director, fellow travelers or other GlobeCoRe staff.*

#### **INTRODUCTION:**

When disruptive behavior occurs during program dates, the program director shall make reasonable effort to address the disruption with the participating traveler, preferably in private. GlobeCoRe encourages the GlobeCoRe staff to try to resolve problems informally whenever possible. Toward that end, the program director and participating traveler may discuss ways to resolve the situation informally at any time during the process set forth in this policy. Should the program director elect to withdraw the disruptive participating traveler, the following procedures should be followed.

#### **PROCEDURE:**

##### **STEP ONE: PROGRAM DIRECTOR'S RESPONSE TO DISRUPTIVE BEHAVIOR**

When disruptive behavior occurs:

1. The program director will warn the participating traveler. The warning will consist of orally notifying the participating traveler that his/her behavior is disruptive and that it must cease immediately, or the participating traveler will face removal from the program and expulsion (returning to the United States) **at participating traveler's expense**.
2. If the participating traveler fails to comply with the program director's warning, the program director may require the disruptive participating traveler to immediately leave the program **at participating traveler's expense**. If the student refuses to leave, the program director may contact the local authorities for assistance.
3. If the program director believes the disruptive behavior poses an immediate threat to the safety of the program director, GlobeCoRe staff, the fellow travelers, or any other persons, the program director may summon the local authorities to remove the participating traveler, regardless of whether a warning has been issued. This action should be immediately reported by the program director and to officials at the US Embassy - Smart Traveler Enrollment Program (STEP) - with respect to whether the participating traveler's behavior poses an imminent threat to self or others such that she/he would be placed in the custody of the local authorities or she/he

should be removed from the program, (returning the participating traveler to the United States) **at participating traveler's expense.**

4. If the program director chooses to allow the participating traveler to return to the program and continue, the process is resolved. If at any time the program director or participating traveler believes it would be beneficial to contact local authorities, she/he may consult US Embassy representative in an effort to resolve the matter.

5. If the program director believes the participating traveler should not be permitted to return to the program, s/he should proceed to Step Two, below.

## **STEP TWO: EXPULSION PROCESS**

### **A. THE PROGRAM DIRECTOR**

1. If the program director decides that withdrawing the traveler from the program is necessary, she/he shall, within one (1) working day of the disruptive incident, will complete an incident report of the disruptive event(s).

2. If the program director decides that the participating traveler is disrupting the travel itinerary of the group, or exhibiting threatening and/or intimidating behavior (anytime during the program dates), the instructor has the authority under this policy to proceed with the expulsion (returning to the United States) **at participating traveler's expense** or contact the local authorities to initiate removal of the participating traveler from program, with the signed approval of the GlobeCoRe president and its associates.

3. If the participating traveler refuses to return to the United States **at his/her expense**, the program director will allow the local authorities to take custody and the US Embassy will be notified. The participating traveler will be in the custody of the local authorities and the US Embassy STEP will track the progress that follows.

The following information from the US Embassy website:

### **US Embassy - Smart Traveler Enrollment Program (STEP)**

Smart Traveler Enrollment Program and Privacy

The U.S. Department of State is committed to ensuring that any personal information received by our overseas embassies and consulates pursuant to the STEP process, whether in person or otherwise, is safeguarded against unauthorized disclosure. The data that you provided the U.S. Department of State is subject to the provisions of the Privacy Act (5 USC 552a). This means that the U.S. Department of State will not disclose the information you provide us in your STEP application to any third parties unless you have given us written authorization to do so, or unless the disclosure is otherwise permitted by the Privacy Act.

AUTHORITY: 22 U.S.C. 2715 and 22 U.S.C. 4802(b).

PURPOSE: To notify U.S. citizens in the event of a disaster, emergency or other crisis, and for evacuation coordination, the information solicited on this form may be made available as a routine use to appropriate agencies whether federal, state, local, or foreign, to assist the Department in the evacuation or provision of emergency service to U.S. citizens, or for law enforcement purposes. The information is also made available to private U.S. citizens, known as wardens, designated by U.S. embassies to assist in communicating with the American community in an emergency.

# OBTAINING OR UPDATING YOUR PASSPORT SHOULD BE OF HIGH PRIORITY IMMEDIATELY!

You should be aware that due to changes in travel abroad procedures, Americans are attaining a record number of passports and production has increased considerably. As a result, the processing time has increased as well – taking up to 12 weeks to be processed. Please, DO NOT PROCRASTINATE in submitting your passport application, as doing so places you at risk of not receiving it in time to travel abroad!!!

The passport acceptance facility in metropolitan Atlanta is:

Phoenix Post Office USPS, Central City  
41 Marietta St 183 Forsyth St  
Atlanta, GA 30303 Atlanta, GA 30303  
404-524-2960 404-521-2053

## **If Your Passport Has Been Delayed:**

1. First, check the status of your application online at [www.travel.state.gov/passport](http://www.travel.state.gov/passport) (NOTE: Currently, it is taking 7-10 days for applications to be tracked online, less if the application was expedited. Please allow at least that time before checking the status of your application.)

2. Then, email or call the National Passport Information Center at 1-877-487-2778 for help.

## **If You Need a Visa:**

If a visa is required, once you receive the passport, it has to then be sent away to get the visa stamped in it for some countries, creating even more urgency to get it in sooner. Again, do not procrastinate or you may not be able to go abroad!

Find out how to apply for a passport, what to bring, and how much it costs at [www.travel.state.gov/passport](http://www.travel.state.gov/passport).