Financial & Travel Policies for
Calvin Off-Campus Semester Program Directors

Benefits

• Airfare for director, spouse, and any school-age (high school age or younger) children who accompany the director for the semester. In the case where the director travels alone, Calvin will cover the airfare cost of a spouse to visit at some point during the semester.
• Lodging expenses (rent and utilities) for on-site housing during the program and for up to two weeks before and two weeks after the program; costs to be approved by OCP director in advance
• Local public transportation costs for director (if a vehicle is necessary, arrangements must be discussed well in advance and approved by the OCP director).
• Internet access and a laptop computer.
• Cell phone.
• Immunizations and prophylaxes necessary for residence at the program site for the director and any family members who accompany or visit
• Interim release (or summer stipend—for Fall programs only) to compensate for the time required to recruit and prepare students for the program and to move to the program site. The choice of interim release or summer stipend is to be determined in consultation between program director and department. This does not apply to the programs that have on-site directors.
• Exemption from Calvin’s Christian school requirement for school-age children who accompany the director.
• Richer, deeper, often life-long relationships with students

Director costs

• Meals for the director and family (except for director during official program excursions)
• Local transportation costs for family members (unless local public transportation is not available)
• Airfare for any children who are college age or above
• Separate accommodations for visiting family members unless the director’s lodgings are unsuitable for sharing (such as a room in a private home); family accommodations arrangements (costs) must be approved by OCP director in advance of visit
• Excess baggage (beyond the two bag limit for international travel set by the airlines)
• Pets
• Cost-of-living adjustments: be aware that, while many sites have a lower cost-of-living than the United States, some may cost more. Calvin does not reimburse these expenses.

I, the undersigned, have read the job description and understand financial policies related to this position. I understand and agree to these policies and will work to the best of my ability to fulfill the requirements of this position.

Name ___________________________ Date ___________________________
Semester Program ___________________________ Year ___________________________