



# WHITWORTH UNIVERSITY

## OFF-CAMPUS PROGRAMS (OCP) Non-Participant Request Form

This form is to be used by OCP faculty leaders to formally request the inclusion of a non-participant to their program. Examples of non-participants include: **spouse, dependents, family members, community members**

The requesting faculty member is to complete and return this form to the Office of International Education: Rebecca Gahl-Partridge ([rgahl-partridge@whitworth.edu](mailto:rgahl-partridge@whitworth.edu)), Assistant Director of Off-Campus Programs (509-777-4499)  
**Approval of the requested non-participant(s) will be communicated from OCP following receipt and review of this form.**

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**Faculty Leader:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**OCP Program Name:** \_\_\_\_\_

**Program Term:** Fall Semester 20\_\_\_\_ January Term 20\_\_\_\_ Spring Semester 20\_\_\_\_ May Term 20\_\_\_\_

Other (specify): \_\_\_\_\_

<b>Non-Participant Name: 1)</b> _____	<b>Age:</b> _____
2) _____	<b>Age:</b> _____
3) _____	<b>Age:</b> _____
4) _____	<b>Age:</b> _____

**Relation to Faculty Leader: 1)** \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_  
4) \_\_\_\_\_

**Duration of Presence on Program:**

*Please detail the length of time the non-participant(s) will accompany you on the program.*

## **Policy & Guidelines for Non-Participants on Off-Campus Programs**

### **A. Family Members:**

Whitworth University recognizes the importance of the family and supports faculty leaders seeking to include family members as part of the off-campus experience. However, these programs are, first and foremost, academic programs and their classes, field trips, and cultural excursions should never be designed to cater to the needs of ancillary individuals who are external to the academic experience.

#### **I. Spouse**

- a. A spouse may accompany the faculty leader for either a portion or the entirety of the off-campus program as long as it does not interfere with the faculty member's duties to the program and the students.
- b. The primary role of an accompanying spouse is that of spouse and/or caretaker of any dependent children also accompanying the faculty member. For liability purposes, it is important that spouses do not have responsibilities related to the academic program or sole supervision over students.

#### **II. Dependents**

- a. Legal dependents under the age of 18 may accompany the faculty member for the duration of the program as long as it does not interfere with the faculty member's duties to the program and its students.
- b. If the dependent is under the age of thirteen, the faculty member **must** provide a caretaker. This caretaker must be eighteen years of age or older and cannot be a sibling under the age of eighteen.

### **B. Financial Considerations**

- a. Family members may pay the program fee paid by all other participants minus those costs that pertain specifically to student participation, including the emergency fund contribution, program leader costs, and other fixed costs that will not increase as a function of adding an additional person (e.g. tour guide fees). The faculty leader is responsible for providing the calculated costs associated with this option to OCP staff and paying the University in a timely manner.
- b. Alternatively, separate payments may be made directly from the faculty member for the family member(s) expenses, such that no portion of the program fees offset costs incurred by the program as a function of their participation. In cases where program funds are used temporarily to cover faculty's family member costs, full and timely reimbursement must be made to the program and thoroughly documented.
- c. Clear communication is recommended to be given from the faculty leader to the program's students regarding the inclusion of the family member(s), so that there is no confusion regarding the financial implications of the inclusion of the family member(s) on the program.

### **C. Logistical Arrangements**

- a. In cases where a faculty member requires a logistical arrangement for a spouse or dependent that costs more than the price that would have been paid without them, the faculty member is responsible for the cost difference.
- b. Faculty members are responsible for securing airfare, passports, visas, and insurance for non-participant family members. Although not guaranteed, in many cases, OCP can arrange for non-participant airfare to be included in the group booking.
- c. Family members are not permitted to share hotel/housing rooms with students.
- d. Family members should not compromise the academic or cultural outcomes of the program in any way.

*I acknowledge that I have read, understand, and agree to the aforementioned policy and guidelines.*

**OCP Faculty Leader**

\_\_\_\_\_  
*Signature*

*by typing my name above, I understand and agree that this form of electronic signature has the same legal force and effect as a manual signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed name*

*Updated April 2023*

