

# THE FORUM ON EDUCATION ABROAD

## MEMBERSHIP INFORMATION

The Forum on Education Abroad is an *institutional-membership* association. Membership consists of *categories*, including U.S. and Non-U.S. institutions, providers and affiliates, charitable foundations, and *levels*. Annual dues are based on the membership category and level under which your organization falls. Questions about how your institution or organization fits into the Forum membership categories? The Forum staff is always ready to help! Call 717-245-1031, or email [membership@forumea.org](mailto:membership@forumea.org).

### Forum Membership Categories

**U.S. Institution:** A U.S. college, university, state system, or consortium, that offers students access to education abroad opportunities, whether managed by the applicant institution itself, or by other entities. Students enrolled in education abroad programs who are from other institutions must comprise no more than 30% of the total enrollment in the applicant's education abroad programs. (If enrollment from other institutions exceeds 30%, applicants are considered to be a Provider Organization.) **Community Colleges** fall into a separate category at a discounted rate.

**Non-U.S. Institution:** A university located outside of the U.S. that hosts U.S. students in education abroad opportunities such as study abroad programs, courses or on exchanges.

**U.S. Provider Organization:** U.S. entities (either for-profit or non-profit) that provide education abroad opportunities for students from U.S. colleges and universities. If a U.S. college or university enrolls students from other institutions and these students comprise more than 30% of the total enrolled in the applicant's education abroad programs, the applicant institution is considered a Provider Organization.

**International Provider Organization:** Same as "U.S. Provider Organization" immediately above, except the entity's main office is located outside of the U.S.

**Affiliate:** A membership association, business, or other entity (either for-profit or non-profit) that does not directly administer or sponsor education abroad opportunities for students but provides a service in support of education abroad. The Forum maintains selective reciprocal membership arrangements with other membership associations to advance the strategic goals of each association.

**Charitable Foundation:** A non-profit organization that donates funds and/or supports through its activities the education abroad field.

**Individual:** A person without a current institutional or business affiliation. While the Forum is an institutional membership association, individuals who are not affiliated with an organization may apply for membership to receive some of the benefits of membership.

### Forum Membership Levels

Each institutional membership category has different levels, based on the number of students participating in education abroad. These membership levels establish the number of representatives and annual dues, as shown on the next page.

## Dues Charts

### For U.S. Institutions

Level	Number of U.S. Students Sent Abroad Annually	Institutional Representative	Associates	Annual Dues
1	<500	1	Unlimited	\$696
2	501-750	1	Unlimited	\$927
3	751-1,000	1	Unlimited	\$1,133
4	1,001-1,500	1	Unlimited	\$1,288
5	1,501-2,000	1	Unlimited	\$1,545
6	2,001-3,000	1	Unlimited	\$1,803
7	>3,000	1	Unlimited	\$2,060

*The Forum is pleased to offer a special membership fee for community colleges of \$354.*

### For Non-U.S. Institutions

Level	Number of U.S. Students Received Annually	Institutional Representative	Associates	Annual Dues
1	<150	1	Unlimited	\$696
2	151-300	1	Unlimited	\$1,236
3	301-500	1	Unlimited	\$1,545
4	501-750	1	Unlimited	\$2,060
5	751-1,000	1	Unlimited	\$2,576
6	1,001-1,500	1	Unlimited	\$3,091
7	>1,500	1	Unlimited	\$3,606

*Note: For institutions located in a country classified by the World Bank as “low income” or “lower middle income” the membership dues are \$258.*

### For U.S. and Non-U.S. Provider Organizations

Level	Number of U.S. Students Sent Abroad or Received Annually	Institutional Representative	Associates	Annual Dues
1	<150	1	Unlimited	\$696
2	151-300	1	Unlimited	\$1,236
3	301-500	1	Unlimited	\$1,545
4	501-750	1	Unlimited	\$2,060
5	751-1,000	1	Unlimited	\$2,576
6	1,001-1,500	1	Unlimited	\$3,091
7	>1,500	1	Unlimited	\$3,606

*Note: For provider organizations with the main offices located in a country classified by the World Bank as “low income” or “lower middle income” the membership dues are \$258.*

**For Affiliate Organizations** (All affiliate organizations join at the same level.)

<b>Institutional Representative</b>	<b>Associate Members</b>	<b>Annual Dues</b>
1	Unlimited	\$1,030

*Note: For affiliates located in a country classified by the World Bank as “low income” or “lower middle income” the membership dues are \$258.*

**For Charitable Foundations**

<b>Institutional Representative</b>	<b>Associate Members</b>	<b>Annual Dues</b>
1	Unlimited	\$0

**For Individual Members**

Annual dues are \$155.

# FORUM ON EDUCATION ABROAD MEMBERSHIP APPLICATION

The Forum on Education Abroad welcomes your application! Please provide the following information:

## **Institution/Organization Information**

Name of Institution/Organization:

Mailing Address:

City:

State:

Postal code:

Country:

Phone #:

Website URL:

## **Membership Category and Level**

Please answer the questions below in the **appropriate category** to determine your membership level, and then **refer to the charts** on previous pages to find your number of associates and annual dues.

### **1. For U.S. Institutions/ Community Colleges**

- 1) How many of your students study abroad - on any program - annually?
- 2) How many U.S. students do you receive on programs you manage annually?
- 3) What percentage of total students enrolled in education abroad programs come from other institutions or campuses? *If 30% or less, your membership category is U.S. Institution. If more than 30%, your membership category is classified as a Provider (see #3).*
- 4) From what year is this student data?

### **2. For Non-U.S. Institutions**

- 1) How many U.S. students do you receive annually?
- 2) From what year is this student data?

### **3. For U.S. and Non-U.S. Provider Organizations**

- 1) How many U.S. students do you receive on programs you manage annually?
- 2) From what year is this student data?

### **4. For Affiliates/ Charitable Foundations**

- 1) What services do you provide to the field of education abroad?

**Institutional Representative Information**

The Institutional Representative is the main contact at a member institution, and serves as the official voting member. He/she is responsible for maintaining up-to-date contact information with the Forum. The Institutional Representative receives all mailings, email announcements, surveys and important communications, and has full access to all of the Forum’s online resources. Each member institution/ organization has one Institutional Representative.

**Name:**

**Title:**

**Email:**

**Phone:**

I would like to receive the electronic Forum News.  Yes  No

**Associate Member Information**

Each member institution/organization can add associate members\* to its membership, allowing them full access to the Forum’s online resources and receipt of Forum announcements. Associates must be full-time staff or faculty members employed by the member organization.

1.) **Name:**

**Title:**

**Email:**

**Phone:**

I would like to receive the electronic Forum News.  Yes  No

2.) **Name:**

**Title:**

**Email:**

**Phone:**

I would like to receive the electronic Forum News.  Yes  No

3.) **Name:**

**Title:**

**Email:**

**Phone:**

I would like to receive the electronic Forum News.  Yes  No

4.) **Name:**

**Title:**

**Email:**

**Phone:**

I would like to receive the electronic Forum News.  Yes  No

5.) **Name:**

**Title:**

**Email:**

**Phone:**

I would like to receive the electronic Forum News.  Yes  No

*\*There is no longer a restriction on the number of associates permitted, and associates can be added at any time by submitting an email request to membership@forumea.org.*

### **Payment of Membership Dues**

Upon receipt and approval of this application for membership, the Forum will send an invoice by email to the Institutional Representative named above. Payment may be made by credit card, check, or money order.

### **Statement of Support and Commitment**

Members agree to uphold the mission of the Forum on Education Abroad by:

- Advocating for standards of good practice;
- Promoting high-quality curricular development;
- Encouraging outcomes assessment;
- Supporting research and data collection;
- Engaging in advocacy of education abroad at all levels.

By completing this application, I affirm that the institution or organization named above is committed to the Forum's "Standards of Good Practice for Education Abroad" as they relate to the mission of the institution or organization.

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Signature (handwritten)

Date

**You may submit your completed membership application by:**

**Email:** [membership@forumea.org](mailto:membership@forumea.org)

**Fax:** 717-245-1677

**Or Mail to:**

The Forum on Education Abroad  
c/o Dickinson College  
P.O. Box 1773  
Carlisle, PA 17013