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## International Risk Committee for Student Travel (IRC) Family Member Rules for Program Leaders on CU Boulder Faculty-Led Programs

*Established: January 2019*

*Updated: January 2024*

### Introduction

The following rules concern family participation on faculty-led programs while a program is in progress. A program is considered to be in progress from the first day of the students' arrival through the day of their departure. These rules apply to all Faculty Directors, Group Leaders, Program Assistants, and Staff Leaders ("Program Leaders") who are leading a Faculty-Led program with the University of Colorado Boulder.

The educational experience and the health and safety of the participants in the program is of paramount importance and underscores the rules below.

### Visitors

Personal visitors who are not immediate family members (spouse, significant other, partner, or dependents) of the Program Leaders may not visit while a program is in progress, nor may they participate on program-sponsored activities.

### Personal Care Attendants

Exceptions to this rule will be considered for Program Leaders who have a medically documented need for a personal care attendant or other personal assistance services. In these cases, the personal care attendant must be enrolled in the CU Boulder education abroad [group medical/accident insurance coverage](#) for the period of the program. Information on requesting accommodations is located on the [Employment Accommodations](#) website. For questions about the forms or employment accommodations process, please email [ADA Compliance](#) or call 303-492-9725.

### Family

Program Leaders may want to bring their immediate family to accompany them as they fulfill their professional duties in leading students on a CU program. They should first consider how this might impact the program, particularly any impact with respect to their duties in leading the program. Note that in certain instances, family members are not allowed to join the program. In cases where space limitations exist (for example, due to housing and/or transportation), spaces on the program are reserved for CU Boulder students who have been admitted to the program, and for the Program Leaders who have been appointed by CU Boulder to lead the program (and to teach the course, when applicable).

### Policy

Program Leaders who choose to have family accompany them (when logistical considerations permit) must abide by the following guidelines:

1. The Program Leaders must comply with the CU Boulder [Guidelines for Children in the Workplace and/or Classroom](#), which are applicable to international programs involving students.
  - a. Dependents must be under the supervision of an adult other than a Program Leader or program participant.
  - b. Neither Education Abroad nor on-site program providers can help arrange childcare. The cost of childcare cannot be included in the program fee or faculty compensation package.
2. Program Leaders must be able to complete all of their responsibilities as a Program Leader, which may include (but is not limited to) student support, academic delivery, risk management, crisis response, logistical operations, and content expert. The workload is much heavier than a standard course on campus. A Program Leader's first priority is to be available to the students in any emergency (or potential emergency) 24 hours a day, 7 days a week, while the program is in session. Program Leaders are expected to prioritize their regular program-related duties under all circumstances.
  - a. In case of emergency involving a family member, Program Leaders must make every effort to support their family without disrupting the student experience.
  - b. If the presence of a family member interferes with the ability of the Program Leader to complete their responsibilities, the Program Leader will be expected to remedy the situation or pay the full expense for the family member to return home. The Program Leader should also know that this could impact their ability to lead programs in the future or bring a family member in the future.
3. Accompanying family, if not enrolled as full participants in the program or hired in an official capacity to support the program (e.g. as a program assistant), are not considered in any way to be participants in the program or representatives of the University of Colorado and will not have any official duties associated with the program. Accordingly, the Program Leader must complete the *Travel Agreement*, *Notice of Risk and Waiver of Responsibility* as well as the *General Notice to Participants of Risk/Waiver of Responsibility* for their family members, which are available on CU's [General Waivers and Consent](#) page.
  - a. Family members may not participate in any official program activities, including class (when applicable), group meals, cultural excursions, field trips, business visits, etc.
4. Family members are **not** protected by the University liability insurance for any actions taken abroad. They are urged to discuss applicable liability protection with an insurance agent to ensure that adequate coverage is in place for their overseas activities. Family members (or the Program Leader) are responsible for procuring their own liability insurance including related expenses, and they are also responsible for all of their other expenses, including all travel and their portion of room and board; Family members (or the Program Leader) understand and agree that they are fully and financially responsible for damages or liability of any kind incurred by or resulting from the intentional acts or negligence of the Family member.
5. Family members must purchase at their own cost the CU Boulder education abroad [group medical/accident insurance coverage](#) for the period of the program. (This coverage is provided to Program Leaders and program participants; all participants receive information on specific dates of coverage upon travel registration.)
  - a. Family members must complete a registration process with Education Abroad.

- b. Family members may also be required to purchase additional program insurance through the program provider.
6. Family members are responsible for all travel expenses (e.g. flight, ground transportation, upgraded accommodations, etc.). Neither Education Abroad nor on-site program providers can make travel arrangements for family members.
  - a. Program Leaders will not be reimbursed for any expenses incurred on behalf of family. Careful records must be maintained by Program Leaders to ensure separation of expenses of any family members from the reimbursable expenses of official travelers. Any additional costs incurred due to stopovers, route modifications, or mode of transport made for the convenience of the family members will be borne entirely by the Program Leader.
7. Although family members are not participants in the program, they are expected to abide by the program policies and restrictions that are imposed for safety reasons. Family members should be aware that their personal behavior must not in any way affect the quality of the program or the experience of the participants.
  - a. If the behavior of a family member is deemed to be in violation of the expectations outlined in this document, the expectations of the program's community or behavioral agreement, or is interfering with the academic mission of the trip, the Program Leader will be expected to remedy the situation or pay the full expense for the family member to return home. The Program Leader should also know that this could impact their ability to lead programs in the future or bring a family member in the future.