



Pam Hendrix Center for
EDUCATION ABROAD

Request for Program Proposal Guidelines

Program Details

U.S. Departure Date	
Destination Arrival Date	
Program End Date	
Destination(s)	
Number of Participants	<i>*request quotes for variable participation #s</i>
Number of Faculty/Staff	
Coursework	<i>*credit bearing or non-credit bearing</i>
Group Flight (Y/N)	

Requested Services/Support

- *Accommodations for students (2-3 can share one room, but require separate beds) and faculty (single rooms)*
- *Classroom/meeting space*
- *Onsite orientation upon arrival & welcome meal*
- *Guided tours and admission tickets for activities indicated in the suggested itinerary below (museums, city tours, etc)*
- *Local site visits (schools, businesses, organizations, etc)*
- *Group meals*
- *Onsite transportation (trains, buses, etc), including airport transfers*
- *24/7 onsite support (accompany the group as needed)*

Suggested Itinerary

Date	Location	Arrival, airport transfer
		Sample Activity
		Welcome Dinner and Orientation
Date	Location	Sample Activity
		Sample Activity
		Sample Dinner
Date	Location	Departure, airport transfer

Optional Inclusions (additional fees will apply)



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➤ Sample optional inclusion

- Please provide quotes for variable student numbers if applicable (e.g., \$\$ for 10-14, \$\$ for 15-19) .
- Faculty expenses should be separated from the student expenses.
- Please provide cost breakdown for student and faculty quote (e.g. accommodation, transportation, excursions/activities, meals, administrative costs, onsite support, etc.)
- Clemson University enrolls all Clemson-sponsored participants in international medical insurance. If you must mandate your insurance, please provide a copy of the policy.