Date: March 6, 2014

To: Mary Ann Takemoto, Chair
    Student Fee Advisory Committee

From: John Fugatt
    Director Student Financial Services, Staff Support for Student Fee
    Advisory Committee

Subject: Center for International Education/CCPE – Foreign Travel Insurance
         Program Fee- Request to Establish a New Fee

Attached is a request from the Center for International Education/CCPE to establish a
new fee (Foreign Travel Insurance Program Fee). The new fee would be assessed to all
students who attend a semester program as a direct exchange student in a foreign
country as required by CSU Coded Memo RM 2013-01 (International Travel
Requirement to Purchase Insurance). The fee will be charged at $300 for low risk
countries and $400 for high risk countries with a subsequent adjustment either higher or
lower based on actual costs paid by the university each year. I have reviewed the
request to obtain reasonable assurance of the quality and integrity of the data presented
as well as compliance with Executive Order No.1054.

The review revealed the following:
• The cost is reasonable based on current insurance rates provided by CSURMA.
  Attached is the Coded Memo with current costs. An increase is expected July 1,
  2014. As a result, the best estimate available has been used in the fee request.
• The request has included a stipulation that the actual fee will be charged resulting in
  a credit or additional charge to the student once actual costs have been received.

Under EO 1054, this request meets the definition of a Category III fee: Fees associated
with state-supported courses, specifically for materials and services used in concert with
the basic foundation of an academic course offering. Responsibility and authority are as
follows:

1. Fee Advisory Committee:
   The fee advisory committee will consider proposals and make a recommendation
to the president.

2. President:
   The president is delegated authority for the oversight and adjustment of Category
   III fees. The president is responsible for assuring that appropriate and meaningful
   consultation occurs prior to adjusting any fee or requesting a new Category III
fee. The president may establish fees within a range established by the chancellor.

Please do not hesitate to let me know any questions or concerns you may have. Thank you.

Attachments

Cc: Sharon Taylor
AVP, Financial Management
Category III - Establish A New Fee Within Approved Ranges

General Information

Department / College  Center for International Education/College of Continuing and Professional Education  
(Dept ID: 00669)

Division AA

Course Catalog Number(s)  C/LA 305; INTL 400; INTL 500; UNIV 301

Course Name(s)  British Life and Culture; Foreign Course work; Special Topics in Global Issues

Fee Name  Foreign Travel Insurance Program (FTIP)

Purpose of the Fee  To provide the required travel insurance to students who are studying abroad on official CSULB semester exchange programs.

Detailed Fee Description  Foreign Travel Insurance is now required by Coded Memorandum: RM 2013-01\n\nissued March 25, 2013. \nAll faculty, student, and staff travelling internationally on CSU business are required to use...FTIP.\n
Effective Date  Fall 2014

Contact Information

Name  Sharon Olson

Contact  Phone: 5-5555, Email: Sharon.Olson@csulb.edu

Request Status

Date Requested  2/17/14

Last Modified  2/17/14

Request ID  277

Account Number  501110

Fund Code

Status  In Review (Bursar)

http://www.csulb.edu/divisions/students/sfac/forms/request_print.php?rID=277  2/17/2014
Calculation of Fee Level
Personnel Services Cost

\[
\begin{array}{l}
\text{Min (Year 1)} \quad \text{Max (Year 2)} \\
\text{Salaries and Wages} \\
\text{Temporary Help Cost} \\
\text{Student Assistants Cost} \\
\text{Staff Benefits Cost} \\
\text{Other Personnel Services Cost} \\
\text{Supplies and Services} \\
\text{Tangible Consumable Materials} \\
\text{Services} \\
\text{Insurance} 250.00 \\
\text{Rentals} \\
\text{Other Supplies and Services} \\
\text{Other Costs} \\
\text{Any Other Costs} \\
\text{Description} \\
\text{Total Costs (A)} \quad \text{\$ 250} \\
\text{Number of Students/Year (B)} \\
\text{Calculated Cost per Student (C) = A / B} \quad \text{\$ 0} \\
\text{Recommended Fee} \quad \text{\$ 250.00} \\
\end{array}
\]

Adjust to actuals each semester.

Authorization to Submit Request
Division VP/Appropriate Admin. David Dowell Signature: Date: 5/14/14
Division AVP/College Dean Jool Joshee Signature: Date: 8/7/14
Department Chair/Manager Terrence Graham Signature: Date: 3/3/14
ASM Joseph Dragicevich Signature: Date: 2/27/14

Please contact us at sfac@csulb.edu if you have any additional questions.
MEMORANDUM

DATE: March 25, 2013

TO: CSU Presidents

FROM: Benjamin F. Quillen
Executive Vice Chancellor and
Chief Financial Officer

Code: RM 2013-01

Supersedes RM 2011-03 & 2012-03

SUBJECT: International Travel & Requirement to Purchase Insurance

This memorandum supersedes Technical Letters RM 2011-03 and RM 2012-03. Campus president travel to high hazard areas or countries on the U.S. State Department Travel Warning List must be approved by the chancellor. Approval for all other faculty, student, and staff travel to high hazard areas or countries on the US State Department Travel Warning List has been delegated to the Executive Vice Chancellor/Chief Financial Officer.

The following link: https://csyou.calstate.edu/Tools/high-hazard-travel/Pages/default.aspx will direct you to the approval form for travel to high hazard and State Department travel warning locations. When the form has been completed, please print it and obtain the campus president's signature. Send the form and all supporting documentation electronically to Charlene Minnick, Assistant Vice Chancellor for Systemwide Risk Management and Public Safety at cminnick@calstate.edu, here in the Chancellor's Office.

Travel requests to high hazard areas or countries on the U.S. State Department Travel Warning List require underwriter approval and must be reported as soon as practical, but no less than 30 days prior to the planned departure date. For the most current high hazard/travel warning information, please check the State Department website http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html and the High Hazardous Country List at the Systemwide Risk Management's website http://www.calstate.edu/risk_management/. Both lists are subject to change.

ALL faculty, student, and staff traveling internationally on CSU business are required to use the California State University Risk Management Authority (CSURMA) Foreign Travel Insurance Program (FTIP).
FTIP benefits include but are not limited to the following:

- General Liability and Excess Auto Liability
- Primary Medical Expense, Emergency Medical Benefits and Evacuation
- Repatriation of Remains
- Political Evacuations and Repatriation Benefit War Risk Coverage
- Accidental Death and Dismemberment Benefit

Currently premium rates for FY 2012/13 are $60.00 for trips of up to 15 days and $75.00 for trips of up to 30 days in duration per trip/employee, with an additional premium for high-hazardous/war risk countries. For detailed information on coverage and costs, as well as the FTIP form, please visit http://www.csurna.org/.

It is recommended that all employees traveling internationally sign up for the State Department's Safe Traveler Enrollment Program (STEP). This is a system utilized by the State Department to connect with the traveler; providing information should conditions change in the foreign location and assist you in an emergency. The traveler need only enroll once and then can update as trips are planned. The on-line enrollment site is https://travelregistration.state.gov.

Should you have any questions, please contact Charlene Minnick, Assistant Vice Chancellor for Systemwide Risk Management and Public Safety at (562) 951-4580 or cminnick@calstate.edu.

BFQ:CM:zg

c: Timothy White, Chancellor
    Chancellor's Council
    Vice Presidents, Business/Administration
    Provosts/Vice Presidents, Academic Affairs
    Executive Assistants to Presidents
    Risk Managers
Coverage Summary
Coverage: Foreign Travel Insurance Program
Coverage Term: July 1, 2012 – July 1, 2013
Policy Number: GLMN04950872R / PHFD37258337
Insurer: ACE USA- U.S. International Advantage Program
Insured: California State University Risk Management Authority (CSURMA)
California State University (CSU)
CSU Auxiliary Organizations
Headquarter: Office of the Chancellor
Systemwide Risk Management
401 Golden Shore, 5th Floor
Long Beach, CA 90802-4210

Coverage Territory: ANYWHERE IN THE WORLD but excluding:
1. The United States of America, Puerto Rico, (including its territories and possessions); and
2. Any country or jurisdiction which is the subject of trade or economic sanctions imposed by the laws or regulations of the United States of America

Coverage & Limits:

$5,000,000 | Primary General Liability
Coverage A – Bodily Injury/Property Damage Each Occurrence

$5,000,000 | Aggregate Limit/Products/Completed Ops

$1,000,000 | Premises Damage Limit

$5,000,000 | Coverage B – Personal Injury & Advertising Injury – Aggregate Limit

$ 10,000 | Coverage C – Medical Expense Limit (any one person)

$1,000,000 | Employee Benefits Liability Endorsement- Each Claim (Subject to $1,000 Deductible) (Claims Made Coverage) and Annual Aggregate

$1,000,000 | Contingent Auto Liability (Excess)
Bodily Injury/Property Damage Liability Each “accident”

$100,000 | Hired Auto Physical Damage/any one policy period

$25,000 | Auto Medical Payments/each person/ each accident

This summary of the policy terms is provided for information only. It does not convey any rights upon the insurance nor alter its condition for coverage. Please refer to the actual policy for full disclosure of the policy terms.

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Coverage & Limits
(cont.):

$100,000  Employee – AD&D Benefit
$50,000  Student – AD&D Benefit

Accidental Death & Dismemberment Benefit

Trip Cancellation
$2,500 Benefit Maximum
Reimbursement of non-refundable covered expenses paid for trip up to Benefit Maximum if prevented from taking trip as a result of injury, sickness, or death

Trip Interruption Benefit
$2,500 Benefit Maximum
Reimbursement of cost for one-way economy air or ground transportation ticket, up to benefit maximum, if participant’s trip is interrupted as a result of a death of a family member or unforeseen injury or sickness of participant’s family member.

Trip Cancellation (Self Funded)
$2,500 Benefit Maximum
Limited self-insured coverage for trip cancellation, addressing the cost of cancelling or early return from travel triggered by critical events that may not be covered under the insurance program (recent examples – Tsunami in Japan and the disruption caused by the Icelandic volcano).

Premium Rates:

Faculty/Employee
$60.00* Trips up to 15 days duration per trip/employee
$75.00* Trips up to 30 days duration per trip/employee

Students/Other
$50.00* Trips up to 15 days duration per trip/student
$60.00* Trips up to 30 days duration per trip/student

*Note: Additional Premium for high-hazardous / war risk countries. Contact Alliant Program Administrator for details

Claims Reporting:

ACE Travel Assistance Program
1-800-243-6124 (Inside the USA)
1-202-659-7803 (Outside USA Call Collect)
Email: DPS@europassistance-usa.com
Plan Number: 01AH585
Policyholder: California State University Trustees
Policy Number: GLMN06950872R
Assistance Provider: Europ Assistance USA

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