PURPOSE
This policy is provided to assist in making informed decisions related to the inclusion of non-enrolled participants in all or part of a study abroad program or university-related international activity. Accompanying non-enrolled participants should not interfere with the functioning of the program and academic experience in any way. Fees paid by enrolled participants will not subsidize non-enrolled participants.

TERMS AND DEFINITIONS
- **Study abroad programs** are study in a country outside the U.S. that results in the student earning credit toward an academic degree at the student’s home university.
- **University-related international activities** include graduate and undergraduate students, or other participants in university-sponsored programs, traveling individually or in groups, with or without university funding for any university-organized, -administered or -related activity or program.
- **Non-enrolled participants** are persons who do not enroll or pay for academic credit or non-credit fees for the study abroad program or university-related international activity. This does not include faculty, staff or volunteers leading the program or activity.

POLICY
Participation
- Non-enrolled participants should not be permitted to participate in academic, social or cultural activities of the study abroad program or university-related international activity without prior approval of the program leader and director of the International Center.
- There are host institutions or service providers that do not accommodate non-enrolled participants. It is the responsibility of the program leader to verify the host institution’s or provider’s policing concerning non-enrolled participants using its facilities or participating in program activities that are not governed by the University of Missouri.
- Individual programs may establish more stringent guidelines pertaining to participation of non-enrolled participants. This includes prohibiting their participation in the study abroad program or university-related international activity.

Travel and housing arrangements
- Travel arrangements, housing and other living arrangements (such as meals) are the responsibility of the non-enrolled participant, including all transportation, passports and visas, insurance, etc.
- Non-enrolled participants who are considered key contributors to the educational mission of the program as recommended by the program leader must be approved by the director of the International Center. The program leader is responsible for reporting this type of non-enrolled participant to the International Center and defining the specific role and scope of participation of these non-enrolled participants.
- Host institutions may limit or prohibit accommodating non-enrolled participants.

Minor children
- Care of minor children accompanying faculty, staff or students should not interfere in any way with the duties and activities of the study abroad program or university-related international activity. Child care
is the responsibility of the parent/guardian, and children under 15 must be accompanied by a full-time caregiver. Some countries place restrictions on travel with minors and it is the responsibility of the parent/guardian to comply with these restrictions.

- It is strongly recommended to consider the difficulty involved in taking minor children on a study abroad program or university-related international activity. They require more attention than at home due to factors including language barriers and cultural differences, as well as lack of usual friends and recreational and educational activities. It is more difficult for the parent/guardian to focus their full attention on the academic experience while meeting the needs of a minor child.

**Employment**

- Family members of program leaders may not be hired to perform duties on the study abroad program or university-related international activity if the fulfillment of such duties is under the general supervision or direction of the program leader. Please see section 320.040 of the Collected Rules and Regulations of the University of Missouri for more information.

**Financial considerations**

- All expenses incurred by a non-enrolled participant are their own responsibility.
- Program activities should not be arranged or modified to accommodate non-enrolled participants.

**PROCEDURES AND PRACTICES**

- It must be made transparent that fees paid by enrolled participants will not subsidize non-enrolled participants.
- The inclusion of any non-enrolled participant in a study abroad program or university-related international activity must be approved by the director of the International Center before arrangement for participation are finalized. This requirement includes alumni professionals and academic/industry experts who are included for the purpose of enhancing the program’s learning outcomes.
- Non-enrolled participants must register through the International Travel Registry and complete all required materials prior to the start date of the study abroad program or university-related international activity. The parents/legal guardians of minor children will complete registration in the International Travel Registry on behalf of their minor children. Failure to complete this registration prior to the program start date may result in revocation of permission to participate.
- Non-enrolled participants who are determined to be a risk to self or others or who engage in behavior that is not compatible with the best interests of the study abroad program or university-related international activity will be dismissed and must return home at their own expense.