

## Program Provider Requirements

An organization must meet the following requirements for UVM to be able to contract with them as a program provider for an international Travel Study program.

1. **FULLY CUSTOMIZABLE:** The ability to customize the program to your needs, but make all the local arrangements directly. Faculty should not be negotiating directly with hotels, transportation companies, etc. Faculty should be able to guide the local provider on guest speakers, activity preferences, itinerary design, etc.
2. **DETAILED ITINERARY:** Providers must be able to submit a detailed draft itinerary for the program including suggested accommodations, activities, and transportation methods at the time that they provide an initial quote/pro-forma invoice.
3. **COMPREHENSIVE HEALTH & SAFETY SUPPORT:** Providers must be equipped to support health and safety of the program. This includes:
  - Local staff who can support program activities in the event of an emergency;
  - Established health and safety protocols for custom programs they help develop;
  - Included on-the-ground orientation for the group upon arrival for the program.
4. **FULL-SERVICE ARRANGEMENTS:** Full-service financial support in the form of a single invoice that includes every program expense including: accommodations, activities, entrance fees, arranged classroom spaces, transportation, any relevant group meals, required tips, etc. Note that student and faculty costs must be separated out in the invoice. A detailed invoice plus relevant tax and wire transfer forms will be required for UVM to remit payment.
5. **TIMELINE:** We generally know if programs are going to proceed about 90-100 days in advance, based on student enrollments. We cannot make any non-refundable deposits/payments or confirm student rosters until this point. Providers should be aware of these timelines and able to work with them.
6. **INSURANCE:** Providers must hold and be able to give proof of general liability insurance (also called civil liability or public liability insurance) that meets UVM's minimum amounts. Additionally, organizations that provide transportation directly must provide proof of automobile insurance. UVM will ask for this proof prior to granting permission to work with a given provider. You can find the minimum amounts needed for your program destination on [Risk Management's Travel Safety website](#) under *International Travel (including Canada and US Territories): Students // Contracts*. Note that these amounts are subject to change.