

Study Abroad & Global Engagement (SAGE) Rules of Engagement

- 1) Vendor must be approved via Extension and International Programs (EIP) vetting process before working with CSUF faculty and departments.
- 2) While a vendor may contact faculty directly, the vendor must still adhere to the vetting and agreement approval processes through EIP and the respective Dean's office.
- 3) Vendor shall not offer free services or discounts to faculty, staff, or departments for participation in their programs.
- 4) Vendor shall not handle/administer student and or faculty travel expense reimbursements (when paid for with university funds).
- 5) Vendor shall not accept documents signed only by faculty. EIP and the respective Dean's Office approval is required.
- 6) Vendor shall not honor or adhere to informal arrangements (such as verbal or emailed arrangements) not outlined in executed agreements that would obligate the university without proper consultation and approval from EIP and the respective Dean's Office.
- 7) Vendor shall not modify minimum student enrollment requirement if not met by deadline indicated on executed university international agreement or any other components related to financial concerns.
- 8) Vendor shall not communicate directly to students until they are officially accepted to the program by the SAGE office.
- 9) Vendor shall not make modifications to the terms and conditions of the university international agreement(s) that are not approved by EIP and the respective Dean's Office.
- 10) Vendor must provide all program invoices to EIP and the respective Dean's Office.

For questions please contact Shari Merrill, Study Abroad Associate Director at smerrill@fullerton.edu and Abigail Segura, Programs Lead at absegura@fullerton.edu