

### *General*

- AC Membership operates on the calendar year (January 1 – December 31)
- Dues entitle your institution to one year of membership
- Benefits cannot be carried over from year to year if they go unused
- For any questions, or to utilize your benefits, contact your Institutional Relations (IR) Manager (unless stated otherwise) or [membership@ciee.org](mailto:membership@ciee.org)
- Benefits carry no redeemable cash value
- It is the responsibility of the AC Member to keep informed about opportunities to utilize benefits and to notify CIEE when and how the benefits will be utilized
- It is the responsibility of the AC Member to follow notification deadlines, where applicable
- Annual membership dues (\$450 per year) are non-refundable
- AC Members will be automatically invoiced for annual dues each January, if you have questions about payment please contact [membership@ciee.org](mailto:membership@ciee.org)

### *Academic Consortium Voting Rights*

- CIEE's programs are governed by our Academic Consortium Board (ACB), which is comprised of representatives from the Academic Consortium Membership
- The individual at your institution designated as CIEE's Academic Consortium Voting Representative will receive notification via email when there are opportunities to nominate or ratify election of new ACB members
- Faculty or staff from any AC Member institution can be nominated to serve on the ACB, or nominate themselves to serve
- For elected ACB members, CIEE covers costs associated with participation
- For more on the ACB please visit: <https://www.ciee.org/go-abroad/for-educators/college-advisors-faculty/academic-consortium-board>

### *Annual AC Member Student Grant*

- \$1,000 Grant – cannot be broken up; must be applied, in full, to a single student
- Applicable to semester programs only, not short-term programs (summer, winter, or other)
- Grant is applied as a deduction from the student's program fee
- Applicable to fall semester of membership year, and spring semester of year following membership (i.e. If you are a member for calendar year 2018, this grant may be applied toward Fall 2018 or Spring 2019)
- CIEE must receive notification of award recipient no later than CIEE's general scholarship deadlines (i.e. November 1 for spring; April 1 for fall) – please email your nominations to [InstitutionalScholarships@ciee.org](mailto:InstitutionalScholarships@ciee.org) and cc your Institutional Relations (IR) Manager

### *Annual Global Internship Conference (GIC) Grants*

- Discounted registration of \$150 per person
- Cannot be combined; only 1 per attendee
- Can only be applied toward a full registration; does not apply toward single day registrations
- Applicable to any faculty or staff from the institution
- Registration discount will be automatically available on the GIC website if the institution's membership is current (annual fee has been paid for current year) – Please provide the discount code “CIEE Member” upon completion of your registration – this will deduct \$150 from the total amount

### *CIEE Annual Conference Grants*

- \$250 discount per person off total registration price for up to four study abroad staff, a total benefit of \$1,000 per year. For current registration pricing, please visit the [CIEE Annual Conference website](#)
- Cannot be combined; only 1 per attendee
- Can only be applied toward a full registration; does not apply toward single day registrations
- Applicable to any faculty or staff from the institution
- Registration discount will be automatically available on the CIEE Conference website if the institution's membership is current (annual fee has been paid for current year)

### *CIEE Group Site Visits*

- For CIEE organized Group Site Visits only; does not apply to individual site visits
- Nominate staff participants by emailing [studyevents@ciee.org](mailto:studyevents@ciee.org), or apply directly at: <https://www.ciee.org/sites/default/files/content/documents/college-study/groupsitevisitapplication2018.pdf>
- Preference will be given to staff that are directly involved in advising students for CIEE programs, or are directly involved in new program approvals
- Faculty not directly involved with study abroad will be evaluated on a case by case basis
- Selected participants will be notified within one month of the application/registration deadline
- Can be used once every 3 years – institution must be current AC member at time of applying the benefit (i.e. if your membership expired in 2017 you wish to use the site visit benefit in 2018, you must renew membership in 2018)
- CIEE will cover costs of the visit for one person, including: the registrator  
at a local hotel, all meals during the site visit, and all intra-country *and intra-site* transportation
- For any additional staff who wish to participate, they will receive a discounted registration price of \$400 (registration is \$600 for non-members) but must pay for their own airfare
- Members can take advantage of the discounted \$400 registration during any year of membership (once the full coverage benefit has already been used)

### *Faculty Fellows Program*

- This opportunity is open to faculty at any college or university that is a member of the CIEE Academic Consortium
- Apply to be a guest instructor for either a 6-week semester or 4-week summer course at one of our Global Institutes in Berlin, Cape Town, London, Madrid, Paris, or Rome
- Must apply at least nine months before the start of the term you would like to teach
- Link to application page: <http://start.ciee.org/study-abroad-visiting-faculty.html>
- Visiting faculty will be compensated in the same range as local adjunct instructors, on a sliding scale based on experience. In addition, housing or housing stipend will be provided

### *Health, Safety & Security Regional Workshops*

- CIEE will notify you via email of any health, safety, and security workshop opportunities in your region, as these become available
- Workshops are free to attend and will cover best practices regarding health, safety and security, as well as the opportunity to investigate how these might be applied at your institution
- To RSVP or for more information please email [studyevents@ciee.org](mailto:studyevents@ciee.org)
- Space is limited and is available on a first come first serve basis

### *Program Site Evaluation and Development Teams*

- Each year CIEE conducts extensive evaluations of a number of Study Centers, involving faculty and staff from the Academic Consortium
- To recommend faculty or staff to participate in one of these site evaluations, please notify your IR Manager – please send name, title, and area of expertise (e.g. business, Spanish language, art history, etc.) for faculty or staff member
- CIEE will keep a record of who's been recommended, and we will reach out as appropriate each year as we seek skilled individuals for these opportunities
- CIEE covers costs associated with participation

Contact [membership@ciee.org](mailto:membership@ciee.org) with any additional questions